

ST JOHN'S COLLEGE COUNCIL
Minutes
For the Meeting of November 25, 2020
Meeting from 6:00pm via Zoom

Present: G. Maweje (Chair), S. Peters (Secretary), J. McConnell, J. Markstrom, K. Leung, C. Loewen, G. Woodcroft, J. Ripley, M. Minor, S. Close, M. Hughes, I. Froese, K. Kupca, P. Brass, J. Weimer, H. Enns, J. James, H. Kennedy

Regrets: B. Duncan, L. Wilkinson, B. Pope

1. Opening Prayer
G. Woodcroft opened the meeting with prayer
2. Approval of the Agenda
MOTION: That the agenda be approved as distributed.
G. Woodcroft / J. McConnell
CARRIED
3. Approval of the September 30, 2020 Minutes
MOTION: That the amended minutes of September 30, 2020 be approved.
J. Ripley / M. Minor
CARRIED
4. Business arising from the Minutes
None
5. New Business
 - a) Residence Committee – At the September meeting, it was agreed that a fundraising committee would be struck to start meeting immediately. Thank you to all who have agreed to be a part of the committee. The Steering Committee has met twice since September, have had some productive discussions on how to advance the project. We will be contacting AES at the U of M and CMHC, develop a broad timeline for the project, and a path forward for Council to consider for each touchpoint. We are still looking for someone in the construction industry to join the committee, which would be very helpful from that angle. It has been very positive so far and are very excited about moving forward. Kat Kupca stated that we are developing a strong platform for fundraising, the committee will be in place for a few months. Jackie and Kat have been working on a plan to hit the ground running in January for donor cultivation and development, and with a new development coordinator hired will help move faster on this. The fundraising steering committee is not the campaign cabinet.
 - b) Budget Summary – The Bursar presented the budget summary. We are behind where we were last year but considering circumstances and how well we had done the year before, we are in a good place. The wage subsidy program has helped us mitigate expenses as well. We carry on with the residence, staff is still employed, and we expect to carry on through this situation.
 - c) Bequest Designation – We are anticipating a \$100k bequest that is undesignated. Administration will make a recommendation that we designate this money to the new residence. P. Brass who is the chair of the development committee, supports the recommendation of the allocation of these funds.
MOTION: That the bequest from the Shirley Ann Smith Estate be designated to the new residence project.
P. Brass / H. Kennedy
CARRIED
 - d) Appointment of Chaplain – MOTION: That Council appoint the Rev. Helen Holbrook as Chaplain of St John's College.

C. Trott / G. Woodcroft

CARRIED

- e) Appointment of Development Coordinator – J. Markstrom informed Council that Theresa Morgan began on November 16, 2020 as the new Development Coordinator.
- f) Report from Theological Education Council – The Warden presented on behalf of the Theological Education Council. The Theological Education Council oversees the courses the college offers in Anglican Studies in partnership with CMU. People can also take the courses as Personal Formation for \$200. We are offering one to two courses a term. We get some enrollments, not enough to offer a full program, but enough to cover costs.
- g) Warden's Search – The committee has met twice, refining and updating the ad, which is up on our website. We are hoping to get some support from the University in terms of posting it through their avenues, on Colleges and Universities of Anglican Communion, the Rupertsland News, and National Anglican Church website, heads of Anglican colleges, and the heads of colleges world-wide. The closing date is January 30 at which point the committee will meet to review submissions, presentation to the college will occur then, and the process will move forward.

6. Reports from Committees, College Officers and Student Council

- a) Reports from Committees – Council Executive, Development, Finance & Admin.
Council Executive met and set the agenda for tonight's meeting.
Development met and discussed the Bequest Designation
Finance & Admin has not met since the previous Council meeting.
- b) Report from Assembly
Assembly met last week and discussed much of the same agenda as Council, with the addition of a Scholarships summary
- c) Reports from College Officers and Student Council
- h) Warden

St John's College Warden's Report to Council November 25, 2020

One of the things about working in a pandemic is that everything seems to take so much longer. I want to thank the College staff for their ongoing commitment and diligence in their work. They have been keeping the wheels turning while working in difficult times. I have continued teaching my one course but have taken on the additional responsibility of one of the graduate courses in my Department when the instructor injured herself.

