

## **APPENDIX IV B**

### **FOURTH ANNUAL REPORT**

(for the period June 1985 to May 1986)

by THE FINANCE AND PROPERTY COMMITTEE  
to THE BOARD OF GOVERNORS of the THEOLOGICAL COLLEGE  
OF THE CANADIAN REFORMED CHURCHES,

Hamilton, Ontario, Canada  
August 1986

August 20, 1986

The Board of the Governors of the Theological College  
of the Canadian Reformed Churches.

Esteemed Brothers:

The Finance and Property Committee is pleased to submit the Annual Report for the period June 1985 – May 1986.

#### **1. ACTIVITIES GENERALLY**

During this past year the committee met six times under the chairmanship of br. M. VanGrootheest and after General Synod Burlington-West 1986, under the chairmanship of br. C.M. Loopstra. The functions within the committee were occupied by br. A.J. Hordyk, Treasurer and br. A.L. Vanderhout, Secretary until General Synod Burlington-West 1986, when the brs. M. VanGrootheest and A.J. Hordyk received honourable discharge of their appointments and two new governors were appointed in their place, brs. H. Buist and C.G. Heeringa. At a subsequent meeting C.M. Loopstra was appointed our chairman and br. A.L. Vanderhout was re-appointed as secretary. The brs. H. Buist and C.G. Heeringa will alternate as acting chairman in absence of the chairman. At an earlier meeting the board of Governors had appointed br. H. Kampen as Treasurer. Minutes of all the committee meetings were sent to each governor.

Because of substantial completion of the addition and renovations of the new premises we were able to finish our agenda at a reasonable hour. With gratitude the committee did its work in brotherly harmony and we were blessed with good health. At all the meetings Dr. J. Faber attended as representative of Faculty and staff. Our administrative ass't. Mrs. Jongsma terminated her employment at the end of May due to family expansion and her moving to Smithville. In a very capable way she assisted in administration and library cataloguing. Mrs. Jongsma was succeeded by Miss Catharine Mechelse, who is rapidly gaining experience and of whom we have high expectations.

#### **2. PHYSICAL PLANT**

##### **2.1 Building and Equipment**

Upon completion of the new premises we held an "open house" for our church members and for our neighbours, whom we invited by means of a letter introducing the College and churches.

The landscaping at the College was completed by Mike's Landscaping Ltd. at cost and looks very attractive. The telephone equipment with six telephones was purchased instead of leased.

The college building is serving a very useful purpose. Faculty and students appear to be very happy with the new facilities. No maintenance problems have occurred. The regular upkeep of the grounds is being taken care of by br. H. Schutten and br. W. Wieske. The interior maintenance is under contract with Service Master after advertising this work in some bulletins in this area. Student accommodation is not available.

Another milestone in the history of the College is the fact that recently we became

proud owners of a computer. Indeed a change to be reckoned with. Again special thanks and appreciation is given to our sisters in the Women's Savings Action who donated \$22,500. Our br. Leo Kampen was instrumental in the purchase of the equipment at cost for which we are very thankful. The press covered the matter of computerization substantially.

Outside lighting and library lighting remain on the agenda for attention.

### **3. STAFF**

As a result of the decision by General Synod Burlington-West 1986, the salaries of the professors are being fixed on an amended formula effective on the first day of each year. The Faculty was visited, according to the rule regarding salaries etc.

Effective August 31, 1986, D.V., Professor L. Selles will have retired. Arrangements for retirement benefits will be taken care of. Salary and all moving arrangements for Rev. J. Geertsema, appointed by General Synod Burlington-West 1986 to succeed Prof. Selles, have been agreed upon. The Geertsemas will reside in Ancaster, Ontario.

Mrs. M.K. Marren will be employed during the summer months to assist in organizing and where necessary reorganizing of the library, especially with the computerization of the library. Also Joanne Bartels was hired as summer help. A busy summer is ahead of us because of the anticipated arrival of some 4000 volumes of the library of the late Dr. Vander Waal from South Africa.

### **4. FINANCIAL**

#### **4.1 Assessments**

An unaudited statement of assessments received till May 31, 1986 is attached. Regretfully you will note that this statement again shows a considerable amount of arrears by one of the churches. We are most grateful for the good cooperation and prompt payment from almost all the churches. The matter of arrears by one of the churches was referred to the Board of Governors. We gladly make mention of the constant generous support which we receive from our sister churches in Australia.

The construction deficit of the new premises in the amount of \$60,000 was financed privately with a member of one of our churches. We acknowledge this with appreciation.

