

**ST JOHN'S COLLEGE
ASSEMBLY
Agenda**

For the meeting of May 3, 2022 @ 2:30 pm Room TBD and via Zoom

- 1. Approval of the Agenda**
- 2. Approval of the Minutes of the meeting on March 16, 2022**
- 3. Business arising from the Minutes of the March 16, 2022 meeting**
- 4. New Business**
 - a) Set Residence Rates for upcoming year
 - b) Budget for upcoming year
 - c) Fellowship nominations
 - d) Draft meeting dates for upcoming year
 - e) Membership statistics
 - f) Garden Club and Green Roof
 - g) Nominate new Chair for upcoming year
 - h) Nominate Dean of Studies
- 5. Other Business**
- 6. Reports**
 - a) Reports from College Officers

Warden
Dean of Studies
Chaplain
Bursar
Dean of Residence
Development Officer
Registrar
 - b) Report from Senior Stick
- 7. Adjournment**



ST JOHN'S COLLEGE

ESTABLISHED 1866

Office of the Bursar

Memorandum

To: Members of Assembly

From: Ivan Froese, Bursar & Executive Assistant to the Warden

Re: 2022-23 Operating Budget & Residence Rates

Date: April 28th, 2022

After two years of reduced financial operations at St John's College during the pandemic, resulting from no in-person courses and a partial shutdown of the Fort Garry Campus, the College is optimistic that we can once again develop an operating budget that is mostly reflective of our regular activities prior to April 2020.

Residence Rates

Normally the residence rate increase that takes effect in September is calculated based on data representing the actual operating costs of the Residence and set at a level that allows us to cover those costs. The previous two years of dramatically reduced operations preclude us from doing that for this upcoming year, so we have used an amount that is both in-line with what we have done historically and is comparable to the percentage increase announced by the UofM for its residences. UofM Housing offers optional meal plans and therefore has separate price increases for their room & board. For 2022-23 they have increased their housing by 2% and board by 5%. When combined, based on their overall fees this works out to a 3.45% increase.

We are proposing an increase of 3.5%, which will result in fees for the fall/winter term of \$11,689. Total fees for Mary Sheechly, the most appropriate UofM Residence for us to compare ourselves to, will be \$12,628.

Highlights of the 2022-23 Operating Budget

- Income trust revenue was calculated at 4% of the previous 5-year market value rolling average, as per our investment spending policy.
- Summer Residence & Conferences was budgeted at a conservative occupancy rate of 32%. This includes regular students, and 3 different groups who have confirmed they will be coming in July & August. UofM housing has informed us they are now full for the summer and will be recommending new applicants contact us for summer residence so we are hopeful that these numbers may improve.
- Fall Residence occupancy is being budgeted with a cushion of 5 empty rooms. Given the very encouraging signs that interest in living on campus is returning (bolstered by the fact that UofM

housing is full for the summer), we are optimistic that this is a reasonable assumption, and we will be close to regular occupancy rates in September.

- Food Service revenues for catering, the DBC, and Pizza Joe's have been reduced compared to previous years, understanding that the larger return to campus may not necessarily mean an immediate restoration of people's eating habits, or the immediate resumption of departments booking catered events at the same level they had previously. We've also increased our budget for food costs as a percentage of revenue, in recognition of rising costs and inflation.
- As you will recall, Council passed a motion recommended to it by Finance & Administration, allowing up to \$600,000 to be drawn from the re-designated Sinclair Funds for operating. The College drew an initial \$200,000 in February, and another \$200,000 in April. If the return to campus continues on its current trend, we are hopeful we may not need to draw the remaining \$200,000.

Considering all these factors, and per the parameters given to us by College Council, we have developed an operating budget for 2022-23 resulting in a modest surplus of \$14,261 excluding the Capital Campaign. We are optimistic that this is a realistic budget with adequate cushions included - \$9,000 in contingency, conservative residence occupancy levels during the summer, 5 vacant rooms for the fall/winter terms, and reduced revenue expectations for food service.

Motions for Assembly

At its meeting on April 28th, 2022, the Finance & Administration Committee passed the following motions for Assembly:

MOTION: The Finance & Administration Committee recommends that Assembly approve a residence rate increase of 3.5% effective September 2022.

MOTION: The Finance & Administration Committee recommends that Assembly approve the 2022-23 operating budget.

Since these motions are coming from a committee, they do not require a mover and a seconder.

Summary to March 31, 2020

REVENUE SOURCES	18-19	18-19	19-20	19-20	22-23
Previous Year Trust Revenue	March	YTD	March	YTD	Draft Budget
College Operations	1,000	31,946	1,000	33,049	36,700
Academic Programmes	10,518	188,923	63,463	192,623	209,100
Theology	8,000	23,525	8,000	31,002	29,950
Chapel	0	27,025	0	28,125	30,150
Subtotal	19,518	271,419	72,463	284,799	305,900
Current Sources					
Admin & Clerical U of M	0	594,635	0	626,132	655,429
Misc. Rev. for College Oper.	315	13,092	205	11,338	210,000
Academic Programs	1,250	37,502	0	1,750	2,000
Conferences & Summer Res.	0	139,967	0	149,464	102,824
Residence	53,525	421,171	54,058	424,484	446,067
Food Services	141,895	1,284,708	105,057	1,276,719	1,170,918
Theology	5,737	7,230	6,137	10,581	3,500
Chapel	319	1,816	828	4,107	2,750
Development	20	1,811	0	3,000	4,251
Total Current Sources:	203,061	2,501,932	166,285	2,507,575	2,597,739
TOTAL SOURCES	222,579	2,773,351	238,748	2,792,374	2,903,639
EXPENDITURES	18-19	18-19	19-20	19-20	22-23
	March	YTD	March	YTD	Draft Budget
Admin & Clerical U of M	60,067	517,709	48,318	566,785	653,220
Admin & Clerical SJC	22,838	166,961	8,387	148,265	154,420
Academic Programmes	39,027	220,309	57,245	190,635	201,040
Conferences & Summer Res	481	83,282	-927	83,710	102,906
Residence	49,975	321,279	34,750	310,737	341,333
Food Services	141,617	1,131,282	93,719	1,140,549	1,178,392
Theology	5,427	20,580	19,356	32,055	20,724
Chapel	3,093	36,878	1,979	42,953	38,993
Development/Promotions	24,737	179,113	19,577	186,936	198,351
Capital Campaign	276	6,667	1,522	25,462	17,500
TOTAL EXPENDITURES	347,538	2,684,060	283,926	2,728,087	2,906,878
EXPENDITURES (CC)	276	6,667	1,522	25,462	17,500
EXPENDITURES (Ex CC)	347,262	2,677,393	282,404	2,702,625	2,889,378
CURRENT OPERATING SURPLUS (Ex CC)	-124,683	95,958	-43,656	89,749	14,261

