

ST JOHN'S COLLEGE COUNCIL
Minutes
For the Meeting of November 22, 2023
Meal served at 5:30 pm, Meeting from 6:00pm Room 108

Present: H. Holbrook, G. Woodcroft, J. Ripley, D. Oliver, A. Rampton, I. Froese, J. Husak, K. Fowler, A. Abra, J. Weimer, R. Turnbull, M. Bowman, K. Kent, L. Wilkinson, R. Kaur, G. Mawejje (Chair), S. Peters (Secretary)

Regrets: J. McConnell, B. Pope, J. Smith, S. Carleton, J. Dueck, L. Alexandrin,

1. Land Acknowledgement
G. Mawejje gave the land acknowledgement.
2. Opening Prayer
H. Holbrook opened the meeting with prayer.
3. Approval of the Agenda
MOTION: That the agenda be approved as distributed with the addition of a motion of thanks.
A. Rampton / J. Ripley
CARRIED
MOTION: That Council recognize and offer sincere thanks to Mr. Jim Ripley for his more than two decades of dedicated and highly effective service on College Council.
G. Woodcroft / A. Abra
CARRIED
4. Approval of the September 27, 2023 Minutes.
MOTION: That the minutes of the meeting of September be approved as distributed.
J. Ripley / L. Wilkinson
CARRIED
5. Business arising from the Minutes
None
5. New Business
 - a) Update on Theology – The Warden introduced Ryan Turnbull, the new Diocesan Discipleship Developer. Ryan is working on preparing a plan to deliver education for the diocese, and various levels, including partnership with CMU and WECAN, that can be done nation-wide. He is working for the Diocese out of St John's College, helping us develop our path forward in terms of offering theological education to the diocese.
 - b) Financial Update – The Bursar presented the quarterly budget summary. Our food services operations are doing very well. We are still trying to find more people to live in our residence. We know that the University residences are full, but just full. There are many students still waiting on their visas so we are working with the University to amplify our message that there is room available on campus with us. We are still waiting on full payment from the CRA and have submitted the final audit of additional information they have requested.
 - c) Discussion: Introduction of Administrative Fees on Endowments – The Warden opened discussion on the best ways to help the College recover from the pandemic. See the attached document prepared by Jackie Markstrom covering the history of Administrative fees on endowments and those taken by other non-profits in the province including the University of Manitoba. If we were to add a .75% fee, we would earn approximately \$75,000 a year which would make a significant difference to our budget, especially in the possibility of hiring additional staff for the Capital campaign. This is for information only at this point. D. Oliver suggested that it might be good to suggest a direction or purpose for the funds to be withdrawn rather than to say it is just extra cash. The Warden agreed and said that it would most likely be designated to the Development office.
 - d) College Building Projects – The Warden informed Council that she signed the letter of intent to the University regarding the potential collaboration on the residence. The University is now putting this

into the capital planning for approval and are optimistic it will be able to happen. High level design and location and operating models will be the next steps at which point we will be brought in. We have started to think about what will work for us before we go into those discussions.

- e) Scholarship Committee Awards for 2023 – The Registrar presented the list of awards and award recipients for the 2023 Academic year 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 today.

- b) Report from Assembly – Met and discussed the same agenda as Council, and approved Ryan as Visiting Fellow.

- c) Reports from College Officers and Student Council

- i) Warden - See Attached
- ii) Dean of Studies - See Attached
- iii) Development Office - See Attached
- iv) Bursar - See Attached
- v) Dean of Residence - See Attached
- vi) Chaplain - See Attached
- vii) Registrar - See Attached
- viii) Senior Stick - See Attached

7. Other Business

Andrew Rampton is leaving the diocese, he goes with our hope, our love, and our blessing. Thank you Andrew.

8. Adjournment

MOTION: That the meeting be adjourned.

J. Ripley

CARRIED

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.

It has been the practice of the College not to charge an administration fee to the endowed funds which is valued at just under \$10 million as of the 31st March, 2023. The Finance and Administration Committee would like to revisit that decision given the financial insecurity the College faced during Covid.

Other Organizations

After some preliminary research it would appear most organizations recoup a portion of operating funds from the endowed funds. A quick 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.

14th November, 2023

/jm

St John's College

Warden's Report to College Council, November 2023

It has been a great fall term at the College, and the first “normal” feeling academic year since I became the Warden. There is a lot of energy around the College, and a renewed feeling of community among our students, fellows, staff, and alumni. Over the weekend of Nov. 3-5 we enjoyed all of the festivities associated with our annual Convocation, which were well attended, meaningful, and just a lot of fun. In October, the Development Officer and I had a very successful trip to Toronto, where we were able to connect with yet more alumni and supporters. We also continue to grow our numbers after a pandemic slowdown, welcoming many new students, fellows, and staff to the College.

