

ST JOHN'S COLLEGE COUNCIL
Minutes (Amended)
For the Meeting of May 19, 2021
Meeting from 6:00pm via Zoom

Present: C. Trott, C. Loewen, G. Woodcroft, F. Hasan, H. Enns, G. Mawejje (Chair), J. Markstrom, K. Leung, B. Pope, J. Ripley, B. Duncan, I. Froese, J. Weimer, L. Wilkinson, P. Brass, K. Kupca, E. Jones, S. Peters (Secretary), H. Kennedy,

Regrets: J. James,

1. Opening Prayer

H. Holbrook opened the meeting with prayer.

2. Approval of the Agenda

MOTION: That the agenda be approved as distributed.

J. Ripley / P. Brass

CARRIED

3. Approval of the March 24, 2021 Minutes, and April 7, 2021 Minutes.

MOTION: That the minutes of the meeting of March 24, 2021 be approved as distributed.

J. Ripley / G. Woodcroft

CARRIED

MOTION: That the minutes of the meeting of April 7, 2021 be approved as distributed.

J. Ripley / G. Woodcroft

CARRIED

4. Business arising from the Minutes

None

5. New Business

- a) Residence Project – The fundraising committee met and submitted a report to Council. The building steering committee has met and submitted a report as well.
MOTION from both the Fundraising and Building Steering Committees: That Council approve the move into 25% design development with Ft3 at a cost of \$84,000.
C. Trott / H. Enns
It was clarified that this cost would give us clarity on currently unanswered questions on our schematic designs.
CARRIED
- b) Financial Update – A report was submitted to Council on behalf of the finance and admin committee. The following motion was passed by Assembly on May 4, 2021.
MOTION: The Finance & Administration Committee recommends to Assembly that the 2021-22 fiscal budget be delayed until such time that clarity is received from CRA regarding St John's eligibility for the CEWS program, which is currently under appeal. Until such time (beginning of June), the College will continue to operate as it has been throughout the pandemic: Restricted discretionary spending and overall spending that is reduced in proportion to its current limited operations. Spending initiatives that can be initiated within the changing operational restrictions, that support students and aid in furthering the mission of the College will be approved by Administration on an ad hoc basis.
- c) Meeting dates for the upcoming academic year – The Registrar presented the meeting dates for the upcoming academic year to Council for approval. MOTION: That the proposed meeting dates for the upcoming academic year be approved.

C. Trott / G. Woodcroft
CARRIED

- d) Membership statistics – The Registrar presented the membership statistics to Council for information.

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 Committee has not met recently.
Finance & Admin met and forwarded the motion to Assembly
- b) Report from Assembly
Motion regarding budget and meeting dates, discussed microcredentials programs and the garden club begun by the Dan of Studies.
- c) Reports from College Officers and Student Council
 - i) Warden – See attached
 - ii) Dean of Studies – See attached
 - iii) Development Office – See attached
 - iv) Dean of Residence – See attached
 - v) Chaplain – See attached
 - vi) Bursar – See attached
 - vii) Registrar – See attached
 - viii) Senior Stick – See attached

7. Other Business

MOTION: On behalf of council of sincere thanks and good wishes to Chris Trott for your wise, dedicated, farsighted, enthusiastic, and often entertaining leadership. Thanks a million.

J. Ripley / B. Pope
CARRIED

8. Adjournment

MOTION: That the meeting be adjourned.
J. Ripley / P. Brass



ST JOHN'S COLLEGE

ESTABLISHED 1866

May, 2021

NEW RESIDENCE PROJECT Report to May 2021 Council Meeting

PROJECTED BUILDING COSTS: \$24 million

PROJECTED PRIVATE SECTOR FUNDING: \$10 million

Both these numbers are subject to change as the project moves forward.

The two committees, Building and Fundraising advisory committees held a joint meeting on 4th May, 2021 to provide an update to Council on current activities.

Items discussed:

PROJECT FUNDING: Different debt loads with realistic debt servicing has been explored. Ivan Froese has had a conversation with RBC, senior commercial advisor for non-profits, regarding a line of credit and bridge funding.

Options to increase SJC revenue to service the debt include an increase in residence fees, applying an admin fee on our investment portfolio and enhancing the food services operations.

CMHC: Jeff Badger has had communication regarding which funds, including grants, consulting fees and guarantees on financing would be available to us.