St John's College

University of Manitoba

For the Twelve Months Ending Tuesday, March 31, 2020

		18-19	18-19	19-20	19-20	19-20	22-23
		March	YTD	March	YTD	Budget	Draft Budget
Revenue							
010-4005-000	Univ.Authorized Budget	\$0	\$594,635	\$0	\$549,207	\$549,208	\$655,429
010-4007-000	UM Carry Over	0	0	0	76,925	0	
Total Revenues		0	594,635	0	626,132	549,208	655,429
Expense							
010-5001-000	UM Salaries	31,243	370,971	36,887	414,674	378,390	493,836
010-5110-000	UM Staff Benefits	5,855	55,029	7,095	65,556	56,130	78,749
010-5111-000	UM Staff Levy	686	7,630	822	8,719	7,783	10,385
010-5220-000	UM General Supplies	1,230	6,430	531	12,349	6,000	10,000
010-5330-000	UM Professional Fees	0	2,242	0	2,399	2,500	1,500
010-5440-000	UM Office Equipment	14,416	18,880	0	6,898	5,000	5,000
010-5550-000	UM General Repairs/Maint	0	12,750	0	6,528	15,000	10,000
010-5717-000	UM Phones	-1,800	6,110	641	8,441	8,500	8,500
010-5718-000	UM Courier	14	98	0	174	100	100
010-5729-000	UM Photocopying	434	4,229	965	3,540	5,000	4,000
010-5733-000	UM Postage	99	1,680	300	1,633	1,500	1,700
010-5760-000	UM Travel/Mileage	590	3,302	1,077	5,601	2,500	4,250
Development							
010-5800-000	In Lumine	3,326	7,060	0	3,849	10,000	8,000
010-5801-000	In Lumine Postage	1,961	4,430	0	2,002	4,000	200
010-5805-000	Dev -Special Mailings	1,039	3,410	0	3,101	3,000	3,000
010-5806-000	Dev Prof Fees	0	2,981	0	2,774	2,000	2,000
010-5807-000	Dev Publishing/Promotion	111	1,245	0	1,146	1,500	1,500
Student Life							
012-5055-000	Recruitment	0	7	0	1,328	1,300	1,500
012-5061-000	Orientation	0	0	0	1,241	500	500
012-5086-000	Convocation	863	9,225	0	14,832	8,500	8,500
Total Expenses		60,067	517,709	48,318	566,785	519,203	653,220
Total Surplus / Deficit		-60,067	76,926	-48,318	59,347	30,005	2,209

St John's College

SJC Administration

For the Twelve Months Ending Tuesday, March 31, 2020

	18-19 March	18-19 YTD	19-20 March	19-20 YTD	19-20 Budget	22-23 Draft Budget
Revenue						
Income Trusts						
011-4026-000 General Endowment	\$0	\$5,425	\$0	\$6,025	\$6,025	\$6,375
011-4027-000 SJC Foundation	0	1,000	0	1,025	1,025	1,050
011-4028-000 Thom Memorial Fund	0	3,200	0	3,300	3,300	3,375
011-4031-000 Deacon Operating	0	750	0	625	625	3,375
011-4032-000 Winnipeg Foundation	0	3,471	0	3,524	3,260	3,500
011-4033-000 Gibbs Fund	0	500	0	525	525	525
011-4034-000 Bird Trust	1,000	1,000	1,000	1,000	1,000	1,000
011-4036-000 Lillian Gibbons Trust	0	10,125	0	10,400	10,400	10,675
011-4037-000 Lectureship in Religious Educ	0	1,550	0	1,575	1,575	1,625
011-4038-000 Warden's Chair Fund	0	4,925	0	5,050	5,050	5,200
Subtotal - Income Trusts	1,000	31,946	1,000	33,049	32,785	36,700
Current Sources						
011-4000-000 SJC General Donations	0	187	0	0	200	0
011-4021-000 Interest/Admin Fees	0	3,630	0	2,451	3,000	3,000
011-4022-000 College Student Fees	232	3,607	183	3,790	3,400	3,400
011-4035-000 Meeting Room Rental	0	1,550	0	1,290	1,500	1,500
011-4080-000 Grant Revenue Operating	0	2,221	0	2,040	2,251	0
011-4088-000 Promotional Items Sales	81	495	22	482	1,000	1,000
011-4089-000 Miscellaneous	2	327	0	25	100	100
011-4998-000 COVID - Recovery Funds	0	0	0	0	0	200,000
Registrar						
012-4033-000 Convocation Revenue	0	1,075	0	1,260	1,000	1,000
Subtotal - Current Sources	315	13,092	205	11,338	12,451	210,000
Total Revenues	1,315	45,038	1,205	44,387	45,236	246,700
Expense						
011-5003-000 Support Salaries	10,233	77,492	7,538	87,427	70,933	77,271
011-5112-000 EIC exp.	187	1,422	112	1,516	1,300	1,708
011-5113-000 CPP exp	381	2,953	197	2,865	2,948	4,404
011-5114-000 London Life exp	298	2,621	44	2,398	2,723	3,091
011-5115-000 Medical/Dental Insurance	459	2,381	148	2,627	2,126	3,123
011-5116-000 Workers Compensation	59	132	56	91	139	124
011-5220-000 Office Supplies	0	492	0	0	300	300
011-5441-000 Computer Equip.	0	148	0	375	100	100
011-5442-000 Technical Support	270	566	103	591	400	400
011-5551-000 Bldg Maint/Alterations	0	275	0	0	300	300
011-5719-000 Parking	8,880	16,656	0	0	0	0
011-5734-000 Bank Charges	913	21,986	1,093	23,260	22,000	22,000
011-5735-000 Audit Fees	0	16,853	0	17,144	16,885	20,730
011-5736-000 Insurance	0	2,789	-1,730	1,722	3,000	2,770
011-5738-000 Memberships	0	145	0	306	150	300
011-5760-000 Travel/Mileage	159	159	199	199	100	200
011-5761-000 Warden's Hospitality	0	3,827	36	1,852	1,600	1,600
011-5761-001 General Hospitality	118	1,980	50	1,906	1,500	1,500
011-5761-002 Chair of Council Hosp.	0	0	0	0	200	0
011-5761-003 Community Outreach	0	0	0	1,423	2,200	2,200
011-5762-000 Professional Development	0	0	0	55	300	300
011-5763-000 College Council	333	2,339	0	1,259	1,500	1,500
011-5764-000 Contingency	0	10,168	0	0	9,000	9,000
011-5789-000 Miscellaneous	51	595	5	92	300	300
011-5790-000 Staff Retreat	0	615	0	720	700	700
011-5799-000 Cash Short/Over	2	-128	-4	-103	0	0
011-5900-000 Promo Items For Sale	495	495	540	540	500	500
Total Expenses	22,838	166,961	8,387	148,265	141,204	154,420
Total Surplus / Deficit	-21,523	-121,923	-7,182	-103,878	-95,968	92,280