College Building Projects

Per the motion passed by Council in September 2023, I have signed the letter of intent between the College and University of Manitoba regarding the potential collaboration on a new student residence. The Bursar and I had another very positive meeting with representatives from UM that affirmed their strong commitment to making the partnership work, and we expect an update on the financial aspects of the project in late 2023 or early 2024. In the meantime, the Admin team is developing plans for possible operational models for this new residence to present to UM, considering how a new residence will align with our other building projects surrounding food service and the third floor of the College building, and laying ground work for a capital campaign.

Student Recruitment/Experience

Led by our Registrar and Marketing and Communications Officer, the Admin team and SJCSA have continued with the concentrated student recruitment campaign begun during Welcome Week in September. We are thrilled to have added almost 200 new members since the start of the term, and have established benchmark goals for the rest of the academic year and beyond which we are on track to meet. We have also been carrying on in our efforts to better understand who our current students are, and what specific supports they need, through our ongoing data analysis project. Most significantly, we received permission from the UM Vice-Provost of Student Affairs to send out a survey to all nearly 30,000 UM students to find out what they know about SJC and what they are or could be looking for from membership in the College. We are still processing the results, but they have already been very illuminating.

Theology

Since Council last met, we have been pleased to welcome Ryan Turnbull, the new Diocesan Discipleship Developer, who is working out of the College and helping us to determine our path forward with respect to theological education. He will be presenting to Council directly about his role and plans. However, I wanted to note here that Ryan and I have recently held

meetings with Canadian Mennonite University and St. Margaret's Anglican Church about our ongoing theology course sharing arrangements. Ryan also joined me at a meeting of the Heads of Anglican and Lutheran Colleges on Nov. 14.

Teaching, Scholarship, and Public History

I continue to teach a course for the History Department, "Between Victoria and Elizabeth: Britain, 1901-1952," which is new to me and UM and so far has gone very well. On Oct. 24, I had the pleasure of visiting River Heights Junior High to talk to two grade 8 social studies classes about the work of a historian. Since Council last met, I completed a peer review of a book proposal for Manchester University Press, and chaired two panels (offering a comment on one of them) at the North American Conference on British Studies in Baltimore, MD, from Nov. 10-13. I have also been working with the Rector and a parishioner from All Saint's Anglican Church on an oral history project collecting the stories of two members of their congregation who lived through WWII, including the College's own Dr. Anthony Waterman.

Highlights of Other Recent Activities

- On Sept. 20, I attended and introduced our speaker, Dr. Jade Weimer, at a Lunch & Lively.
- On Sept. 21, the Development Officer and I hosted a group of students and alumni at the SJC table at UM's Distinguished Alumni Awards banquet.
- On Sept. 25, I led the second annual SJC Orientation for new fellows and staff.
- On Sept. 29, I attended the first meeting of the Evangelical Lutheran Church in Canada's Task Force for Candidacy and Leadership, and will continue to serve on the committee.
- The College was pleased to host Faith Horizons from Oct. 13-14, for which I attended the opening worship service and keynote talk.
- On Oct. 24, I attended the launch event for the revived Winnipeg chapter of the United Nations Associations.
- On Nov. 16, the Rector of St. Paul's College and I made a presentation to UM's Provost's Council about the relationship between our affiliate colleges and the University.
- I attended two meetings of the Scholarship Committee, and helped determine the recipients of our College scholarships and bursaries.
- I attended two Soup & Bread lunch presentations by our fellows.
- 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 November 2023

Soup & Bread Lecture Series

We have had two great lectures thus far – Murray Evans and Jocelyn Thorpe – and our final presenter of the term will be Sean Carleton on Nov 30 from 1-2pm on the topic of residential school denialism in Canada.

Fellowship Roles and Responsibilities

The SJC Fellow's handbook is ready! The warden and I have updated the book with the help of the SJC staff to reflect the current roles and responsibilities of the fellowship, update the history of the college, and provide an overview of all committees and staff roles.

New Fellows

We are delighted to welcome our more recent fellows including Annette Riziki, Joerg Stedefeld, and Sean Carleton!

Convocation

This event took place Sunday, November 5th @ 3pm. It was very successful, and we had a good number of grads and award winners attend. We gave out 2 honorary degrees (to Patricia Bovey and Brian Bowman), honorary fellowship to Vince Solomon, and the fellow's recognition award to Dr. Brenda Cantelo.

Membership Committee

We have received one more application for fellowship since our last assembly meeting and the Membership Committee has voted to admit Ryan Turnbull. This will be brought before Assembly for a vote on Nov 20, 2023.

Visiting Fellow positions (1-year term)

Ryan Turnbull is a doctoral candidate from the University of Birmingham, who studies the theology of place. He is set to defend his PhD shortly and has joined the college as the Diocesan Discipleship Developer.

