

# S. J. McKee Archives



## Athletic Association/Athletic board

<http://archives.brandonu.ca/en/permalink/descriptions4259>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.9

GMD: textual records

Date Range: 1919-1933, 1947-1958

Physical Description: 7 cm

Scope and Content:

These are the minutes from the meetings of the Athletic Association and the Athletic Board.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



## Board correspondence and subject files

<http://archives.brandonu.ca/en/permalink/descriptions76>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.4

Accession Number: 1-2004, 6-2005, 7-2005, 8-2005

GMD: multiple media

Date Range: 1963-1991

Physical Description: 2 m

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

Sub-series consists of correspondence and various other documents, including: financial information, legal documents, agendas, reference materials, minutes, blueprints, drawings, reports, briefs, recommendations, proposals and newspaper clippings.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.4 Correspondence and subject files



## Board Executive Committee

<http://archives.brandonu.ca/en/permalink/descriptions75>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.2

Accession Number: 6-2005, 13-2000

GMD: multiple media

Date Range: 1973-1990

Physical Description: 14 cm

History /

Biographical:

The Executive Committee is a standing committee of the Brandon University Board of Governors that meets regularly two weeks prior to the regular Board meeting. Its membership consists of: Chair of the Board of Governors; Vice-Chair of the Board of Governors; President of the University; Secretary of the Board of Governors; Treasurer of the Board of Governors; Student Representative from the Board of Governors; and Senate Representative from the Board of Governors. The Vice-President (Academic and Research) and the Vice-President (Administration and Finance) act as resource persons. Elections for the Executive Committee take place at the Board of Governors' August meeting each year.

Specific responsibilities of the Executive Committee include: setting the agenda for each regular and special meeting of the Board of Governors; reviewing relevant matters coming before the Board of Governors; acting as a consultative body to the President of the University; dealing with matters delegated by the Board of Governors; referring items to appropriate standing committees of the Board of Governors; acting with the full authority of the Board in situations requiring immediate action prior to the next regular meeting of the Board. The Executive Committee also reviews and recommends policies governing university finance and long-range planning. The Executive of the Board reports to the Board of Governors.

Scope and Content:

Sub-series consists of records created by the Executive of the Brandon University Board of Governors. It has been divided into three sub sub series: (1) Board Executive Minutes; (2) Board Executive Correspondence; and (3) Board Executive Agendas.

Notes: History/Bio information taken from Board of Governors By-law No. 11 - Committees of the Board of Governors, Section III - Executive Committee (revised November 23, 2006).

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.2 Board Executive



## Board of directors - documents

<http://archives.brandonu.ca/en/permalink/descriptions4311>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.1

GMD: textual records

Date Range: 1904-1971

Physical Description: 24.5 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series is comprised of various documents, agreements and contracts generated by A. E. McKenzie Seed Co. Ltd. Among the documents are by-laws, letters of patents, land deeds, leases, transfers of property, grants of probate, trademark documents, certificates of title, incorporation documents, bills of sale, assets and liabilities, licenses to do business, loan documents, tax statements/certificates, insurance documents, memorandums, declarations, estate documents, releases, settlements, mortgages, and bill 87.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors



## Board of directors - financial records

<http://archives.brandonu.ca/en/permalink/descriptions4315>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.5

GMD: textual records

Date Range: 1900-1986

Physical Description: 1.56 m

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

#### Scope and Content:

This sub-series includes financial statements of various kinds for McKenzie Seeds and combined financial statements for McKenzie Seeds and its subsidiaries, particularly McFayden Seeds. Chartered Accountants used for this purpose include: Marwick, Mitchell & Co., Webb, Read, Hegan, Callingham & Co./Webb, Read & Co., George A. Touche & Co., Oscar Hudson & Co., Morden, Sprague & Co./Laird, Sprague & Co., Edwards, Morgan, Halliday & Co., Welch, Hinton and Welch, McDonald, Currie & Co./Cooper Brothers & Co., Meyers Dickens Norris Penny & Co./Meyers, Norris, Penny & Co. and the Comptroller-General for the Province of Manitoba.

This sub-series also includes a number of purchase offers made to A.E. McKenzie Seed Co. Ltd as well as proposed plans to sell the company. Offers were received from United Grain Growers, Maple Leaf Mills, McKenzie Seeds Staff, Manitoba, Saskatchewan and Alberta Wheat Pools, and the Ferry Morse Seed Co.

Twelve ledgers, including branch order, mail order and cash registers, general ledgers, current ledgers, payroll sheets and branch daily cash reports, are also part of the sub-series. Other miscellaneous financial records and statements include information on McKenzie Seeds' proposal to the Manitoba Government for re-financing in the early to mid 1980's.