#### **4.2 Revenue Canada and Insurance**

The College as an organization remains in good standing with Revenue Canada as a non-profit and charitable institution under the Income Tax Act. Professional advice is currently being obtained whether or not certain tax tree benefits could be passed on when a minister changes his status to Professor. The general and miscellaneous fire and liability insurance requirements were reviewed with our Broker and our assets are considered to be adequately protected.

#### **4.3 Audited Financial Statements**

The audited financial statements for the year ending May 31, 1986 will be sent to the Board of Governors when completed. Once they have been approved the statement will be distributed to the churches and others entitled thereto.

#### **4.4 Tuition Fees**

It was decided to review the tuition fee one year in advance to enable students to make the necessary arrangements. Because of the very late notice of the substantial increase last year, one student was granted a lower fee.

#### **4.5 Foundation for Superannuation**

The committee reviewed the investment policies of the Foundation. As a result several recommendations were made as follows:

a. to provide more detailed information concerning its investment policies on an

annual basis.

- b. to provide more clarification as to how the accrued pension policy is calculated.

The brs. A.J. Hordyk and H. Kampen attended the tri-annual meeting of the Foundation.

#### **4.6 Budget 1986/87**

Thus far we have dealt with a provisional budget. Once it has been finalized it will be forwarded to you for final approval before being distributed to the churches. It is expected that a 10% increase per communicant member will be necessary. The budget will be sent to the churches well in advance of budget planning by the local churches. Assessments are on a calendar year basis even though the College's fiscal year starts on June 1st.

#### **5. CONCLUSION**

The foregoing represents a report of the major activities of the committee for the year 1985-1986.

We recommend that this report be included in your report sent to all churches pursuant to Section 7.2 of the Canadian Reformed Theological College Act, 1981.

All of which is respectfully submitted this 20th day of August, 1986 A.D.

With brotherly greetings,

Yours in Christ,

The Finance and Property Committee of the Board of Governors of the  
Theological College of the Canadian Reformed Churches

C.M. Loopstra, Chairman

A.L. Vanderhout, Secretary

H. Kampen, Treasurer

H. Buist

C.G. Heeringa

### **FIFTH ANNUAL REPORT**

(for the period June 1986 to May 1987)

by THE FINANCE AND PROPERTY COMMITTEE  
to THE BOARD OF GOVERNORS of the THEOLOGICAL COLLEGE  
OF THE CANADIAN REFORMED CHURCHES,

Hamilton, Ontario, Canada,

August 1987

August 31, 1987

The Board of Governors of the Theological College  
of the Canadian Reformed Churches.

Esteemed Brothers:

The Finance and Property Committee is pleased to submit the Fifth Annual Report for the period June 1986 – May 1987.

#### **1. ACTIVITIES GENERALLY**

During this past year the committee met four times at the College facilities under the capable chairmanship of br. C.M. Loopstra. The other functions of the committee were occupied as follows: br. H. Kampen – Treasurer, and br. A.L. Vanderhout – Secretary. The brs. H. Buist and C.G. Heeringa would have taken the place of acting chairman on an alternate basis if the chairman would have been absent. However,

this was not necessary. Thankfully we report that almost all of the committee meetings were attended by all the committee members. Professor Dr. J. Faber was present as Principal. Our meetings were also attended by our administrative assistant, Miss C. Mechelse. Br. C.G. Heeringa was appointed by the committee as our delegate at the meetings of the Library Committee. To improve communications it was decided to invite once a year sister G. Selles to our meeting to discuss matters pertaining to the Women's Savings Action.

Minutes of all our meetings were sent to the members of the Board of Governors as well as to br. K. Salomons in Australia, who is the Deputy for the training for the Ministry in the Australian churches. We sent him extensive information on our College. The latter received the minutes for information because of the intentions of the Deputies of the sister churches in Australia to support the College financially on a per capita basis.

The moving of Professor Geertsema from the West was arranged in a satisfactory manner without any difficulties. He was reimbursed for reasonable relocation expenses.

## **2. PROPERTY**

Now that we have occupied the new premises for two full courses, we may with gratitude conclude that the facilities function very well. Needless to say that there remain improvements to be done, such as library lighting and air-makeup by circulation and cooling. The interior and exterior are in good condition. Those daily involved with the College appear to be very satisfied.

The computer word processing equipment is being used extensively. During this past year the photo-copy machine was traded for a larger and quite sophisticated machine on a leasing contract.

## **3. STAFF**

The faculty salaries are being paid on the formula basis as per Synod Burlington-West 1986 decision. The faculty was informed of the formula calculation of salaries. One professor receives retirement benefits. Much time was spent on By-Law regulation I Art. 10 which deals with retirement pensions and widow pensions. The matter has been subject to the approval of the Board of Governors.