St John's College

Academic Programs

For the Twelve Months Ending Tuesday, March 31, 2020

	18-19 March	18-19 YTD	19-20 March	19-20 YTD	19-20 Budget	22-23 Draft Budget
Income						
Income Trusts						
015-4020-000 Machray Fellowship Fund	\$0	\$1,750	\$0	\$1,800	\$1,800	\$1,850
015-4021-000 Professoriate Endowment	0	4,275	0	4,400	4,400	4,525
015-4022-000 Ashdown Foundation	0	2,700	0	2,775	2,775	2,850
015-4024-000 Academic Programs (FTFA)	0	3,375	0	3,475	3,475	3,600
015-4024-001 Hobson Trust	7,080	7,080	11,252	11,252	6,675	12,000
015-4024-003 Carver, Thomas Prince Fund	0	25	0	25	25	50
015-4024-004 Smith, A.J. Fund	0	100	0	100	100	100
015-4024-005 Ward, Marjorie Lecture	0	2,450	0	2,750	2,750	3,375
015-4037-000 CC Canadian Studies	0	4,325	0	4,700	4,700	5,750
015-9002-000 SJC Scholarship Trusts	3,438	162,843	52,211	161,346	150,000	175,000
Subtotal - Income Trusts	10,518	188,923	63,463	192,623	176,700	209,100
Current Sources						
015-4000-000 Academic Prog Don	0	100	0	500	100	200
015-4002-000 Other Income	0	0	0	0	250	0
015-4005-000 Indigenous Prog Support	0	250	0	0	300	300
015-4070-000 SJC Press Revenue/Grants	0	28,000	0	0	0	0
015-4026-000 Cdn Studies Conference Rev	0	402	0	0	1,500	1,500
015-4031-000 Cdn Studies Prog Supp	1,250	8,750	0	1,250	7,500	0
Subtotal - Current Sources	1,250	37,502	0	1,750	9,650	2,000
Total Revenues	11,768	226,425	63,463	194,373	186,350	211,100
Expense						
015-9000-000 Scholarships/Burs/Awds	3,438	162,843	52,211	161,346	150,000	175,000
015-5050-000 Travel Fellowship Fund	0	1,974	0	1,200	1,800	1,800
015-5062-000 Cdn Studies Prog/Conf	0	402	0	1,622	2,000	2,000
015-5062-001 Cdn Studies Salary Support	2,970	7,500	1,074	7,480	7,500	0
015-5063-000 Ext Conf/Visiting Speakers	500	500	0	0	500	500
015-5766-000 W Cdn Studies Fellowship	1,732	6,232	0	6,000	5,000	5,000
015-5770-000 Indigenous Prog Support	0	0	0	0	700	700
015-5688-000 Art Expenses	0	1,455	600	1,465	2,000	2,000
Faculty/Student Affairs						
015-5720-000 Coffee supplies	50	826	50	600	850	850
015-5722-000 Faculty Printing	0	0	0	0	50	50
015-5733-000 Fellows stipend/recognition	0	0	0	0	40	40
015-5735-000 Student Support Program	0	1,224	0	1,616	2,000	2,000
015-5738-000 Student Receptions / BBQs	1,645	3,379	0	2,402	3,000	3,000
Ward Lecture						
015-5064-000 Speaker exp & honorarium	0	2,000	2,500	2,500	3,000	3,000
015-5064-001 Lecture expenses	534	534	810	1,105	1,000	1,000
Dean's Hospitality						
015-5761-000 Receptions/Hospitality	158	2,658	0	2,507	3,000	3,000
015-5761-001 Matriculation	0	782	0	792	1,000	1,000
015-5764-000 Contingency	0	0	0	0	100	100
015-5765-001 SJC Press (publications)	28,000	28,000	0	0	0	0
Total Expenses	39,027	220,309	57,245	190,635	183,540	201,040
Total Surplus / Deficit	-27,259	6,116	6,218	3,738	2,810	10,060

St John's College

Summer - Residence & Conferences

For the Twelve Months Ending Tuesday, March 31, 2020

		18-19	18-19	19-20	19-20	19-20	22-23
		March	YTD	March	YTD	Budget	Draft Budget
Revenue							
025-4000-000	Summer Res Donations	\$0	\$3,892	\$0	\$4,028	\$4,000	\$4,000
025-4034-000	Summer Res Room Rental	0	124,309	0	135,406	138,705	91,017
025-4035-000	Meeting Room Rental	0	1,220	0	3,950	1,000	1,000
025-4040-000	Summer Don's Room	0	6,316	0	6,080	6,322	6,807
025-4060-000	Internet Fees	0	4,230	0	0	0	0
	Total Revenues	0	139,967	0	149,464	150,027	102,824
Expense							
025-5005-000	Housekeeping Wages	0	35,375	0	35,964	35,204	43,562
025-5005-001	Accrued Vacation Pay	481	481	21	21	0	0
025-5007-000	Summer Don's Rm & Bd	0	15,816	0	16,290	16,824	18,223
025-5112-000	EIC	0	819	0	816	798	963
025-5113-000	CPP	0	1,566	0	1,657	1,617	2,483
025-5222-000	Cleaning/Laundry	0	2,857	0	2,145	2,500	2,500
025-5223-000	Paper Supplies	0	1,006	0	1,126	1,500	1,500
025-5552-000	UM Utilities	0	15,171	0	14,191	15,171	14,683
025-5736-000	Insurance	0	1,534	-948	1,080	1,534	2,004
025-5717-000	Phone/Cable	0	627	0	600	617	598
025-5720-000	Internet	0	8,030	0	9,820	9,701	16,291
025-5767-000	Admin. expenses	0	0	0	0	100	100
	Total Expenses	481	83,282	-927	83,710	85,566	102,906
	Total Surplus / Deficit	-481	56,685	927	65,754	64,461	-82