Notes:	<p>Additional dates for the records in the financial sub-series are as follows:</p> <ol style="list-style-type: none"><li>1. Prepared Financial Statements: 1907-1918, 1920-1923, 1926-1938, and 1942-1979.</li><li>2. Purchase Offers: U.G.G. (1959, 1966), Wheat Pools (1961), McKenzie Staff (1963), Maple Leaf Mills (c. 1965), Ferry Morse Seed Co. (c. 1969-1970).</li></ol>
	<p>The extent of the ledgers in sub-series McS 1 1.5 (Financial Records) separate from the other financial records in the sub-series is 95.9 cm. The financial records without the ledgers measure 60 cm.</p>
Storage Location:	<p>RG 3 A.E. McKenzie Company fonds McS 1 Board of Directors</p>
Related Material:	<p>Financial statements and records for the individual companies acquired by McKenzie Seeds are located in Series III.</p> <p>Information regarding the sale of McKenzie Seeds is located in Series II (Office of the President/GM), sub-series I (A.E. McKenzie), in the file entitled A.E. correspondence with W.A. Johnson. Some of these records are connected to the purchase offers received by McKenzie Seeds.</p>



## Board of directors - management consultant reports

<http://archives.brandonu.ca/en/permalink/descriptions4313>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.3

GMD: textual records

Date Range: 1965-1970

Physical Description: 4.5 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series includes reports from three management consultants: Harbridge House, Urwick, Currie & Partners Ltd., and Thorne Stevenson & Kellogg. As well, the sub-series contains correspondence between the President and Comptroller of A.E. McKenzie Seed Co. Ltd. and Harbridge House regarding the implementation of a management training program and plans to combat the weak field seed market. The Urwick, Currie reports deal with improvement in company operations and improvements in packet seed processing. The Thorne Stevenson & Kellogg report is entitled 'Implementing a Strategic Planning Process.' Each of the reports completed for the company deal with improving the business operations of McKenzie Seeds.

Harbridge House – this record is a management-training program designed to address a weak field seed market.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors



## Board of directors - minutes/meetings

<http://archives.brandonu.ca/en/permalink/descriptions4312>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.2

GMD: textual records

Date Range: 1958-1981

Physical Description: 1.8 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series includes minutes of the Board of Directors of McKenzie Seeds, extracts from minutes of the Board of Directors, information on shareholders of the company, notices of Board meetings, suggested meeting agendas, the President's annual report for 1967, and memos regarding Board meetings/business.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors

Related Material: Additional minutes for the meetings of the Board of Directors of McKenzie Seeds, dating from the mid 1930's, are held in the Provincial Archives of Manitoba.

Minute excerpts for the Board of Directors are located in the Document sub-series in the file titled By-Laws for 1940-1985.



## Board of directors - miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions4314>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.4

GMD: textual records

Date Range: 1974

Physical Description: 0.1 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series consists of one folder containing thank you letters to Prof. George F. MacDowell, Professor of Economics at Brandon University, and a long-time member of the McKenzie Seeds Board for his service to the company.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors

Related Material: RG 6 (Brandon University fonds), MG 3 (Brandon University Teaching and Administration), MG 3 1.12 (George MacDowell fonds).



## Board of Governors' committees

<http://archives.brandonu.ca/en/permalink/descriptions3181>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.5

GMD: textual records

Date Range: 1967-1987

Physical Description: 12 cm

Scope and Content:

Sub-series consists of records for various committees of the Board of Governors, which were established to expedite matters in certain areas of the Board's jurisdiction. Some committees have a more or less permanent status while others were created to deal with specific questions or mandates. The sub-series has been divided into six sub sub series, including: (1) Nominating Committee; (2) Finance Committee; (3) Presidential Selection Committee; (4) Membership Committee; (5) Fundraising-Liaison Committee; and (6) Athletic Directorate.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.5 Board of Governors' committees

Arrangement:

At present (July 2007) all Board Committee files are in one box. As more records are received, the individual committees will be placed into their own boxes.



## Board of Governors - documents

<http://archives.brandonu.ca/en/permalink/descriptions73>

Part Of: RG 6 Brandon University fonds  
Description Level: Sub-series  
Series Number: 2.1  
GMD: textual records  
Date Range: 1939-2004; predominant 1967-1980  
Physical Description: 19.5 cm

History /

Biographical:

This is an artificially created series.

Custodial History:

Four certificates (Congratulations on Brandon University's centennial from the University of Manitoba and McMaster University; congratulations on the 25th Anniversary of Brandon University's charter from the University of Winnipeg; and the centennial organization certificate from the Manitoba Historical Society) were transferred to the McKee Archives from the President's Office on July 31, 2007.