Art & Music Competition

I met with Laura Loewen from Music at the beginning of November to begin planning the 2024 Art and Music competition. We have scheduled the date of the final performances and adjudication for Friday, March 8 @ 3:30-5:30pm. The SJC art and music committee will meet shortly to plan some of the details and create advertising for the event.

Marjorie Ward

Just a reminder to please put this event into your calendars now already. Dr. Marcia Anderson will be speaking on Indigenous medicine in Manitoba on Monday March, 11 @ 4pm.

Development Officer Report to Council
November, 2023

Fundraising

- The Annual Appeal has been mailed out with a steady and positive result.
- Jade and I met with a former SJC librarian who wishes to donate some of his art collection to the College as a bequest.

Alumni/Stewardship

- The trip to Toronto was very successful with some good conversations and interest in SJC projects.
- Trips planned to Edmonton/Calgary and Vancouver early in 2024.

Special Events

- Friends of St John's College Convocation Luncheon was very successful. We had approximately 90 people attend the luncheon and received very positive comments. Several alum were in attendance to receive an acknowledgement of the anniversary of their grad – 60 and 25 years.

Marketing/Communications

- We continue to work with Marissa who has upgraded the alumni/development section of the website.
- Edmund and Marissa will be working on the e-Christmas Card to be emailed out sometime early December
- An e-newsletter will be out sometime in December with photos from Convocation.
- Please send any content to Edmund in the Development Office.

Staffing

- We will have several students who volunteer in the Development Office.

Capital Campaign

- Allison and I continue to meet with donors who have the potential to make larger gifts.

Misc.

- I am researching other non-profits' policy on an admin fee charged to endowed funds.
- The Alternative Minimum Tax initiative is likely to become law in the new year. This could impact donations and tax return reporting as endowed funds have to have a separate tax return.

Respectfully submitted by:
Jackie Markstrom
14th November, 2023

Bursars' Report to Council November 22nd, 2023

College Operations/Financial update

The College is operating at pre-pandemic levels in nearly every way except for our Residence which is still hovering below 50% occupancy. We are continuing to push hard to get the word out to students that we have vacancies and are seeing some positive responses to those efforts. Our goal is to boost our numbers for the winter term. Catering and DBC and Soup4U sales continue to do very well. However, because our Residence revenues/operations are so closely integrated with those other services, and as we continue to all experience the high price of food, not having that anticipated revenue is putting a significant strain on our overall budget. In the meantime, we continue to do everything we can to minimize spending and reduce costs where we can.

CRA Appeal

The latest update on the resolution of our case and recouping payment for our outstanding claims is that we have received an initial cheque for \$172,474.11, that covers the periods during the time of our appeal. We are in the process of responding to a request from CRA for additional information regarding specifics of the subsequent CEWS claims that were made so that the remainder of the amount owed to the College will be paid.

Audit

At its September meeting, College Council approved the 2022-23 Audited Financial Statements upon the recommendation of the Finance & Administration Committee and reappointed BDO Canada for the 2023-24 fiscal year.

Building Projects

Following an agreement on a letter of intent between St John's and the University of Manitoba, Allison and I met with the UM CFO and Associate VP Admin to check in on our previous discussions regarding the residence project. They affirmed their commitment to the project and their desire to partner with the College in a way that is beneficial to both St John's and the University. Architectural & Engineering Services is planning to schedule an initial, high level design meeting and St John's will be included in that. We also have another meeting scheduled for February with University Administration to continue discussions.

Dean of Residence Report – November 2023

Fall and Winter Sessions

As of November 14, we have 38 people in the Residence, with 4 Winter applications in various stages of our application process.

On October 19, I again participated in ICM's online Housing Open House and was able to advertise the Residence to the approximately 40 people in attendance.

On October 25, I e-mailed 118 high school guidance counsellors, letting them know about the availability of rooms for January in the Residence, as well as advertising the benefits the College has to offer both resident and non-resident members. I will follow up with these contacts in the Spring as their students begin to consider plans for Fall 2024.

On November 9, I e-mailed the Associate Deans of all U of M faculties advertising both Residence and College membership. The response has been overwhelmingly positive, with all the ADs who have responded indicating a willingness to ensure students in their units are aware of what the College has to offer.

Several Kijiji ads ran during late September and early October. There were approximately 50 views per ad, but only one inquiry.

I have connected regularly with the Student Experience and Marketing teams at ICM, U of M Case Managers, Migizii Agamik, and the International Centre regarding the ongoing availability of Residence rooms. During October, we had two students referred from the International Centre stay in the Residence who needed temporary housing. I will be meeting with ICM on November 16 to discuss the possibility of them having between 10 and 25 residents in the Residence for at least one (maybe two) three-week period during the Winter months as they host an international mobility program.

