

ST JOHN'S COLLEGE COUNCIL  
Agenda – Pending Executive Approval  
For the Meeting of March 20, 2024  
Meal served at 5:30 pm, Meeting from 6:00pm Room 108

1. Land Acknowledgement
2. Opening Prayer
3. Approval of the Agenda
4. Approval of the January 24, 2024 Minutes.
5. Business arising from the Minutes
6. New Business
  - a) Appoint or re-appoint a Chair (an annual occurrence)
  - b) Financial update,
  - c) Set the budget parameters for the upcoming fiscal year
  - d) Administration fees on endowments
  - e) Upcoming events
6. Reports from Committees, College Officers and Student Council
  - a) Reports from Committees – Council Executive, Development, Finance & Admin.
  - b) Report from Assembly
  - c) Reports from College Officers and Student Council
    - i) Warden
    - ii) Dean of Studies
    - iii) Development Office
    - iv) Bursar
    - v) Dean of Residence
    - vi) Chaplain
    - vii) Registrar
    - viii) Senior Stick
7. Other Business
8. Adjournment

## **ST JOHN'S COLLEGE ENDOWED FUNDS – ADMINISTRATION FEE REVIEW**

### **Preamble**

St John's College's endowed funds are an important source of funding for various programmes within the College. Alum and friends have donated money to the College to be maintained in perpetuity for the purposes of providing awards, bursaries and scholarships, for the general operation and maintenance of the College and its facilities, as well as academic programming and lecture series. These funds have been combined into a master trust, the Endowment Trust Funds (SJC Trust).

The financial management of the Trust is the responsibility of the Finance & Administration Committee of St John's College, appointed by the Council and Assembly of the College. The Committee hired the firm of Doherty & Associates, based out of Ottawa and Montreal, to manage the Trust. The guidelines given to the investment manager are 60% equity and 40% fixed income. No restriction has been placed on the investment manager regarding the relative percentages of Canadian versus non-Canadian assets or on the percentage of cash and short-term notes within the fixed income asset class. The assets and securities of the Trust are held by RBC Global Services (the custodian), who also tracks the Trust assets and transactions and reports monthly to the College. The equity manager charges up to 1% to administer SJC Trust.

While it is common practice among many organizations and not for profit entities to charge an administrative fee to their endowments, St John's never has. Given the financial challenges the College faced during COVID and continues to face in an ever-changing climate of rising costs, it is prudent for the Finance & Administration Committee to consider this as a budgetary measure. Not only would the administrative fee provide general budgetary support, it would also provide additional resources to pursue other revenue-generating avenues, such as expanding the Development Office

### **Other Organizations**

After some preliminary research it is clear that a large number of comparable organizations recoup a portion of operating funds from the endowed funds. A sampling was done of some Winnipeg based organizations.

#### **1. University of Manitoba – 0.81% for 2022-2023**

Total value of the University Investment Trust (UIT) is \$935.7M with a spending rate of 4.25% based on a rolling 48-month average market value.

As per their policy "...Fees include investment management, custodian, consulting, performance measurement, and internal administrative fees."

**2. The Winnipeg Foundation – All Funds: 0.5% for the first \$10 million**

Agency funds are those held on behalf of charities within Winnipeg. The College has an Agency Fund held at the Foundation valued under \$100,000 therefore we are charged 0.5% administration fee annually on that fund.

**3. St Paul's College Foundation – 1% for 2022-2023**

Total investment is \$10,711,655 not all is in endowed funds. Fee is to “support administrative costs, including investment management fees, professional accounting services, an annual audit and other operational expenditures”.

**4. The Jewish Foundation of Manitoba – 0%**

They do not apply an administrative fee to the endowed fund. Philosophy is one that this is not new money and they want to distribute as much as possible to the community. It was explained to me as an “exercise in optics” as operating expenses show to be less when the fee is charged against the endowed fund.