St John's College

Residence

For the Twelve Months Ending Tuesday, March 31, 2020

		18-19	18-19	19-20	19-20	19-20	22-23
		March	YTD	March	YTD	Budget	Draft Budget
Revenue							
030-4000-000	Residence Donations	\$0	\$0	\$0	\$0	\$100	\$100
030-4002-000	Residence-Other Income	0	12,391	240	6,255	4,000	6,255
030-4038-000	Residence-Regular Session	45,620	328,409	47,948	362,191	358,435	386,043
030-4040-000	Dons Room	1,559	11,129	1,689	12,340	12,315	13,849
030-4041-000	Suite 100	961	7,660	1,020	8,118	8,156	8,736
030-4042-000	Suite 99	1,380	11,000	1,475	11,746	11,802	12,642
030-4043-000	Suite 142	1,380	9,620	1,475	11,746	11,802	12,642
030-4053-000	Res Application Fees	0	4,470	0	4,542	4,300	4,300
030-4060-000	Internet Fees	1,980	15,880	0	0	0	0
030-4089-000	Miscellaneous	645	2,931	211	2,634	1,500	1,500
030-4999-000	Capital Funds for Spec Proj	0	17,681	0	4,912	0	0
Total Revenues		53,525	421,171	54,058	424,484	412,410	446,067
Expense							
030-5002-000	Residence Admin Salaries	7,140	53,334	964	35,546	54,918	52,843
030-5005-000	Housekeeping Wages	13,938	68,012	13,098	81,108	70,409	82,284
030-5005-001	Accrued Vacation pay	977	977	42	42	0	0
030-5007-000	Don's Room/Board/Salary	4,364	30,764	4,523	32,919	32,484	36,502
030-5112-000	EIC	399	2,674	231	2,517	2,757	2,986
030-5113-000	CPP	816	5,301	471	5,126	5,665	7,702
030-5114-000	London Life	652	5,488	311	4,965	6,473	5,405
030-5115-000	Medical/Dental Insurance	1,832	9,340	458	7,213	10,144	9,234
030-5116-000	Workers Comp	116	254	133	202	274	286
030-5220-000	General Supplies	0	2,087	1,056	1,766	2,000	2,000
030-5223-000	Paper/Cleaning Supplies	2,201	8,034	2,115	10,488	6,000	6,000
030-5330-000	Furnishings	277	2,020	0	2,974	4,500	4,500
030-5550-000	General Repairs/Maint	7,143	31,944	1,433	37,156	27,000	32,000
030-5552-000	UM Utilities	4,974	51,112	5,787	49,324	50,441	51,092
030-5717-000	Phones/Cable	175	2,734	321	2,231	2,625	2,294
030-5720-000	Internet	3,481	18,251	5,763	24,651	19,402	32,582
030-5736-000	Insurance	0	3,163	-1,956	2,228	3,163	4,132
030-5760-000	Travel/Mileage/Parking	0	853	0	866	890	890
030-5761-000	Hospitality	0	0	0	0	200	200
030-5762-000	Professional Dev.	0	120	0	0	800	800
030-5764-000	Dean's Board	1,010	1,769	0	531	1,000	1,700
030-5767-000	Res Administration	30	2,035	0	1,112	1,850	1,500
030-5767-001	Residence Programming	388	899	0	854	1,000	1,000
030-5768-000	Dons' Training	0	2,115	0	1,192	1,800	1,800
030-5769-000	Res. Recruitment	62	317	0	805	1,500	1,500
030-5789-000	Miscellaneous	0	1	0	9	100	100
030-5999-000	Special Projects	0	17,681	0	4,912	0	0
Total Expenses		49,975	321,279	34,750	310,737	307,395	341,333
Total Surplus / Deficit		3,550	99,892	19,308	113,747	105,015	104,734

St John's College

Food Services

For the Twelve Months Ending Tuesday, March 31, 2020

	18-19 March	18-19 YTD	19-20 March	19-20 YTD	19-20 Budget	22-23 Draft Budget
Revenue						
035-4000-000 Food Services Donations	\$0	\$6,808	\$0	\$6,772	\$6,000	\$6,000
035-4002-000 Food Serv Other Income	0	3,528	607	607	500	500
035-4045-000 Board Regular Session	79,916	552,488	79,984	585,364	577,951	624,600
035-4046-000 Catering	25,404	182,026	9,062	172,344	150,000	140,000
035-4047-000 Vending	0	19,129	0	19,802	19,000	0
035-4089-000 Soup & Bread / Misc	475	1,108	0	827	800	800
035-4090-000 Admin Meal Tickets	1,010	1,769	0	531	1,500	1,500
035-4091-000 Dons' Board	2,725	29,790	2,834	30,139	30,564	33,829
035-4092-000 Summer Session Food Rev	0	177,616	0	193,645	197,316	123,689
036-4047-000 Daily Bread Cafe Sales	24,471	252,024	8,842	207,286	250,000	210,000
036-4050-000 Pizza Joe Sales	7,894	47,246	3,728	45,019	40,000	30,000
035-4999-000 Capital Funds for Spec Proj	0	11,176	0	14,383	0	0
Total Revenues	141,895	1,284,708	105,057	1,276,719	1,273,631	1,170,918
Expense						
035-5004-000 Salaries & Wages	70,915	515,135	56,285	540,340	527,250	520,134
035-5004-001 Accrued Vacation Pay	6,259	6,259	-2,873	-2,873	0	0
035-5112-000 EIC	1,380	10,942	942	11,194	11,257	11,495
035-5113-000 CPP	2,800	21,211	2,028	23,055	21,405	29,648
035-5114-000 London Life	2,072	16,863	1,295	17,260	18,081	20,805
035-5115-000 Medical/Dental Insurance	4,448	31,896	3,072	37,391	32,124	35,446
035-5116-000 Workers Comp	402	875	430	669	946	831
035-5220-000 General Supplies	175	9,442	261	12,912	11,000	12,000
035-5222-000 Laundry & Cleaning	1,179	21,058	1,514	16,770	20,000	20,000
035-5223-000 Paper Supplies	3,468	25,741	4,081	25,937	20,000	26,000
035-5224-000 Food Supplies	41,147	393,041	23,524	389,918	426,667	433,240
035-5440-000 Equipment/Furnishings	2,862	10,191	1,021	1,108	10,000	10,000
035-5440-001 Equipment Rentals	0	0	0	0	250	0
035-5550-000 General Repairs/Maint	2,371	21,315	703	20,778	18,000	22,000
035-5552-000 UM Utilities	1,822	24,273	2,119	23,259	24,026	24,087
035-5717-000 Phones	172	2,010	363	2,202	2,085	2,971
035-5719-000 Parking	0	846	0	71	890	890
035-5720-000 Cable/Internet	220	2,639	352	2,756	2,644	1,290
035-5736-000 Insurance	0	2,300	-1,422	1,620	2,300	3,005
035-5738-000 License Renewal	0	300	0	386	500	500
035-5768-000 Training	0	0	0	0	500	500
035-5789-000 Miscellaneous	6	70	9	37	100	50
036-5727-000 Advertising	0	120	20	1,795	2,500	3,500
036-5790-000 Cash Short (Over)	-81	-733	-5	-419	0	0
035-5999-000 Special Projects	0	15,488	0	14,383	0	0
Total Expenses	141,617	1,131,282	93,719	1,140,549	1,152,525	1,178,392
Total Surplus / Deficit	278	153,426	11,338	136,170	121,106	-7,474