FUNDRAISING: A projected timeline and giving chart was shared with the group. Potential donors are continuing to be screened for wealth capacity. The giving shows a campaign total of \$12.75 mil from 90 donors. Kat Kupca continues to work on the campaign structure including getting a campaign cabinet in place.

RECOMMENDATION TO COUNCIL: the two committees would like to move further along the design process. This will allow them to further explore and motivate potential donors. Also, will give the building committee an opportunity to define parameters, review the design, ask questions, address concerns and seek advice.

MOTION: That Council approve the move into 25% design development with Ft3 at a cost of \$84,000.



ST JOHN'S COLLEGE

ESTABLISHED 1866

May, 2021

NOTES on the Fundraising Steering Committee meeting Held on Tuesday, 11th May, 2021 via zoom

Present: P. Brass, C. Loewen, G. Mawejje, G. Woodcroft, C. Trott, J. Markstrom, K. Kupca

Previously distributed: Campaign timeline 2024, 2021 timeline of activities, list of prospective donors

Discussed:

- Plan
 - o Responsibilities need to be assigned to the timelines.
 - o It is an aggressive timeline outlined.
- Awareness
 - o There needs to be an awareness campaign at all levels to optimize participation.
 - o Suggested that a Communications Committee be established to expand communication capacity
- Staffing
 - o There is a need for additional staff in the Development Office, to further reach, awareness and fundraising activities.
- Budget
 - o Overall budget recommendations need to be developed.
 - o Budget is to be allocated to the capital campaign, rather than operating.
- Volunteer Participation
 - o Identified some individuals for the Campaign Cabinet. There needs to be more discussion on this.
 - o What is the role of this committee moving forward?

Action:

- Committee:
 - o Members are asked to identify additional donors and volunteers. Please send names to either Jackie or Kat.
- For Committee (Kat & Jackie)



ST JOHN'S COLLEGE

ESTABLISHED 1866

- Items identified in the Q3 timeline will be completed including volunteers, staffing plan and key deliverables.
- Develop a draft staffing proposal for early June, in order to present final at the September Council meeting.
- Develop a draft comprehensive budget for the CC.
- Develop the Terms of Reference for this committee which is one of oversight and connection.
- Map out the possible roles of the committee as we move forward in the campaign.

Next meeting in early June to review campaign staffing plan and budget, and check in on progress of activities.



ST JOHN'S COLLEGE

ESTABLISHED 1866

Office of the Bursar

Motion for Assembly re: 2021-22 Operating Budget

Background

After having considered the current financial circumstances of the College, the Finance & Administration Committee feels that the best course of action at the moment is to postpone striking a budget until we have a resolution with CRA regarding our CEWS claims.

Just to refresh your memory, the College had been successfully making claims until December, when CRA suddenly decided to label us a public institution because of our affiliation with the UofM, even though our entire claim is predicated on College only operations and salaries and wages. The College solicitor is engaging with them on our behalf and developing our appeal, which they feel we have a good chance of winning. We hope to have a resolution on this by the beginning of June.

The result of this decision has a decidedly material impact on our budget, so there isn't a lot of value in passing something based on assumptions that may be significantly different in a few weeks. Notwithstanding the CEWS issue, we are planning to strike a budget that is based on a 50% occupancy in the Residence for the fall term, and back to 100% occupancy for the winter term, when classes are scheduled to resume full in person instruction. Catering will be down, as will sales in the DBC. It will be a difficult budget year, and we will need to ask Council to set parameters that allows us to strike a deficit budget. We just don't know how much at this point.

In the interim, the Finance & Administration Committee passed the following motion for Assembly to adopt:

MOTION: The Finance & Administration Committee recommends to Assembly that the 2021-22 fiscal budget be delayed until such time that clarity is received from CRA regarding St John's eligibility for the CEWS program, which is currently under appeal. Until such time (beginning of June), the College will continue to operate as it has been throughout the pandemic: Restricted discretionary spending and overall spending that is reduced in proportion to its current limited operations. Spending initiatives that can be initiated within the changing operational restrictions, that support students and aid in furthering the mission of the College will be approved by Administration on an ad hoc basis.