**Recommendation**

After considering the policies of comparable organizations, Administration, in consultation with the Development Office, proposed to the Finance and Administration Committee at its March 13<sup>th</sup> meeting that it approve a recommendation to College Council that St John's amend its current investment spending policy. After a fulsome discussion, the following motion was passed:

**MOTION: The Finance & Administration Committee recommends that College Council amend the investment spending policy to include a 1% administrative fee on its endowments for the College's annual operating budget.**

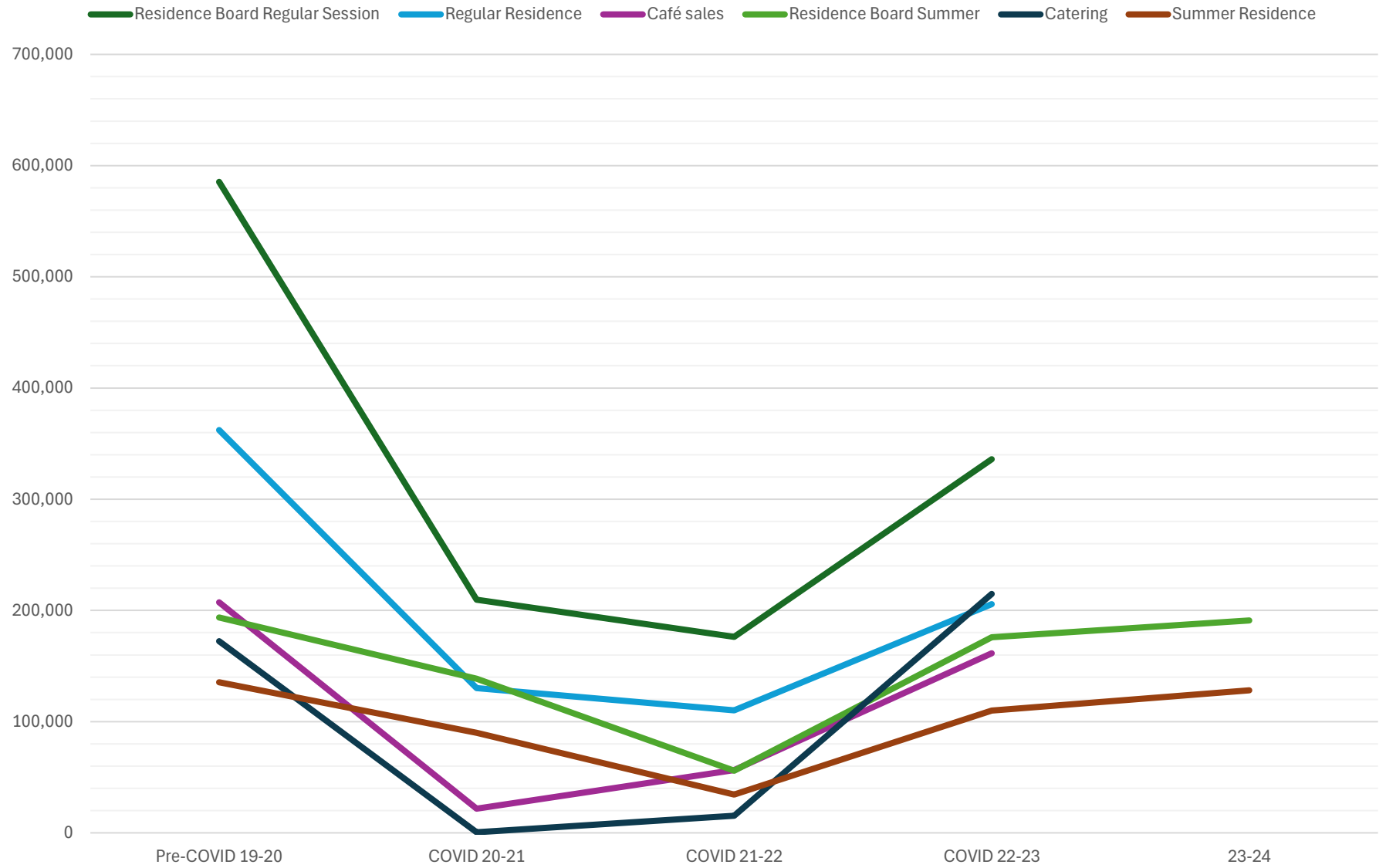
# COVID Financial Impact

Primary Sources of Revenue	Pre-COVID 19-20	COVID 20-21	COVID 21-22	COVID 22-23	23-24	Total Revenue Decrease
Residence Board Regular Session	585,363	209,569	176,232	335,992		1,034,296
Regular Residence	362,191	130,122	110,143	205,650		640,658
Café sales	207,285	21,733	56,386	161,363		382,373
Residence Board Summer	193,645	138,645	55,860	175,776	190,883	210,654
Catering	172,343	521	15,298	214,831		286,379
Summer Residence	135,406	90,011	34,416	109,940	128,108	171,851
<b>Total</b>	<b>1,656,233</b>	<b>590,601</b>	<b>448,335</b>	<b>1,203,552</b>		<b>2,726,211</b>

## Mitigation Steps Taken

CRA CEWS	-850,000
Re-designation	-600,000
Internal loans	-450,000
<b>Difference</b>	<b>826,211</b>

# Revenue Losses During COVID



## **St John's College**

### **Warden's Report to Council, March 2024**

Since Council last met, discussion has continued between Administration and the University about a potential partnership on building a new residence. We have also been working towards developing the 2024-5 budget, which this year includes a Covid Impact Assessment being conducted by the Bursar and some ongoing financial challenges owing to the College residence still not being full. With that in mind, recruitment of residence but also day students continues to be a major priority (we were thrilled this month to once again reach pre-pandemic norms in terms of day student numbers), and the admin staff have been implementing a number of new and creative strategies that I am optimistic will be successful. Fundraising is therefore also a key priority for the College right now, and the Development Officer and I have been meeting locally with alumni and supporters, and travelled to Edmonton and Calgary from Jan. 28-31.