- 1) Chaired the University of Manitoba Press Board, September 24
- 2) Attended Diocesan Council, September 25
- 3) Hosted the launch of the book "Words of the Inuit", September 28
- 4) Hosted on-line Matriculation, October 4
- 5) Attended Native Studies Department Meeting, October 5
- 6) Chaplain's Search committee meetings and interviews October 12, 20, 21, November 2
- 7) Chaired Theological Education Council, October 13
- 8) Attended the Indigenous Representation on University Governance Committee, October 16
- 9) Attended Diocesan Synod, October 17
- 10) Development Coordinator hiring meetings and interviews, October 20, 26
- 11) Attended Native Studies Department Council, October 22
- 12) Attended Rupert's Land News Board meeting, October 27
- 13) Attended Heads of Anglican Colleges Meeting, October 27
- 14) Participated in Virtual Open House for University, October 28

- 15) Attended Diocesan Council, October 28
- 16) Attended Senate, November 4
- 17) Attended Senior Executive Retreat, November 5
- 18) Attended a Retirement Planning Workshop, November 9

I was obliged to take five days unpaid holidays, and so I took the week of November 9 to 16 off for this purpose.

ii) Dean of Studies

Acting Dean of Studies Report to Council:

I am currently A/ Dean of Studies while Dr. Esyllt Jones is on Research leave for the Fall Term 2020. As well, I am also Associate Dean (Academic) and Chair of the Environmental Design Program for the Faculty of Architecture for the 2020-21 Academic year (1-year term position). Some of the committees, activities and meetings I am involved with relate to both of these positions, such as the Associate Dean Undergraduate Committee.

Here is a list of activities undertaken since my last report that relate to my role as A/Dean of Studies:

Committees Attended:

Associate Dean Undergraduate Committee: October 5
November 2

SJC Scholarship Committee Meeting: October 9 Chaired the selection meeting.

U of M Workshops Attended:

Attended Budgeting Process Workshop September 25
Attended Sexual Violence Policy & Positive Culture Workshop October 23
Attended Search Committee Workshop October 2
Attended Diversity presentation October 30

Meetings:

SJC Staff meeting: November 3
SJC Assembly Executive meeting: November 3
SJC Council Executive meeting: November 3
SJC Council: September 30

Matriculation: October 4 Participated in Matriculation and meet new College members

Other:

Attended Farewell for Chaplain Andrew Rampton October 5

iii) Development Office

Development Officer Report to Council
November 2020

Fundraising

- The Fall campaign will be mailed over the next couple of weeks.
- Total raised to date is \$24,845
- There is a stock transfer coming in of \$50,000 which is to be directed to Chaplaincy and the new residence.

- We have been advised that a sizeable portion of the \$2.5m estate will likely be received prior to the end of this year. Probate has been granted. This will be directed to the new residence including naming opportunity.
- We are to receive \$100,000 from a second bequest. Also, likely before the end of this year.

Capital Campaign

- Continuing to work with the consultant, Kat Kupca.
- Setting up a steering committee for fundraising for the campaign.

Alumni/Stewardship

- Continuing to call/zoom with Johnians.

Marketing/Communications

- The next issue of In Lumine will be mailed in the new year.
- Working on the Christmas e-newsletter and card.

Staffing

- We have hired Theresa Morgan as the Development Coordinator. Theresa started in the office on Monday, 16th November.
- We have been successful in our request for a Work study grant to hire a student January to March 2021. Theresa will supervise the student.

Misc

- We have been advised (informally) that we will be receiving Manitoba Scholarship and Bursary Initiative (MSBI) for the 2020/2021 fiscal year. We are awaiting to hear the exact amount and when we will receive the funds.

iv) Dean of Residence

See Bursar's Report

v) Chaplain

No Report

vi) Bursar

Bursar's Report to Council November 25th, 2020

Financial

As of the end of September, there is some relevant financial data that will provide some context to where we are amid the pandemic:

Overall, we are approximately \$35,000 behind where we were last year at this time. Given the circumstances and considering how successful our previous year was, that is a positive position to be in – and this is taking into account the cost to provide all of our Residents with a new laptop for their online studies. We have been able to achieve this by limiting our discretionary spending as much as possible and utilizing the Canada Emergency Wage Subsidy Program. Also, the number of summer residents we had provided us with a baseline of revenue. Our residence numbers have dropped slightly for the fall term and may decrease for the winter term as well.

Our goal moving forward is to minimize our losses as much as possible and operate as efficiently as we can, continuing to rely on and benefit from the CEWS program. This should allow us to emerge relatively intact by the time activities on campus resume some sort of normalcy and our operations are able to rebound to a level near where they were before the pandemic.