St John's College

2021/2022 Assembly Meeting Dates

Assembly Executive

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

Tuesday	September 14, 2021	@ 2:30 p.m.
Tuesday	November 2, 2021	@ 2:30 p.m.
Tuesday	January 11, 2022	@ 2:30 p.m.
Tuesday	March 8, 2022	@ 2:30 p.m.
Tuesday	April 26, 2022	@ 2:30 p.m.

Assembly

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

Tuesday	September 21, 2021	@ 2:30 p.m.
Wednesday	November 17, 2021	@ 2:30 p.m.
Tuesday	January 18, 2021	@ 2:30 p.m.
Wednesday	March 16, 2022	@ 2:30 p.m.
Tuesday	May 3, 2022	@ 2:30 p.m.

St John's College

2021/2022 Council Meeting Dates

Council Executive

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

Tuesday	September 14, 2021	@ 3:00 p.m.
Tuesday	November 2, 2021	@ 3:00 p.m.
Tuesday	January 11, 2022	@ 3:00 p.m.
Tuesday	March 8, 2022	@ 3:00 p.m.
Tuesday	May 3, 2022	@ 3:30 p.m.

Council

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

Wednesday	September 29, 2021	@ 5:30 pm
Wednesday	November 24, 2021	@ 5:30 pm
Wednesday	January 26, 2022	@ 5:30 pm
Wednesday	March 23, 2022	@ 5:30 pm
Wednesday	May 18, 2022	@ 5:30 pm

Membership Statistics for 2020

	<u>Dec. 2019</u>	<u>Dec. 2020</u>
Agriculture and Food Science (7)	19	15
Architecture (9)	17	10
Arts (1)	107	90
Asper School of Business (6)	37	27
Dental Hygiene (20)	1	0
Dentistry (17)	9	8
Education (8)	17	11
Engineering (3)	50	40
Environment, Earth, and Resources (28)	18	16
Extended Education (26)	17	11
Fine Arts (15)	13	14
Graduate Studies (16)	106	93
Health Sciences (was Human Ecology) (29)	11	11
Kinesiology and Recreation Management (22)	12	10
Law (10)	21	16
Medical Rehabilitation (19)	0	0
Medicine (5)	33	32
Music (21)	2	3
Nursing (13)	48	49
Pharmacy (11)	6	9
Science (2)	189	149
Social Work (12)	10	9
University 1 (27)	77	34
Total	807	661

St John's College
Warden's Report to Council
May 19, 2021

Since the last Assembly I have been involved peripherally in the hiring of both my successor at the College and in the Native Studies Department (March 31). I would like to thank the Warden Search Committee for the fine job they did in moving through the process to a successful conclusion.

On March 19 I had a conversation with the Vice-Provost Libraries, Lisa O'Hare. I was worried that we were going to see yet another attempt to close our College Library. Quite the contrary. She had heard that we were considering redeveloping the south side of the third floor in our academic building. She wants the libraries to be part of the process to rethink and reconceptualize the use of their space on that floor alongside of our plans. There is no intention to remove any of our collections at this time, largely because they would simply go into storage and the library may as well store them on our shelves as anywhere else. Further, one of the lessons from the pandemic has been that the subject librarians do not actually have to be in Dafoe to do their work, and she is considering placing a professional librarian back into the College. I told her that under our statutes, the librarian is an officer of the College, sits on Assembly and would be a welcome member of our Fellowship.

I continued to teach my last course on "Inuit Literature in Translation".

- 1) Attended Capital Campaign Committee meetings, March 25, April 23, April 30, May 11
- 2) Chaired U of M Press Board, March 26, April 9, April 29
- 3) Attended via Zoom the Opening of Qaumajuq, March 25, 26
- 4) Participated in the College Good Friday Stations of the Cross
- 5) Interviewed a postulant for ordination for the Diocese of Rupert's Land
- 6) Attended Senate, April 7, May 19
- 7) Attended Our Path to Reconciliation Workshop, April 8
- 8) Attended SJCSA on-line Graduation Event, April 10
- 9) Co-chaired Anglican-Mennonite Dialogue Zoom call, April 14, May 7
- 10) Attended Arts Faculty Council, April 14
- 11) Met with President Benarroch, April 15
- 12) Attended Zoom Leaders of the Future Gala for Manitoba Museum, April 15
- 13) Attended Senior Executive Retreat, April 16
- 14) Hosted 4 "Chats with the Warden" via Zoom, April 20, 21, 27, May 5
- 15) GOT VACCINATED, April 21
- 16) Attended Diocesan Council, April 22
- 17) Attended SJC Building Steering Committee, April 30
- 18) Attended Native Studies Department Retreat, May 3
- 19) Attended Joint Meeting of Campaign Committee, May 4
- 20) Performance review with President Benarroch, May 10
- 21) Taught Indigenous Awareness class for Libraries, May 12
- 22) Taught Indigenous Awareness class for Faculty of Arts, May 18
- 23) Attended Indigenous Representation in Governance Committee, May 18