#### **Highlights of Other Recent Activities**

- On Jan. 25, I attended the welcome event for the Centre for Creative Writing and Oral Culture's new Writer-in-Residence.
- On Jan. 26, I attended a meeting of the working group revising ordination processes for the Evangelical Lutheran Church in Canada (ELCIC).
- On Feb. 10, I attended Food for the Journey, where Rev. Wilson Akinwale spoke about the Black Anglicans Network.
- Along with members of the admin team and other volunteers, I worked with staff from the Winnipeg Symphony Orchestra and Desautels Faculty of Music to revive the fundraising concert for Sistema which had not been held since before the pandemic. I also ran point on the event at the College on Feb. 11, which was a great success.
- On Feb. 12, I served as a judge for the National Public Speaking Championship at St. John's Ravenscourt School.
- Also on Feb. 12, I offered the welcome and then attended the revived Wilmott Lecture in theology.
- On Feb. 14, I attended the Soup & Bread presentation by Dr. Kent Fowler.
- Along with the Registrar and MCO, I have been working with representatives from St. Paul's College and the UM Registrar's office on updating how students affiliate with the College through the University's Aurora portal.
- On Feb. 28, I was pleased to launch "Feeding Fellowship," monthly lunches for six fellows and staff to further cultivate collegiality and community.
- I continue to work with the Bishop and DDD Ryan Turnbull on potential revisions to the College's theology program.
- We have begun preliminary discussions with the Diocese about housing part of its archival collection in the College.

- I have been part of the planning of this year's Art and Music Competition along with the Dean of Studies and Art Committee. Voting on the artwork is happening now in the DBC!
- I continue to serve on the Advisory Circle for the Emmanuel Mission Learning Centre at Holy Trinity Church.
- I continue to represent the College at meetings of Dean's Council, Provost's Council, University Senate, Faculty of Arts Council, and Diocesan Council.