St John's College

Theology

For the Twelve Months Ending Tuesday, March 31, 2020

	18-19	18-19	19-20	19-20	19-20	22-23
	March	YTD	March	YTD	Budget	Draft Budget
Income						
Income Trusts						
040-4024-000	Hobson Fund	\$8,000	\$8,000	\$8,000	\$8,000	\$9,000
040-4049-000	Theology Endowment (FTF)	0	8,325	0	8,650	8,950
040-4050-000	Trust Funds	0	7,200	0	7,400	7,625
040-4999-000	Wilmot Lecture Series Income	0	0	0	6,952	4,100
	Subtotal - Income Trusts	8,000	23,525	8,000	31,002	28,150
Current Sources						
040-4000-000	Theology Donations	0	0	0	500	0
040-4022-000	Course Revenue	5,534	5,534	6,137	10,081	0
040-4048-000	Diocese Ruperts Land Funds	0	1	0	0	0
040-4089-000	Miscellaneous	203	1,695	0	0	0
	Subtotal - Current Sources	5,737	7,230	6,137	10,581	0
	Total Revenues	13,737	30,755	14,137	41,583	28,150
Expense						
040-5100-000	Salary Support	0	8,000	8,467	8,467	8,000
040-5243-000	Educ Materials/Program Exp	0	1,139	600	1,100	500
040-5697-000	Instructors Honoraria	5,030	6,353	10,261	16,125	10,000
040-5717-000	Phones	28	339	28	339	339
040-5738-000	Memberships	0	905	0	935	725
040-5760-000	Travel/Mileage	360	3,118	0	1,013	3,000
040-5761-000	Hospitality	0	284	0	33	200
040-5762-000	Professional Dev.	0	0	0	0	300
040-5789-000	Misc/Adminstration	9	442	0	538	500
040-5999-000	Wilmot Lecture Series Exp	0	0	0	3,505	3,950
	Total Expenses	5,427	20,580	19,356	32,055	27,514
	Total Surplus / Deficit	8,310	10,175	-5,219	9,528	636

St John's College

Chapel

For the Twelve Months Ending Tuesday, March 31, 2020

	18-19 March	18-19 YTD	19-20 March	19-20 YTD	19-20 Budget	22-23 Draft Budget
Revenue						
Income Trusts						
050-4045-000	\$0	\$2,225	\$0	\$2,625	\$2,625	\$3,975
050-4050-000	0	24,800	0	25,500	25,500	26,175
Subtotal - Income Trusts	0	27,025	0	28,125	28,125	30,150
Current Sources						
050-4000-000	186	1,435	693	2,560	1,200	1,200
050-4003-000	133	381	135	1,547	1,000	1,000
050-4054-000	0	0	0	0	500	500
050-4089-000	0	0	0	0	50	50
Subtotal - Current Sources	319	1,816	828	4,107	2,750	2,750
Total Revenues	319	28,841	828	32,232	30,875	32,900
Expense						
050-5002-000	2,635	23,358	2,682	31,408	32,102	22,049
050-5112-000	0	163	0	0	0	487
050-5113-000	0	327	0	0	0	1,257
050-5220-000	76	159	0	124	350	350
050-5550-000	0	1,680	0	1,454	1,200	1,200
050-5552-000	210	2,801	245	2,684	2,772	2,779
050-5698-000	129	5,040	617	4,097	5,500	5,500
050-5717-000	28	351	28	340	339	340
050-5736-000	0	2,588	-1,600	1,823	2,588	3,381
050-5760-000	0	0	0	0	300	300
050-5761-000	0	200	0	301	600	600
050-5762-000	0	0	0	238	300	300
050-5767-000	15	36	7	309	100	100
050-5770-000	0	175	0	175	350	350
Total Expenses	3,093	36,878	1,979	42,953	46,501	38,993
Total Surplus / Deficit	-2,774	-8,037	-1,151	-10,721	-15,626	-6,093