Scope and Content:

Sub-series consists of invitations, reply cards, some correspondence, and a salary schedule. It also includes agreements, briefs, orders-in-council, bills, memorandums and by-laws dealing with the legislative basis, legal structure and operations of Brandon College Incorporated, Brandon University and BUSU. Sub-series also includes a number of certificates.

Notes: Some of the files in the sub-series pre-date Brandon University. They have been retained in this sub-series to maintain original order.

Name Access: Brandon College Incorporated  
Brandon University  
BUSU

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.1 Documents





## Board projects

<http://archives.brandonu.ca/en/permalink/descriptions3344>

Part Of: RG 6 Brandon University fonds  
Description Level: Sub-series  
Series Number: 2.6  
Accession Number: 8-2005  
GMD: multiple media  
Date Range: 1967-1972

### Scope and Content:

Sub sub series consists of documents relating to various Board projects including the Evans Lecture Theatre, the Library Building, a sanitary trunk sewer, electrical and telephone distribution service and the steam plant extension. There are also files on the Brandon University Chancellor and long range planning consultants. The sub sub series includes correspondence, minutes, blue prints, reports, financial information, statistics, recommendations and other records.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.6 Board Projects



## Brandon Board of Trade

<http://archives.brandonu.ca/en/permalink/descriptions4342>

Part Of: RG 3 A.E. McKenzie Company fonds  
Description Level: Sub-series  
Series Number: MG 5 1.4  
GMD: textual records  
Date Range: 1910-1911  
Physical Description: 0.3 cm

### History /

### Biographical:

The Brandon Board of Trade was founded in 1883 to promote business activity and economic expansion in Brandon. Aside from these records, no other records of the Board of Trade are known to exist.

### Custodial History:

See fonds level description of custodial history of A.E. McKenzie Seed Co. Ltd.

### Scope and Content:

Sub-series includes the intervention of the Board in the 1910 municipal election in Brandon and a listing of the standing committee for 1911. The sub-series also includes a letter to Mr. Blanchard from A.E. McKenzie and a financial statement for the Brandon Commercial Bureau.

Storage Location: RG 3 A.E. McKenzie Seed Co. Ltd. fonds  
MG 5 A.E. McKenzie fonds



## Finance board

<http://archives.brandonu.ca/en/permalink/descriptions4256>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.6

GMD: textual records

Date Range: 1943-1967

Physical Description: 2.5 cm

Scope and Content:

These include the minutes of Finance Board meetings.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



## General Board of Governors agendas, minutes and packages

<http://archives.brandonu.ca/en/permalink/descriptions74>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.3

GMD: textual records

Date Range: 1967-1991

Physical Description: 1.16 m

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

Sub-series consists of records related to Brandon University Board of Governors' general meetings. The sub-series has been divided into five sub sub series, including: (1) Agendas; (2) Minutes; (3) Packages; (4) Motion sheets; and (5) Index of motions.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.3 Board agendas, minutes and packages



## Labyrinth of Peace information board

<http://archives.brandonu.ca/en/permalink/descriptions7961>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: MG 3 1.18

Item Number: 32-2007.6

GMD: graphic

Date Range: 2002

Physical Description: 4" x 6" (colour)

History /

Biographical:

Photograph was taken by Christy Henry on August 10, 2002 following the grand opening of the Labyrinth of Peace. The Labyrinth is situated in the Assiniboine River Corridor near the Discovery Centre in Brandon, Manitoba.

Custodial History:

See series level of the Christy Henry fonds for Custodial History.

Scope and Content:

Photograph shows the information board for the Labyrinth of Peace.

Storage Location: RG 5 photograph storage drawer  
32-2007

Related Material: Additional information on the history of the Labyrinth of Peace project can be found in RG 6 (Brandon University fonds) 7.1.6 (Department of Religion) File 1.



## Vice-President - Administration and Finance

<http://archives.brandonu.ca/en/permalink/descriptions139>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 4.2

Accession Number: 10-2005

GMD: multiple media

Date Range: 1949-1977

Physical Description: 6.54 m

History /

Biographical:

VICE-PRESIDENTS (ADMINISTRATION & FINANCE):

D.R. MACKAY (Brandon College 1947-1967; Brandon University 1967-1972)

Donald Ross MacKay was born in Weyburn, Saskatchewan. He came to Brandon College in 1936, and graduated with a Bachelor of Arts degree in 1939 or 1940. From 1940-1947, MacKay served in the Canadian Army Canada and overseas. In September 1947 he was appointed Registrar-Bursar at Brandon College. During his career he also served as University Comptroller, Public Relations Officer, Director of Development, Secretary to the Board of Governors, Secretary of the Board of Directors, Secretary to Senate and Assistant to

the President. He also served on the Brandon College Expansion Committee, the Hales Museum Committee and was the Chairman of the Athletic Directorate. MacKay retired from the University in 1984. After his retirement he served on the Brandon University Foundation Board of Directors. In recognition of his service to the University MacKay was presented with the Alumni Award in 1974 and with the Distinguished Service Award in 1981 for his contributions to society. MacKay's additional community involvement included the Centennial Auditorium Committee, the Brandon Schools Orchestral Band Association, the Planning Committee for First United Church - St. Paul's Church (what became Central United Church), the Manitoba Heart Foundation, the Kiwanis Club, the Wally Byam Caravan Club, Nitecappers and Northview Pools Inc.