## Dean of Studies Report to Council January 2024

### **Soup & Bread Lecture Series**

Our first soup and bread lecture of the term was on Feb 14. Kent Fowler presented on some fascinating research he is conducting on ancient fingerprinting. The next lecture will be in March 28 and Kathy Block will give a talk on writing assignments in university.

### **SJC/Faculty of Arts grad/undergrad Symposium**

Sherry and I have sent out a call for papers for the upcoming Faculty of Arts grad/undergrad symposium. We have 4 students and 1 fellow presenting on Thursday, March 14, 2024, from 2-4pm.

### **Fellowship Roles and Responsibilities**

The SJC Fellow's handbook is ready! Please read through the guidebook, especially the section on roles and responsibilities of fellowship. If there are any questions, I would be happy to answer them. Our fellowship attendance at events has certainly improved since last year but we would still like to see greater participation in college events, especially convocation, soup and bread, and the Marjorie Ward Lecture. I would like to draw your attention to the events section of the manual, which is colour-coded to indicate events where fellow attendance is mandatory, encouraged, and optional.

### **Events in the Winter Term**

The **Art and Music Competition** is scheduled for Friday, March 22 from 3:30-5:30, with performances by the winning groups from the Faculty of Music (who held their preliminaries a few weeks ago). We will also announce the winners of the art contest, which were decided by our external judges on March 11. The **Marjorie Ward Lecture**, given by Dr. Marcia Anderson, was on Monday, March 11 and she spoke on cultural safety and anti-racism in healthcare.

### **Membership Committee**

**Gregg Olsen** is a professor emeritus in the sociology department and was voted in as a retired fellow at the assembly meeting on March 11.



Development Officer Report to Council  
March 2024

**Fundraising**

- To date raised: \$91,000. This is the lowest amount we have ever raised since I started at the College in 2009. At this time of the fiscal year, we have typically raised \$250,000. This has an impact on College programming.
- Working with Marissa and Allison to write an appeal to cover operating costs. This will be targeted at some major donors as well as people who give regularly. Fellows and Staff will receive a copy and we ask that you please consider a donation.
- Waiting for MSBI funds to be transferred from the government to UM.

**Alumni/Stewardship**

- Continuing to visit with Johnians in person, phone calls and emails.
- Met with alum/donors in Edmonton and Calgary at the end of January. Low turnout but good visits.
- Getting lists from the UofM to reconnect with alum from the 90s.

**Marketing/Communications**

- In Lumine will be mailed out within the next couple of months.
- E-Newsletters are emailed out every other month.
- Working with Marissa on several communication projects including In Lumine, e-newsletter and updating our Willpower website.

**Staffing**

- After careful review we decided not to apply for the Canada Summer jobs this year.
- Several new volunteers in the Development Office are helping us connect with alum who we have lost touch with.

**Capital Campaign**

- Nothing to report.

**Other**

- Have been asked to present on leaving a bequest to interested members of the St. Andrew's Woodhaven congregation in April.

Respectfully submitted by:  
Jackie Markstrom  
12<sup>th</sup> March, 2024

## **Bursars' Report to Council March 20<sup>th</sup>, 2024**

### **CRA Appeal**

The College continues to wait for the final payout from CRA of approximately \$350,000. I have had recent discussions with our Appeals Officer who has forwarded our file up the chain for final approval of our individual claims which were subject to audit. He does not anticipate any opposition to our submissions, and at this point we are simply waiting for it to work its way through the bureaucratic levels of CRA.

### **COVID Impact Report/Financial Planning**

While we await the final payout of our CEWS claims, I began work on a high level overview that illustrates the financial impact COVID had on the College finances. It included an illustration of our overall losses of revenue from our primary sources, measures taken by the College to offset those losses, and how much of a gap remained after taking into account the partial salary and wage subsidies provided by the CEWS program. This was presented to the Finance & Administration Committee and is included for Council as well. This will help provide a clearer picture of where the College is at and how best to move forward as we begin the process of developing the 24-25 operating budget.

### **Budget Development**

Development of the 24-25 operating budget will soon be underway. The Finance & Administration Committee met and made a recommendation to Council regarding budget parameters for Administration to use when constructing the detailed budget to be presented at the May Assembly meeting for approval.

