

MINUTES OF THE MEETING OF THE EXECUTIVE OF THE BOARD OF DIRECTORS OF THE
ATLANTIC RESEARCH CENTRE FOR MENTAL RETARDATION

DATE; November 10th, 1967 at 9.00 a.m.

Place; Committee Room, 15th Floor, Sir Charles Tupper Medical
Science Building, Dalhousie University, Halifax, N.S.

Chairman; Mr. I.M. MacKeigan

Members Present:

Mr David Fraser
Dr. C.B. Stewart
Dr. R.B. Goldbloom
Miss Lillian Romkey
Dr. M.S. DeWolfe
Mr. W. Robert E. Butler

This executive meeting was called by Mr. I.M. MacKeigan at the suggestion of Dr. C.B. Stewart to clarify some points regarding the use of the funds of the Atlantic Research Centre for Mental Retardation.

Mr. MacKeigan opened the meeting by announcing that letters had been written recently to the Provincial Government asking them for payment of the first instalment of the pledged five year grants to the Centre.

Dr. Stewart explained that some matters require clarification as a result of changes in grant structure, that is, the necessity of obtaining a Federal Health Grant to cover the portion of the budget of the Atlantic Centre which could not be provided from the National Headquarters of the CARC as originally pledged. Some restrictions exist on the use of a portion of the funds obtained from the Federal Government. For example, funds allotted for travel were specifically designated for travel to other centres in the Atlantic Provinces for research purposes, and for members of the Board of Directors to attend board meetings. Dr. Stewart expressed the feeling that attendance at scientific meetings, for example the meeting of the Genetic Society in December in Toronto by Dr. Welch, was extremely important. He asked if a principle could be established with respect to the use of provincial funds. Dr. Stewart asked if the money from the provinces would be forthcoming for this year and if the total amount of the first year payment had been requested.

Mr. MacKeigan agreed that travel to scientific meetings by professional staff was extremely important and asked the executive committee to lay down protocol for the kind of trip proposed by Dr. Welch. He also informed the committee that the total amount of the first annual grant had been requested from the provinces.

Dr. Goldbloom stressed the importance of flexibility in the use of provincial funds for travel and suggested that an annual limit per professional person should be specified for travel to meetings.

Mr. David Fraser moved that each member of the professional staff be allowed up to \$500 a year to attend scientific meetings at the Director's discretion. Amounts in excess of \$500 must be approved by the executive of the Board of Directors. This motion was seconded by Miss Lillian Romkey and approved unanimously.

Dr. Stewart asked if Dr. Goldbloom would like to comment on deficiencies in the National Health Grant Application. Dr. Stewart pointed out that 75% of equipment and alterations to the building would be paid by the Health Resources Fund.

Dr. Goldbloom replied that no funds had been allotted for equipment and the amount of \$500 allotted for supplies for the cytogenetics laboratory was inadequate.

Mr. MacKeigan commented that until a budget could be prepared it would be necessary to operate from day to day. Dr. Stewart suggested that a fund might be set up for supplies, equipment, etc. Major expenditures would require approval of the board. Mr. MacKeigan asked if \$2500 would be adequate and Dr. Goldbloom agreed. It was moved by Mr. David Fraser and seconded by Miss Lillian Romkey that \$2500 be allotted annually for day to day expenses, including supplies and equipment. This was approved unanimously.

Dr. Stewart requested that an inventory of non-expendible equipment be kept for application to the Health Resources Fund for 75% of payment. This would apply to all equipment purchased since January 1st, 1966 and for a period of up to 18 months after the building was completed. He asked how the board would like to deal with the additional 25% of the cost of the equipment. He raised the question of approval up to \$6,000 which was the amount allotted annually to equipment in the original submission to the government of Nova Scotia in September 1964. He asked if Dr. Goldbloom could instruct the Dalhousie business office to charge 75% of such equipment to the Health Resources Fund and 25% to the Atlantic Centre up to the amount of \$6,000 annually. He pointed out that controls already exist in the use of the Health Resources Fund for example, the Federal Government has to approve any item over \$500. Mr. Fraser moved that in purchasing equipment for the Atlantic Research Centre for Mental Retardation 25% of the cost be charged to the centre up to the amount of \$6,000 annually. This motion was seconded by Miss Romkey and carried unanimously.

Mr. MacKeigan asked Dr. Goldbloom if he had any further comments. Dr. Goldbloom said that negotiations with a neurochemist had been opened by Dr. Cochrane and that these negotiations had lapsed in the interim. An attempt was now being made to pick up the loose ends. He suggested that flexibility in recruiting and a selection of staff would be necessary as the type of staff obtained would be influenced by availability. Dr. Stewart agreed that selection of staff should be kept elastic. If recruiting and selection are left to the Director of the Atlantic Research Centre for Mental Retardation then salary percentages paid by the University and the Centre should be negotiated.

Mr. MacKeigan asked that a report be sent to members of the Board to inform them of the present state of accomplishment and suggested that this report be added to copies of minutes of this meeting as well as the meeting held on June 26th, 1967. He suggested that a full board meeting should be called early in 1968 and suggested February or March. Dr. Goldbloom asked if an official opening for the Centre was desired and suggested that late March or early April would be a suitable time. Mr. MacKeigan approved of this suggestion and felt that this would provide good publicity for the centre. He suggested that April would be a suitable time and that at this time a report on the activities to date and a budget for future expenditures would be submitted.

The meeting adjourned at 10.05 A.M.



M.S. DeWolfe, Ph.D.
Secretary, Board of Directors,
Atlantic Research Centre for
Mental Retardation