Mrs. M.K. Marren continued her services to computerize and catalogue the library. Indeed much work was done under very capable leadership. Because of the fact that the Marren family will be leaving Hamilton after the graduation of Br. Marren, D.V., and in order to maximize the value of the remainder of the time Mrs. Marren is available, extra summer employment was hired in the persons of Miss Hilda Bruinsma and Miss Heather Marren. The processing of the 4000 volumes of the Vanderwaal library will take much time. A replacement for Mrs. Marren receives our attention. An appointment will be subject to the approval of the Board of Governors.

## **4. FINANCES**

Although at times it is difficult to make ends meet, we are very thankful for the support the churches give in a very faithful manner. Of course also in these matters, the exception confirms the rule. One church remains in arrears. We submit the May 31, 1987 year end financial statement with much appreciation to br. H. Kampen who devotes much time to the day-to-day financial affairs of the College.

Our loan was reduced to \$50,000 as a result of a generous donation of \$10,000. The donor wishes to remain anonymous. Indeed we are very thankful for this gesture.

You will note an increase in our net equity and a healthy balance in the Women's Savings Action Fund. The churches in Australia supported the College generously for which we express our appreciation. The statements will be forwarded to the churches and others entitled thereto, after approval by the Board of Governors.

The committee did a study of the cost of insurance coverages for the Faculty. It became evident that without the insurance protection the financial consequences of

the untimely death or total disability of a Faculty member could become rather burdensome for the churches. The policies therefore remain in effect.

The College was the recipient of donations so designated by the family in memory of the late Rev. W. Loopstra who passed away on March 26, 1987. His passing was remembered in our meeting as the father of our chairman and past president of the Board of Governors.

The College is in good standing with our National Department of Revenue. We remain recognized as a non-profit and charitable institution.

The property and liability insurance protection were received and increased where necessary to protect our assets.

The tuition fees are established one year in advance. For the 1987/88 course the amounts are as follows:

Canadian Reformed students	– \$900 per year
Non-Canadian Reformed students	– \$2,700 per year
Part-time Canadian Reformed students	– \$10 per unit of credit
Part-time non-Canadian Reformed students	– \$30 per unit of credit
Canadian Reformed auditors	– \$5 per unit of credit
Non-Canadian Reformed auditors	– \$15 per unit of credit

The committee is to recommend to the Board of Governors the tuition fees for the course 1988/89 at its meeting in September, 1987.

## **5. BUDGET**

The 1988 budget only needs to be increased by \$1 per communicant member to \$45, if the Australian churches decide to support the College. If they decide against supporting the College, we will require an increase of an extra \$2 per communicant member to \$47. In this provision we are allowing for extra expenses involved in hiring a librarian.

The Senate was requested to present a proposal to fund research and the publication of scholarly material.

Upon approval of the budget by the Board of Governors, the budget will be forwarded to the churches well in advance of the preparation of their own local church budgets.

Assessments are on a calendar year basis even though the College's fiscal year has a different date.

## **6. CONCLUSION**

The foregoing represents fairly the major activities of the committee for the year 1986/87. We give thanks to our heavenly Father from Whom all blessings flow that He enabled us to perform our tasks for the benefit of the College and the churches.

We recommend that this report be included in your report sent to all the churches pursuant to Section 7.2 of the Canadian Reformed Theological College Act, 1981.

All of which is respectfully submitted this 31st day of August 1987 A.D.

With brotherly greetings,  
Yours in Christ,

The Finance and Property Committee of the Board of Governors of the  
Theological College of the Canadian Reformed Churches

C.M. Loopstra, Chairman  
A.L. Vanderhout, Secretary  
H. Kampen, Treasurer  
H. Buist  
C.G. Heeringa

## **SIXTH ANNUAL REPORT**

(for the period June 1987 to May 1988)

by THE FINANCE AND PROPERTY COMMITTEE  
to THE BOARD OF GOVERNORS of the THEOLOGICAL COLLEGE  
OF THE CANADIAN REFORMED CHURCHES,

Hamilton, Ontario, Canada,

August 1988

August 31, 1988

The Board of Governors of the Theological College  
of the Canadian Reformed Churches.

Esteemed Brothers:

The Finance and Property Committee is pleased to submit the Sixth Annual Report for the period June 1987 – May 1988.