### **Administration Fee on SJC Endowments**

The Finance & Administration Committee also passed a motion, recommending Council approve an amendment to our investment spending policy, increasing it by 1% which will be considered an administrative fee and transferred to the Operating Budget. A report was presented to the Committee that outlined the rationale for the policy and cited numerous examples of other institutions and nonprofits that already do this including the University of Manitoba, St Paul's College, and the Winnipeg Foundation.

### **Overall Operations**

There are many encouraging operational indicators that give cause for optimism. Membership numbers are positive, student enthusiasm and engagement is high, and our vastly improved marketing and communication strategy is highlighting the College across campus and elevating our visibility. The Daily Bread Café and our Catering service are both doing very well and are busier than they have been in quite some time.

Our Residence is made up of quality students who are engaged and making contributions to the SJC community - we simply need more of them. The whole administrative team, led by our Marketing & Communications Officer and the Dean of Residence, are putting all our resources into recruiting students to live at St John's so we can restore this final piece of our operational framework and get us back to the financially sustainable levels we enjoyed prior to the pandemic.

## Dean of Residence Report – March 2024

### Residence Recruitment

I have continued to be in touch with rural high school guidance counsellors, ICM, the International Centre, and Student Case Management around the continued availability of Residence rooms for the Winter Session, and to recruit for the Summer 2024 and Fall 2024/Winter 2025 Sessions.

On February 15, I again attended ICM's Online Housing Open House and advertised the benefits of living in St John's Residence to the 50 students who attended.

I have scheduled eight Online Open House sessions between March 5 and April 16, and will offer individual open houses for any guidance counsellors who request it for their school. If you know anyone potentially interested in Residence please share these sessions with them. Sign-up is at:

<https://umanitoba.ca/st-johns-college/residence/open-house>

The impact of the recent federal changes to immigration visas for international students remains an area of concern, but in collaboration with Marissa Naylor, we are doing everything we can to diversify our Residence population with a renewed focus on rural Manitoban students.

The Residence has recently launched two recruitment programs for new/returning residents. The Loyalty Discount program offers a discount (Year 2 – 3%; Year 3 – 5%; Year 4 – 7%) to students who stay with us for longer than one year; the Recruitment Reward program offers a \$200 cash reward to anyone who refers a new resident, payable when that resident has been with us for one term (Summer/Fall/Winter).

### Summer Session

I am optimistic that it will once again be a busy Summer Session. I have begun reaching out to conference partners who have previously booked with us, to ask if they are interested in booking for this Summer. Travel visas continue to be an issue here as well – I recently negotiated a contract for 20 students on exchange from Mexico staying with us for a month, but this has been put on hold pending further information about the recent federal government changes that now mandate visas for Mexicans travelling to Canada.

### Residence Activity

The Residence Council continues to offer an exciting slate of events to our residents. Recent activities have included a trip to Flying Squirrel Trampoline and a well-attended Paint Nite and board game night events. The Dons' team have likewise continued their monthly community-building events with Paint Nite and movie night events.

Applications for Summer 2024 and Fall 2024/Winter 2025 Dons are due on Friday, March 9, and several residents have expressed their interest in applying. Panel interviews will be held mid-March, so that training for both cohorts can begin before residents break for the summer.

Respectfully submitted,

Matthew Bowman  
Dean of Residence

## **March 2024 Report to St. John's College Council**

### **On going Programing**

Morning Prayer BCP Every Tuesday: 9:30 am to 10:00am

Communion Service every Wednesday at 11:30 am

Celtic Daily prayer Thursdays. 9:30 am to 10:00 am

Meditation every Thursday 12:30 pm

Individual spiritual care visits ongoing

### **Stations of the Cross**

March 28<sup>th</sup> at 12:30 pm. Booklet will be left at the back of the chapel.

### **Spring to Life Service**

April 3<sup>rd</sup> at 12:30 pm with Lutheran and Mennonite chaplaincy.