St John's College

Development

For the Twelve Months Ending Tuesday, March 31, 2020

	18-19 March	18-19 YTD	19-20 March	19-20 YTD	19-20 Budget	22-23 Draft Budget
Revenue						
070-4000-000 Development Donations	\$0	\$0	\$0	\$0	\$1,500	\$1,500
070-4003-000 Special Events Income	20	1,356	0	1,030	1,109	500
070-4080-000 Grant Rev for Operating	0	455	0	1,970	0	2,251
Total Revenues	20	1,811	0	3,000	2,609	4,251
Expense						
070-5002-000 Salaries	20,648	153,640	16,652	161,994	159,864	166,610
070-5112-000 EIC	401	2,499	273	2,482	2,409	3,682
070-5113-000 CPP	863	5,359	621	5,663	5,418	9,497
070-5114-000 London Life	708	6,157	493	6,432	6,406	6,664
070-5115-000 Medical/Dental Insurance	438	5,730	567	5,544	5,536	6,082
070-5116-000 Workers Compensation	117	262	99	169	276	267
070-5220-000 Supplies	0	42	0	71	100	100
070-5221-000 On line Service fees	2	469	1	326	500	500
070-5682-000 Publishing/Promotion	0	0	0	100	100	100
070-5729-000 Copying/Printing	0	0	0	0	100	100
070-5760-000 Travel	0	1,143	871	1,426	1,000	1,000
070-5761-000 Hospitality	955	2,051	0	737	1,000	750
070-5762-000 Special Events	570	1,646	0	907	1,500	1,000
070-5768-000 Professional Development	35	115	0	1,085	200	500
070-5789-000 Miscellaneous	0	0	0	0	50	1,500
Total Expenses	24,737	179,113	19,577	186,936	184,459	198,351
Total Surplus / Deficit	-24,717	-177,302	-19,577	-183,936	-181,850	-194,100

Capital Campaign

Revenue

Expense

075-5002-000 Campaign Salaries	0	0	0	15,248	3,000	3,000
075-5682-000 Campaign Publishing/Promo	0	0	0	1,247	4,000	4,000
075-5760-000 Campaign Travel	0	2,938	1,508	7,785	4,000	6,000
075-5761-000 Campaign Hospitality	276	906	14	1,001	1,000	1,000
075-5762-000 Campaign Special Events	0	0	0	0	500	500
075-5767-000 Campaign Administration	0	2,823	0	181	3,000	3,000
Total Expenses	276	6,667	1,522	25,462	15,500	17,500
Total Surplus / Deficit	-276	-6,667	-1,522	-25,462	-15,500	-17,500

St John's College

2022/2023 Assembly Meeting Dates

Assembly Executive

(Warden, Dean of Studies, Chair of Assembly, four members elected by and from Assembly and a student)

Week of September 12, 2022

Week of November 2, 2022

Week of January 9, 2023

Week of March 6, 2023

Week of April 24, 2023

The specific date and time to be determined at the beginning of each term based on the availability of committee members

Assembly

Diocesan Council representatives on SJC Council are members of SJC Assembly.

Tuesday September 20, 2022 @ 2:30 p.m.

Wednesday November 16, 2022 @ 2:30 p.m.

Tuesday January 17, 2022 @ 2:30 p.m.

Wednesday March 15, 2023 @ 2:30 p.m.

Tuesday May 2, 2023 @ 2:30 p.m.

St John's College

2022/2023 Council Meeting Dates

Council Executive

(Chancellor, Warden, Dean of Studies, Chair of Council and Chair of Assembly).

Tuesday September 13, 2022 @ 3:00 p.m.

Tuesday November 2, 2022 @ 3:00 p.m.

Tuesday January 10, 2023 @ 3:00 p.m.

Tuesday March 7, 2023 @ 3:00 p.m.

Tuesday May 2, 2023 @ 3:30 p.m.

Council

Diocesan Council representatives on SJC Council are members of SJC Assembly.

Wednesday September 28, 2022 @ 5:30 pm

Wednesday November 23, 2022 @ 5:30 pm

Wednesday January 25, 2023 @ 5:30 pm

Wednesday March 22, 2023 @ 5:30 pm

Wednesday May 17, 2023 @ 5:30 pm

Membership Statistics for 2021

	<u>Dec. 2020</u>	<u>Dec. 2021</u>
Agriculture and Food Science (7)	15	16
Architecture (9)	10	7
Arts (1)	90	79
Asper School of Business (6)	27	22
Dental Hygiene (20)	0	0
Dentistry (17)	8	8
Education (8)	11	10
Engineering (3)	40	31
Environment, Earth, and Resources (28)	16	10
Extended Education (26)	11	7
Fine Arts (15)	14	8
Graduate Studies (16)	93	82
Health Sciences (was Human Ecology) (29)	11	12
Kinesiology and Recreation Management (22)	10	9
Law (10)	16	8
Medical Rehabilitation (19)	0	0
Medicine (5)	32	28
Music (21)	3	2
Nursing (13)	49	45
Pharmacy (11)	9	7
Science (2)	149	118
Social Work (12)	9	4
University 1 (27)	34	19
Total	807	533

St. John's College Warden's Report to Assembly, May 2022

Following the partial reopening on Feb. 28, the College will resume full-time, in-person operations on May 2. There are face-to-face classes scheduled to be held in the College during the Summer term, the administrative staff will be back on campus five days a week, food service and catering are receiving an ever-increasing volume of business, students and other groups are filling up the residence, and with events like the graduation banquet, Marjorie Ward Lecture, and Spring BBQ and reception, our community is coming back together. There have been a lot of starts and stops throughout the pandemic, but it now really feels like we are entering into a new phase in the ongoing recovery and it's an exciting time at the College.

In addition to working on our reopening plans, I have continued to engage in meetings and planning concerning the residence project and capital campaign, and to connect with our alumni and donors. In early April, Jackie Markstrom and I made a successful trip to Vancouver and Victoria, where we met with a diverse and fascinating group of Johnians, let them know about the latest goings-on at the College, and started a productive dialogue about setting up an alumni hub for the area.

Highlights of Other Recent Activities

- I was a speaker at an event in our chapel planned by UM's spiritual care team (including our Chaplain) marking and reflecting on the two-year anniversary of the start of the pandemic.
- I attended a meeting with the director and other staff at the National Centre for Truth and Reconciliation (NCTR) about potential academic partnerships with the College.
- I attended a workshop for administrators with UM's new EDI lead, Tina Chen.
- I joined the board and attended several meetings regarding the Emmanuel Mission Learning Centre based at Holy Trinity Church, which will offer tutoring and university preparation to children from immigrant families, and ultimately steer some of them towards future membership at SJC.
- I joined and attended the first meeting of the Ministry Development Working Group for the Diocese of Rupert's Land, charged with exploring the future of the Diocesan Ministry Developer position which until June 2021 was partially funded by and housed at SJC.
- I met with representatives from the Treaty and Aboriginal Rights Research (TARR) department for Treaty 3 territory and helped connect them with applicants for vacant researcher positions in their organization.
- I attended the retreat led by our Chaplain with the SJCSA.
- I participated in our graduation banquet ceremonies honouring our 2021/22 College graduates.
- I represented the College at multiple meetings of Dean's Council, Provost's Council, University Senate, Faculty of Arts Council, and Diocesan Council.
- I attended two sessions of the Senior University Administrators' Training Course (SUAC).