MacKay's career at Brandon College and Brandon University was unprecedented in the breadth of administrative responsibility. As a result, records created during his tenure as Comptroller almost certainly also reflect his responsibilities beyond the Comptroller's Office.

Don MacKay died on April 2, 1990. He was predeceased by his first wife Gwen Dobie, with whom he had four children: Joan, Holly, Ross and Jane. He left behind a second wife, Mona.

#### CARMAN RUST (1973-1976)

Carman Frederick Rust was born in Brandon, Manitoba on August 27, 1935. He graduated from Brandon College in 1949 with an Arts degree. Rust completed his C.A. in Winnipeg in 1964, and from 1964-1969 he worked as an accountant with Donovan, Stone & Co. in Brandon. In 1969 he was hired as Assistant Comptroller under D.R. MacKay at Brandon University. He became Comptroller in 1973 and retired in 1976. Rust served as a Lieutenant in the Canadian Forces Supplementary Reserve and was a past President of both the Kinsmen Club of Brandon and the Brandon Golf & Country Club. He was married and had 3 children. Carman Rust died in Brandon on February 7, 2001.

#### ROSS EASTLEY (1976-1987)

Ross Eastley graduated from Brandon University in 1969 with a Bachelor of Arts degree. He then articulated as a C.A. student with Donovan, Stone and Company, receiving his Chartered Accountant's degree in 1972. Eastley was hired as an Associate Accountant at Brandon University in 1973. He later became Accountant and was Acting Comptroller in 1976; in 1977 he became Comptroller, responsible for the accounting offices and ancillary enterprises. In the years following, Eastley became responsible for other areas such as the computer centre, the physical plant and personnel. After his job expanded in terms of responsibilities his title was changed from Comptroller to Vice-President. Eastley also taught introductory accounting to students participating in Brandon University's Continuing Education program. He resigned from his position as Vice-President (Administration and Finance) in August 1987 to enter into private practice as a chartered accountant.

During his time at Brandon University, Eastley, along with Terry Mitchell, created TKM Software Limited, a venture that developed library software. In addition to his accounting practice, Eastley continued his work in this area following his departure from Brandon University. Since June 2005, he has held the position of Secretary-Treasurer of the Western School Division in Morden, MB.

#### LARRY DAWSON (1987-1996)

Larry Dawson received his B.Sc. and his M.B.A. from the University of Alberta. He obtained a Registered Industrial Accountant certificate from the Society of Management Accountants in Manitoba.

Dawson was appointed Vice-President (Administration and Finance) of Brandon University on November 1, 1987. Prior to that appointment he held the post of Chief Financial Officer for

East Kootenay Community College in Cranbrook, B.C. He had also been an instructor at the University of Alberta, Simon Fraser University and the University of Nairobi, Kenya.

He left Brandon University in 1996 to accept the position of Vice-President (Administration and Finance) at Mount Royal College in Calgary. After a brief period in the United Arab Emirates, Larry Dawson returned to Calgary, and at present (January 2006) he and his wife Barb continue to live there.

SCOTT LAMONT (1996-present)

No biographical information yet.

Scope and Content:

Sub-series consists of records created and collected by the Office of the Bursar/Comptroller/Vice-President (Administration and Finance). It includes correspondence, financial information, reports, newsclippings, photographs, reference materials, lists, memos, blueprints, newsletters

Notes: A partial inventory for the sub-series exists as a Word document. In the years initially following the change from "Bursar" to "Comptroller" the terms were sometimes used interchangeably. All files marked "Personal - D.R. MacKay" have been removed and placed in MG 1 Brandon University Teaching and Administration at 1.7 D.R. MacKay. Biographical information in the History/Bio field was taken from Brandon University calendars (1967-2006) and biographical files located in the McKee Archives. Partial biographical information for Larry Dawson was taken from an article in "The Quill" (September 24, 1987).

Name Access: Donald R. MacKay  
Carman Rust  
Ross Eastley  
Larry Dawson  
Scott Lamont

Storage Location: RG 6 Brandon University fonds  
Series 4: Office of the Vice-President

Arrangement:

Where there was no obvious arrangement, the files in the sub-series have been arranged chronologically. Original order was maintained in all other instances.