Residence / Operations

As previously stated, the health and safety of our students and staff remains our top priority, and we are continuing with all our enhanced protocols including additional washroom cleaning, individually served meals, mandatory masks in public spaces, and ongoing physical distancing. We have kept two of our apartments vacant to be used as quarantine space should the need arise.

A few students have returned to their home outside of Canada, but our numbers remain relatively stable. As mentioned above, we were able to give each Resident who will be staying with us for the fall and winter term a brand new quality Dell laptop so they can maximize their chances of success while they study online. I was able to give these out to students personally, and it was extremely rewarding to witness their appreciation and hear how grateful they were to the College. One student made a point of telling me that he could feel how genuinely the College cares about its students and how much that meant to him. I cannot think of a better measure of the College's success than that.

Due to the recent increased restrictions in Winnipeg, the Daily Bread Café has reduced its service to take-out only. Our Food Service and Housekeeping staff continue to do their work safely and at a high level. Everything is running very well, and St John's is so appreciative of the work they have done.

vii) Registrar

I continue as Acting Awards Clerk. Recipients have all been notified and we are in the process of sending out the awards, etc.

On October 28, Chris and I, and Mercy, our vice-stick, participated in the University of Manitoba's Virtual Open House. This was in place of the usual Evening of Excellence. We shared a virtual booth with St. Paul's College and St. Andrew's College. Overall, I would say this was a bust, especially in terms of speaking with local students, and rural Manitoba students about the Residence. However, Chris and I each spoke with an international student (or parent of), who were interested in the Residence.

The migration to the new website continues. The structure is being built, and I will be assisting with the writing of content. I am to meet with the transition team the week of November 16, to discuss and find out more about the progress.

viii) Senior Stick

Position Openings

We have a new sustainability coordinator, Mark Livingston! We are still looking for an Assembly Representative.

Assembly Representative

- o Attending Assembly meetings and reporting information to the college
- o If the representative cannot attend, they are responsible of finding a proxy, to take their place

UMSU Strike Board of Director Meeting

We are a member of UMSU's Board of Directors, BOD, and we had a vote on the motion that they were attempting to pass regarding the strike.

The council voted to support all three of these motions, and all three motion were also passed at the conclusion of the UMSU BOD meeting. UMSU also created an open letter condemning the government's response to UMFA.

Adapting to Covid-19 Restrictions

- I have meet and discussed incorporating potential new possibilities with each position about how to adapt to new Covid-19 restrictions and how-to increasing use online platforms and implement social distancing.
- o Examples: Sports Representative will be creating post about exercising and how incorporate healthy lifestyle tips!
- We continue to meet weekly which serves as a community builder and to foster greater communication and synergy amongst council members.

Past Events

Manitoba Mutts 5k Run

Community Outreach organized a virtual 5K walk/run on October 27th. Participants went for a walk or run that they could break up into as many days as they liked, until they reached 5K! Participants registered and they each received an SJC 5K medal! All proceeds were donated to Manitoba Mutts animal rescue. We raised \$ 307 of net profit! Pictures included below:

Trick or Eat Event

We hosted a Winnipeg Harvest Food Drive. Council members hung door flyers asking for donations and Winnipeg did not disappoint! The willingness to give, especially during these uncertain times, is more appreciated than ever. We were able to donate an astounding 215 pounds! Pictures included below:

EDI Presentation Valerie Williams and Megan Bowman

We had a presentation discussing the importance of respect, inclusion and diversity amongst our SJC councils' members and generally. Council members provided great feedback about the importance of this and the things they learnt!

Sustainability Halloween

We made posts about how to incorporate sustainability in making Halloween costumes and consumption!

Upcoming Events

Hosting Office Hours

We are looking at the possibility of potentially hosting virtual office hours starting in Winter semester of 2021! We believe that this will be fruitful, as it will allow us to include more members-at-large, especially targeting those in their first year; with studies online, students are more isolated at home than ever, so hopefully we can increase engagement through this! We are going to create a guide for students to discuss any information they may want to know about SJC life and the opportunities and activities that the college provides!

Netflix and Chill Event

We are going to be hosting a Netflix Party, where participants can join us in watching Enola Holmes, we will be including prizes, trivia and more at this event to promote engagement and foster community.

Sustainable Christmas

We are going to do an online series via our social media accounts regarding how to make Christmas less wasteful moving towards being more sustainable! This will also include council members being featured in videos, and posting their own tips and tricks!

Virtual Paint Night

More details to come soon!

Thanks, Breanna Duncan

7. Other Business
None

8. Adjournment
MOTION: That the meeting be adjourned.
C. Trott / J. McConnell
CARRIED