### **Food for the Journey April 27<sup>th</sup>**

Details to come, March 23<sup>rd</sup> proposed food for the journey cancelled due to diocesan council meeting.

### **Note**

I am now half time till end of June at Holy Trinity and my hours have changed to Wednesdays, Thursdays and Fridays.

Submitted by Rev. Helen Holbrook SJC Chaplain



# ST JOHN'S COLLEGE

ESTABLISHED 1866

Registrar's Report  
March 2024

Fifteen students attended the "How to apply for Scholarships" Workshop on January 23. The workshop was recorded and is available to students to watch from our website. I was pleased with the turnout and the questions asked. I am planning to do another one at the end of May for the July 31 applications.

The Arts symposium will be on Thursday, March 14, from 2:00 – 4:00 pm in the CCR. We have four students presenting their research, undergrads and grad students, from anthropology, archaeology, history, and English. It will be an interesting afternoon.

In partnership with Jocelyn, we have set aside the Senior Common Room for a Writing Retreat Day the last Tuesday of each month. I was not able to be there in February, but I hope to be more active with it this month. It is open to Fellows and students. Coffee and muffins will be provided. You don't have to come for the whole day, it is meant to expand Jocelyn's writing room hours once a month, in a comfortable location with a few extra perks tossed in.

The career workshops are underway. No one showed up for the first workshop, but we do have 3 students who have said they will attend the second (at the time of writing). I do believe this is a matter of awareness of the workshop as well as a student engagement issue. Definitely a learning experience. I will discuss it with Trevor from Career Services if it is worth offering again next year.

Marissa and I attended the University's Open House on February 22. Thanks to the new promotional material created by Marissa, our booth has never been that busy. There was a constant flow of students for most of the day.

Marissa, Matthew, and I will be attending the Brandon Career Symposium, April 22-23.

Sherry Peters  
Registrar

# Senior Stick Report

## 13 March 2024

### **SJCSA Events Roundup 2023-24**

The student council organized 2 bake sales, one in the Fall and one in the Winter session. Fall Bake-sale proceeds were donated to the Canadian Cancer Society and in the Winter bake-sale proceeds went to the Southeast Personal Care Home. Also, Valentine's Cards were mailed to the nursing home residents. In March, we had the coffee house Open mic at the Daily Bread Cafe.

### **SJCSA X SJC Tabling Fall 2023**

Marissa Naylor and SJCSA set up promotional tables at UMSU University Centre in the Fall term where we introduced the university students to SJC. They were informed about the scholarships, volunteer opportunities, and student life at SJC. Merch was a big hit and they loved the idea of being affiliated to a small community within the university.

### **Redecorating the Students' Lounge & Carrel Room Upgrade**

The council has agreed to redecorate the lounge (top of our list for this year). The lounge needs a fresh look so that students feel welcomed and comfortable. The executive council members (Euna Park, Dharmil Patel, and I) spoke with Ivan about the idea and we have a thumbs up. As per university policies, we cannot change anything under the physical plant regulations, therefore, changes will only be made in furniture and beautifying the room. Dharmil Patel (Treasurer) has approved a budget of \$6000 for the same. We also have our designs and are anticipating that our idea will be executed by the new council and the college in the coming year. Another major student attraction to the college is the Carrel rooms. Ivan and I have been talking about changing the chairs (to more comfortable and durable) in the Grad carrel room and also the possibility of installing electric plugs for students to charge their laptops and phones. The students pay for their carrels so basic amenities like those mentioned above should be provided.

## **Upcoming Business**

### **SJCSA Elections 2024**

SJCSA 2023 will have their last meeting on April 5th. Elections for SJCSA 2024 are being held in April.

Dr. Allison Abra will be the Chief Returning Officer (CRO) and Mercy will be the Assitant CRO. Student interest in the Council has significantly increased since COVID-19. A full council is anticipated for the upcoming session.

Thank you  
Ravneet Kaur  
Senior Stick (SJCSA)

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