Dean of Studies: Report to Assembly/Council May 2021

Membership

At our May meeting, Assembly elected Adolf Ng and Brandon Trask as Adjunct Fellows, and Julian Amorim Santos as a Visiting Fellow.

Adolf Ng was until recently a SJC Fellow. In the past year, he has left his position at UM, and is currently a Professor in the Division of Business and Management, Beijing Normal University-Hong Kong Baptist University United International College. He wishes to maintain his relationship with SJC.

Brandon Trask is an Assistant Professor in the Faculty of Law. He earned his undergraduate law degree at University of Manitoba, and then went on to do graduate work at University of Toronto. He is a former Crown Attorney for the Provinces of Nova Scotia, and Newfoundland and Labrador. As a student, he was a member of SJC. Prof. Trask has recently been elected Vice-President of UMFA.

Julia Santos teaches social psychology and public health at Centro Universitario de Paulinia, and is in the final stages of her PhD at Universidad de Sao Paulo, Brazil. She and Prof. Esyllt Jones will be working on the history of community health movements as part of a new project, "After the Pandemic: Community Health and Social Justice."

Gardening Club

SJC has started a Gardening Club, which is open to staff, faculty, students, and alumni of the College. Myself, Jackie, Ivan and Helen meet on May 10th with the UM groundskeeper, who has been very supportive, offering to help us with tools and supplies and guidance. I hope this club will be a way we can see each other in a safe outdoor environment, while following public health rules and guidelines. Please check the SJC social media feeds for more information in the coming weeks. If you are interested in joining, email Amy Craddock or the Dean of Studies.

SJC Committees

Because of the COVID-19 pandemic, committee work at the College has been minimal in the past year. The committee membership roster has not been updated in some time. I've started working on rotating the committee memberships. Normally, each Fellow is asked to serve on one committee. This includes our Adjunct Fellows.

Social Justice Micro-Credential programming

At Assembly, Fellows had a very interesting and enthusiastic discussion about the College offering a non-for-credit program in social justice, drawing on the very diverse range of scholarship represented in the College. UM Press, which has a Human Rights and Social Justice book series, has also expressed its support for this initiative. I am scheduling a planning meeting for the end of May/early June, to put together a concrete

proposal for the program. It appears to be the preference of Fellows that we offer this as part of the SJC Theology program, independent from any particular UM Faculty. From an interdisciplinary perspective, this makes sense. Assembly then becomes the oversight body for the program. I think this is an excellent opportunity -- along with other micro-credential proposals for ethics education (Rev. Helen Holbrook) and Pandemic Histories (Prof. Esyllt Jones) -- to revitalize the academic mission of the College, in keeping with our Strategic Plan and Mission.

Bursar's Report to Council, May 19th, 2021

Update on CEWS

Our lawyers have provided us with an update on our appeal regarding the CRA decision to deny our CEWS claims. They continue to believe we have a strong case and anticipate they will officially file sometime during the week of May 17th. A precise timeframe for resolution will be dependent on the Crown council assigned to the file. They are hopeful it can be resolved quickly through resolution without additional court steps beyond pleadings. Formal discovery will add time to that process. After pleadings have been filed, they will have a much clearer picture.

Financial/Budgeting

Early in the budgeting process, it became clear that until we have a resolution to our appeal with CRA regarding our CEWS claims, there isn't a lot of value in passing a budget based on assumptions that may prove to be significantly different in a few weeks time. Because of this, we are delaying our 2021-22 Operating Budget until such time that a final decision is rendered. Notwithstanding the CEWS issue, we are planning to strike a budget that is based on a 50% occupancy in the Residence for the fall term, and back to 100% occupancy for the winter term, when classes are scheduled to resume full in person instruction. Catering will be down, as will sales in the DBC. It will be a difficult budget year, and we will need to ask Council to set parameters that allows us to strike a deficit budget. We just don't know how much that will be at this point.