- In May I will represent SJC at the Head of Anglican Colleges meeting and Collegiate Way International conference.

Dean of Studies Report to Assembly March 2022

2022-2023 Academic Budget

At Assembly, we will vote on the 2022-2023 Budget, which includes expenditures for Academic Programming, overseen by the Dean of Studies. It's been over two years, now, since we have seen normal levels of programming at the College. As we have a number of new Fellows, and a new in-coming Dean of Studies in July, I thought I'd take this opportunity to explain the proposed Academic expenditures in this year's budget, which are mostly unchanged from fiscal year 2019-2020; and outline some of the programs they support.

The largest expense is on student **Scholarships and Bursaries**, which are funded through donations and endowments in the annual amount of \$175,000 – a \$25,000 increase over pre-pandemic levels. Scholarships are awarded by the Scholarship Committee, which is elected by Assembly.

SJC has a \$2000 **art fund**, which supports the cash prizes for the Student Art Competition, and the maintenance and upkeep of the College art collection. The Art, Music and Social committee plays a key role here, with the Art Curator.

SJC's Academic budget provides **social support** for both Fellows and staff:

- tea and coffee available in the Senior Common Room (SCR) which has a coffee maker, kettle, microwave, fridge and a few dishes. At the Daily Bread Café, you can ask for a cup of coffee free of charge.
- 3-4 Fellow and staff receptions in the SCR per year
- 3 Soup and Bread lunchtime lectures for Fellows and staff each term
- Student BBQs (one of which we recently held in the Common Room)
- reception at fall Matriculation, at which new Fellows and students sign the SJC ledger.

Scholarly programming expenses include:

- The Marjorie Ward Lecture (which has its own endowment, and gives a fairly generous honorarium). This endowed lecture has been an important aspect of the Dean of Studies' support for reconciliation. Four of the past five MWLs have been given by Indigenous artists and scholars – David Robertson, Katherena Vermette, Brenda Child, and Jaimie Isaac. The Canadian Studies/Visiting Speakers committee oversees the MWL, although in recent years I have mostly managed this.
- Modest travel/research funds for Fellows. 5-6 grants of up to \$300 are available each year. An application is available which goes to the Dean.
- A Western Canadian Studies Visiting Researcher program awards \$3000 in travel or research support for 1-2 external scholars, and includes a \$2000 conference budget for the visiting researcher to organize an event at SJC. Selection is by the Canadian Studies/Visiting Speakers committee.

- Canadian Studies Conference Support is available, at the discretion of the Dean of Studies (i.e., there is no formal application process). These funds are meant to support bringing events to the College to enhance our academic programming.
- We give modest sponsorship support to events organized by departments across campus, and have a small Indigenous program support budget line. Both of these are at the discretion of the Dean of Studies.
- the Student Support Program funds THRIVE -- a program we were trying to build pre-pandemic. It includes things such as the Writing Tutor program in the library, which we run with the help of the Academic Learning Centre; and peer support activities like Cram Night, in cooperation with the SJC student councils. The Dean works with Sherry and student leadership on these activities.

Gardening Club

Helen Holbrook (Chaplain) and myself are booting up the SJC Garden Club again. As many of you know, Helen has led a fundraising campaign to plant a Healing Garden. Gardening Club contributes to the up-keep of the Lynne McLean Memorial Garden, alongside the chapel; and the planters outside of the Daily Bread Café, where last year we grew tomatoes and herbs. Stay posted for news of activities over the spring and summer. All staff, Fellows, and students are welcome.

Marjorie Ward Lecture

Thank you to everyone who made Jaimie Isaac's Marjorie Ward Lecture a success, especially Amy Craddock.

End of Term Reception

At the close of Assembly on May 3, we will have a reception in the Senior Common Room. I'm very much looking forward to seeing many of you there.

Development Officer Report to Assembly
May 2022

Fundraising

- Received the final disbursement from the \$2.5mil bequest

Alumni/Stewardship

- Allison and I had productive visits with Johnians in Vancouver/Victoria at the beginning of April.
- Planning on visiting Johnians in Selkirk, Kenora, Brandon area in May/June.

Special Events

- Organizing a thank you luncheon for those who have indicated they plan to include the College in the estate planning, or are a major donor, or a monthly donor. We hope to make this an annual event.

Marketing/Communications

- Positive feedback from the last issue of In Lumine.
- E-Newsletter being planned for June.

Staffing

- We have been awarded a Canada Summer Jobs position. This is an 8 week term full time student position.

Capital Campaign

- Meeting with the consultant, Kat Kupca, on a regular basis.
- Reviewing the project parameters.
- Joint meeting of the Fundraising and the Building Steering Committees was held mid-May.

Respectfully submitted by:
Jackie Markstrom
27th April, 2022

Bursar's Report to Assembly May 3rd, 2022

College Operations

Activity at the College continues to increase as we move towards the re-opening of the Fort Garry Campus and a return to in-person classes. It's encouraging to see glimpses of our regular operations coming back – the Marjorie Ward Lecture, the end of term BBQ for students, the Spring Residence Banquet, and other events being booked and held in St John's. We also recently learned that UofM Housing is now at capacity for summer term, which is an extremely positive indicator that the desire of students to live on campus is returning. Crucially, this means that UofM housing will now suggest students contact us for housing, and we've already seen a few more residence applications because of this. We have also had a number of summer bookings by groups who will be staying in the Residence in July & August, and we are continuing to tray and boost our occupancy rates to support our operations.

Starting May 2nd, staff will be back in the office full time. It also marks the end of the vaccine mandate on campus so vaccination status will no longer be checked for events at the College. Masks will continue to be required for all common areas in the College, including in classrooms.

For summer term, we already have 20 courses booked in St John's for May & June. This is a major step forward and crucial to re-establishing the vibrant community of the College. It also supports our Food Service operations since we know that each of those students and instructors are potential customers for the Daily Bread Café.