Marissa Naylor has been an excellent resource in getting the word out about the Residence. She has connected with all of the parishes of the Diocese of Rupert's Land and the Residence has been included in the weekly "4 Your Parish" sent by the Diocesan Office to all parishes, as well as being included in Rupert's Land News. Several paid Facebook and Kijiji ads will be forthcoming in the next few weeks.

I am hopeful that our all-out effort will result in many more applications for Winter 2024 residence. If you know of anyone looking for housing in the coming months, or have any creative ideas about how we can get the word out and fill up the Residence, please be in touch.

Residence Activity

The Residence Council has gotten off to a slow but promising start. They held one event in September and have plans to hold several more during the rest of the Fall and Winter terms. The Council is currently considering opening Residence Banquets up to wider attendance from SJCSA members, with non-residence guests needing to RSVP and purchase a ticket to attend.

The Dons Team has held a number of Residence community-building events which were very well attended: a movie and pizza night in the Games Room; a bon-fire and s'mores night at Kings Park; and a paint and pizza night inspired by the popular "Paint Nite."

Later in November, I will begin the process of hiring three or four Winter Break Dons, who will offer the regular Dons Team a well-needed break during the Winter closure.

Respectfully submitted,
Matthew Bowman
Dean of Residence

November 2023 Report to St. John's College Council

Individual meetings

Continue to visit with students and residents.

Programing

Weekly meditation on Fridays at 11:00 am starting Sept 15th

Weekly Communion Services Wednesdays at 11:30am

Weekly Wellness Group Wednesdays at 10:30 am in the Spiritual and multicultural center starting Sept 27th

Ben Girgis will continue at his placement at St John's for his theology degree.
Details to come.

Submitted by Rev. Helen Holbrook SJC Chaplain



ST JOHN'S COLLEGE

ESTABLISHED 1866

Registrar's Report November 2023

Convocation was on Sunday, November 5. Thank you to all who were able to attend. It was great to see such a full platform party to celebrate not only our honorary degree recipients, but award recipients, grads, and our own Brenda Cantelo who received the Fellows' Recognition Award. I want to thank Ian Park and our Food Services staff for all the fantastic food throughout the weekend, everyone in the general office for helping with everything from set-ups and marketing, to getting everyone lined up and in the right place, and even looking after a sink that broke off the wall of the women's washroom. Special thanks to Haylyn Agacar and Euna Park, our two coat check volunteers; Sethumi Gunathilaka, Emmanuel Ibehfrancis, Stephanie Balogun, and Meghann Robern, our ushers for the morning service; and Joshua Oyeyode, our usher for the afternoon convocation.

Sherry Peters
Registrar

Senior Stick Report 6 November 2023

St John's College Table at UM Open House

The promotion table for UM open house by SJC was set up on 25 October by Marissa Naylor. Ravneet Kaur (Senior Stick), Euna Park (Vice Stick), and, Suzanne Sumile (Community Outreach Rep) manned the table for the evening. The table was a success and numerous students and parents were interested in the college! However, the one thing that can be taken care of next time is the quality of our printed flyers.

SJCSA UMSU promotion Table

Our programming team- Mehakdeep Kaur and Eniola Odeleye organized a SJC Promotions table at UMSU on 24 October 2023 for the whole day. We had a crossword puzzle where the students who won received a Starbucks gift card. The response was amazing and we are planning to make it a monthly ritual!

Council Retreats

Helen makes sure that the Council is fully integrated and along with the responsibilities also has some fun now and then. She hosted the council for a retreat in the Forks and introduced us to the Founders of the Tall Grass Prairie Bakery. Their story was so encouraging and motivating! She organized a retreat activity for us where we endorsed our political parties and what would we do for SJC if we came in power! It was a fun and thought-provoking exercise! Will surely use some of those ideas for our future plans

Redecorating the Students' Lounge

The council has agreed to redecorate the lounge, which is one of the biggest agenda for us this year. Euna Park contacted her interior designer friend and she made a plan for us. I understand that we cannot change anything under the physical plant regulations, therefore, changes will only be made in furniture and beautifying. Dharmil Patel (Treasurer) has approved for a budget of \$5000-\$6000 for the same.

Carrel Upgrades

Abby Vocchuk (Assembly Rep) sold us chairs from her mom's office and we used them in the small carrel room (105). The chairs in both the carrel rooms need to be replaced as they are uncomfortable and old. The bigger carrel room (127) also needs electrical sockets and Hugo Ng (Student Services Rep) talked with Ivan Froese and Dharmil Patel. The request has been made and we are waiting for the reply.

Upcoming Business

Bake Sale for Breast Cancer

The community Outreach team is hosting a bake sale fundraiser for Breast Cancer on 21 November outside Robert Shultz. We ordered goods from Tall Grass Prairie and Daily Bread Cafe is donating the goodies!

Thank you
Ravneet Kaur
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