The Finance & Administration Committee passed a motion recommending that Assembly permit us to delay striking a budget until we receive a determination from CRA, and Assembly approved that recommendation. Administration will ask Council to set budget parameters for the 2021-22 budget year after we have more clarity from CRA.

Operations

A growing number of our staff have now received their first vaccine dose. This is very encouraging, and particularly so for our Food Service and Housekeeping staff. It automatically reduces the risks for operating our Residence and we hope this trend continues. However, because of the recent rise in case numbers, recruitment will continue to be a challenge – at least for May and June.

All of our residents are also now eligible to receive the vaccine, after Fort Garry South was identified as a hot spot within the last couple of weeks. We are making every effort to educate all our residents on the safety and efficacy of the vaccine and encourage them to book an appointment. All of our Dons have already done so which will serve as a good example to the rest.

Warden Search

The hiring of Dr Allison Abra as the next Warden & Vice Chancellor is now official, with the University of Manitoba Board of Governors confirming the appointment made by College Council on the recommendation of the Bishop. Letters of offer and employment agreements have also been signed, confirming her start date of July 26th 2021. I'd like to thank the members of Council for their engagement in the entire process, and their support of our incoming Warden.

Allison is excited for this opportunity, as is St John's College and the University of Manitoba. Every bit of feedback I have received regarding her appointment has been overwhelmingly positive.

Dean of Residence Report – April 28, 2021

Residence Projects

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

Summer Semester

We have 19 rooms filled as of today. I am focusing on recruitment through International College of Manitoba (ICM), International Centre at UofM, ex-residents, MiniU and various other avenues. As it stands, we are aiming to reach 40% occupancy level for Summer. We still have one conference group that will be staying with us this summer.

Residence Activity

No activities planned for the summer. The SJC Gardening Club will be advertised to residents.

The new dons have their trainings scheduled for May 3rd and 4th.

Thank you.

Fayaz Hasan
Dean of Residence

Development Officer Report to Council
May 2021

Fundraising

- Annual fundraising is off to a slow start in the new fiscal year. Instead we are focusing on the Capital Campaign
- In discussion with the wife of a recently deceased alum to set up a named bursary/scholarship. In memoriam gifts have been designated to the College.
- We have been notified of an estate gift of just over \$65,500. Half of this gift from the estate of Marilyn Jones is designed to the Walter and Marilyn Jones Bursary. The remainder is undesignated.

Alumni/Stewardship

- Continuing to visit with Johnians via zoom, phone calls and emails.

Special Events

- 4 Virtual Reunions were held which were very successful.
A quote from one of the participants: It is wonderful that the vision and purpose of St. John's has continued strong as ever, changing and adapting with the current world situation. The reunions were divided into decades.
- People expressed an interest in more of these events.

Marketing/Communications

- Positive feedback from the last issue of In Lumine.
- E-Newsletter being planned for 19th May

Staffing

- We have been awarded a Canada Summer Jobs position. We have hired Senior Stick Mercy Shwaykosky. This is a term of 12 weeks at 20 hours a week and Mercy will start on the 2nd June.

Capital Campaign

- Meeting with the consultant, Kat Kupca, on a weekly basis.
- Reviewing potential major gift donors.
- Joint meeting of the Fundraising and the Building Steering Committees held on the 4th May.
- Meeting of the CC Fundraising Steering Committee held on Tuesday, 11th May – notes attached.

Respectfully submitted by:
Jackie Markstrom
12th May, 2021



ST JOHN'S COLLEGE

ESTABLISHED 1866

Registrar's Report
May 2021

I continue as Acting Awards Clerk. April 1 applications are in. There is a much smaller number of applicants compared to last year, I suspect that is because our membership numbers are down.

April was the Brandon Career Symposium. It was all through their website, we simply submitted answers to questions and Fayaz had a five-minute video interview. I don't know how effective any of this was. Fayaz may know more.

The migration to the new website is now complete. While there are, naturally, still a few things that need to be tweaked, some images replaced, our new website is up and running. It is a definite improvement over the previous version.

Like last year, I have again been on the committee for the U of M Emerging Leaders award and have been impressed with the applications. There were some of our members who applied, but I was not able to evaluate their applications due to a conflict of interest.

The new student welcome day will once again be online this September.

Sherry Peters
Registrar