Buildings/Facilities

- As you will recall, the Residence experienced a major power outage in February. Following some collegial discussions with the University, they have agreed to share the costs of the repair.
- The General Office is getting repainted. Things are in a bit of disarray at the moment, but it will be great to have a bright and fresh space to coincide with the return to campus once the project is complete.

2022-23 Operating Budget/CRA

After two years of reduced operations and spending, we are happy to have been able to produce an operating budget for this fiscal year that's largely representative of regular operations and the staff are excited for its return.

The Warden and I recently had a phone meeting with our lawyers regarding next steps in our appeal with CRA and the CEWS program, and they informed us that examination for discovery will begin in June. This is welcome news, as we were told that the process could be delayed for a year. Also, based on more detailed discussions of our case with our lawyers, they remain confident in its merits and still hope CRA will settle or reverse their denial of claims before this goes to trial.

Staff Update

St John's is very happy for Amy Craddock, our Event Coordinator & Faculty Assistant, who will be going on maternity leave near the end of June. Our excitement for her is tempered only by the fact that we will all miss her presence and competence while she is away. We will soon start the process of arranging for someone to temporarily fill her position.

Dean of Residence Report – April 27, 2021

Residence Projects

There are no major projects happening in the residence right now.

Summer Semester

We have 32 rooms filled as of today. Based on our list of applicants, we are budgeting for approximately 20-30% occupancy for the months of May and June, and about 35-45% occupancy for July and August. Areas of focus for recruitment are International College of Manitoba (ICM), Graduate Programs, UM Residence waitlists, social media outreach, ex-residents and a number of short stay groups. With the university reopening in-person activities in summer, I have spoken to a wide variety of potential short stay summer program organizers. So far, we have four groups that are close to confirming bookings.

Residence Activity

The residence council ended their year successfully with the year end spring banquet last weekend. They have done a splendid job with almost 18 events!

The new dons have been hired and their training is scheduled for April 29th, May 2nd and May 3rd.

Thank you.

Fayaz Hasan
Dean of Residence

April 2022 Report to St John's College Assembly

Residents

I met with residents individually in person once restrictions were lifted at the university. On April 22nd I attended their Spring dinner.

Student Council

I was unable to attend the Grad dinner, due to illness. However, I did attend the council dinner a week later. The dinner was a great opportunity to get to know council members in a relaxed atmosphere. Since the Council election council will not meet again till the Fall.

On-line services

Offer Celtic Daily prayer on Tuesdays.

Chapel Services

1. Return to meditation on Fridays at 11:30 am starting March 11th.
2. Gospel based discipleship on Tuesdays at 1pm
3. Due to illness I had to cancel the stations of the cross on April 14th

University of Manitoba Chaplaincy Group

Working with Edgar on developing a Spiritual life tool kit.

The March 23rd, COVID memorial at St John's college was well received.

The Spiritual services has relocated to U of M union centre (5th floor). In May Allison and hopefully Fayaz can tour the new office. In the Fall I will host a labyrinth meditation. The chaplaincy group will try and set up some tables outside this summer to promote spiritual care services on campus. I hope to join him on a few occasions.

Healing Garden Project

I met with Jackie to work out a preliminary budge. The spring is late this year, and so planting might occur at the end of May. There will be a blessing of the garden May 17th in the afternoon, let by Tanis Kolisnyk. Details are forth coming.

I have been given a name of an elder who will assist us with Indigenous medicines garden. The elder is unavailable so I will keep looking.

In conjunction with the garden, I will be working on clearing an area at the back of the chapel for smudging. I did consult with the U of M elders who are very supportive. I have just begun to assess what can be done and make a formal proposal. I have sent Allison the proposal.

Wechetowin (people helping people)

Anglican Indigenous group Wechetowin gave St. John's some welcome cards for our residents. They are willing to give us some more when we run out.

Installation of New Chaplain – Rev. Helen Holbrook

May 11th at 2 pm. Amy is circulating the poster. All here are invited, please RSVP so we can order the appropriate amount for the reception afterwards.

Food for the Journey

Saturday May 14th at 9 am, Our first speaker is Dodi Jordaan the executive director of Velma's House. Cost is \$15, hope to see some of you there!

Overall

There is a different energy at the College with an increase in foot traffic and in person events. Expectations of a full opening this summer and hope for a full campus in the Fall. A full opening is a great opportunity for students to engage with St John's college.

Submitted by Rev. Helen Holbrook SJC Chaplain



ST JOHN'S COLLEGE

ESTABLISHED 1866

Registrar's Report
May 2022

I continue as Acting Awards Clerk and the first round of applications have come in.

The Brandon Career Symposium is once again be online this year. We will have a dedicated web page with information for interested students and a video interview as well.

The University's Admissions department has sent out a survey regarding summer and early fall welcome and orientation activities. We will continue to connect with them and plan to participate in any in-person events or online recruitment and orientation events.

I would like to welcome Abby Vovchuk as Senior Stick and Sharaina Cottick as Vice Stick. I look forward to supporting them and re-vitalizing our membership.

In that vein, with the approval of the SJCSA, we are currently offering St John's members free use of the study carrels until the end of August. The carrel rooms underwent extensive renovation during the pandemic and we want to renew interest in being on campus and the benefits of membership and the carrels. We have a handful of students who have already taken advantage of this offer, and have even recruited a couple more students to the college who were looking for study space

Sherry Peters
Registrar

Senior Stick Report

St. John's College Graduation Dinner

The St. John's College graduation dinner was held on April 9th at the Assiniboine Park Pavilion Atrium. In total, there were about 73 guests in attendance. Fellow of the Year was awarded to Dr. David Watt and Valedictorian was Carrie Livingston. Within the SJCSA, we had several graduates: Jenna Brignoly, Cassey Jasnikoski, Hayley Shirtliff, Carrie Livingston and Shelan Emre. We are very excited for them and wish them all the best in their future endeavors!

SJCSA Elections

Elections for the SJCSA ended Friday, April 22nd. The filled SJCSA positions are as follows:

Senior Stick: Abby Vovchuk
Vice Stick: Sharaina Cottick
Chairperson: Saif Goubran
Assembly Representative: Breanna Duncan
UMSU Representative: Evan Chan
Sustainability Director: Mercy Shwaykosky
Student Services Director: Adaeze Iheanacho

The remaining positions will be filled during the bi-elections held in September.

Upcoming Business

Throughout the summer, Sharaina and I will be planning for the new year and how the SJCSA will function in a post-COVID environment