### **1. ACTIVITIES GENERALLY**

During this past year the committee met four times at the College facilities under the capable chairmanship of br. C.M. Loopstra. The other functions of the committee were occupied as follows: br. H. Kampen, Treasurer, and br. A.L. Vanderhout, Secretary. The brs. Buist and C.G. Heeringa would have taken the place of acting chairman on an alternate basis if the chairman would have been absent. However, this was not necessary. Thankfully we report that almost all the committee meetings were attended by all the committee members. Professor Dr. J. Faber was present as Principal of the College in an advisory capacity. Our meetings were also attended by our administrative assistant, Miss C. Mechelse. Br. C.G. Heeringa continued as our delegate to the meetings of the Library Committee. To improve communications it was decided earlier to invite once a year sister G. Selles to a meeting to discuss matters pertaining to the Women's Savings Action, however, due to her illness this did not take place thus far.

Minutes of all our meetings were sent to all the members of the Board of Governors as well as to the Deputies for the Training for the Ministry of the Free Reformed Churches of Australia.

### **2. PROPERTY**

We have now occupied the present premises for three full courses, and may with gratitude conclude that the facilities function very well. Needless to say that there are always improvements that remain to be done.

This year the library lighting received special attention and improvement. Air make-up by circulation and cooling remain to be done. The interior and exterior are in good condition after window repairs. Those daily involved with the College appear to be very satisfied, of course regular repairs and upkeep received the necessary attention.

The computer word processing equipment is being used extensively.

The College Logo received a prominent place on the front wall of the Library. A special cabinet was built to display some special books of the College collection.

### **3. STAFF**

The faculty salaries are being paid on the formula basis per Synod Burlington-West 1986 decision. The faculty was informed of the formula calculation of salaries. One Professor receives retirement benefits. Much time was spent on By-Law I Art. 10 which deals with retirement pensions and widow pensions. The matter has satisfactorily been resolved with the Senate.

Miss M. Van Til was appointed as successor of Mrs. M.K. Marren to computerize

and catalogue the library. Indeed much work was done. Extra summer employment was hired in the persons of Miss Hilda Bruinsma and Miss Joanne Bartels. The processing of the 4000 volumes of the Vanderwaal library will take much time. Miss C. Mechelse continued as administrative assistant and library technician.

#### **4. FINANCES**

Although at times it remains difficult to make ends meet, we are very thankful for the support the churches give in a very faithful manner. Of course also in these matters, the exception confirms the rule. One church remained in arrears and a review of its assessment was necessary to assist this church. We submit the May 31, 1988 year end financial statement with much appreciation to br. H. Kampen who devotes much time to the day-to-day financial affairs of the College. Generally speaking the College is financially in a good "state of health."

You will note an increase in our net equity and a healthy balance in the Women's Savings Action Fund. The churches in Australia now support the College by Synodical decision for which we express our appreciation. The statement will be forwarded to all the churches and others entitled thereto, after approval by the Board of Governors.

The College is in good standing with our National Department of Revenue. We remain recognized as a non-profit and charitable institution.

The property and liability insurance protection were reviewed and increased where necessary to protect our assets against inflation and increased cost.

The Women's Savings Action raised their contribution for books and magazines to \$10,000 for which we are very thankful.

The tuition fees are established one year in advance. For the 1988-1989 courses the amounts are as follows:

Canadian Reformed students	– \$ 1200 per year
Non-Canadian Reformed students	– \$ 3600 per year
Part-time Canadian Reformed students	– \$ 15 per unit of credit
Part-time non-Canadian Reformed students	– \$ 40 per unit of credit
Canadian Reformed auditors	– \$ 10 per unit of credit
Non-Canadian Reformed auditors	– \$ 20 per unit of credit

The committee is to recommend to the Board of Governors the tuition fees for the course 1989-1990, at its meeting in September 1988.

#### **5. BUDGET**

The 1988 budget requires no increase in contributions and can remain at \$45 per communicant member. The reason being that the Free Reformed Churches of Australia decided at Synod 1987 to support the College at \$30 per communicant member.

Upon approval of the budget by the Board of Governors, the budget will be forwarded to the churches well in advance of the preparation of their own local church budgets for 1989.

Assessments are on a calendar year basis, even though the College's fiscal year has a different date.

#### **6. BY-LAW NUMBER 8**

After due consideration and for practical reasons this By-Law was passed, amending Section 2 of Regulation No. 1 by adding the words: "Whenever possible to do so, a retiring member of the Faculty shall give written notice of his intention to retire two (2) years before the effective date of retirement."

#### **7. CONCLUSION**

The foregoing represents fairly the major activities of the committee for the year 1987-1988. We praise the Head of the Church for His manifold blessings and that He enabled us to perform our task for the school and for the churches.

All of which is respectfully submitted this 31st day of August 1988 A.D.



With brotherly greetings,  
Yours in Christ,  
The Finance and Property Committee of the Board of Governors of the  
Theological College of the Canadian Reformed Churches

C.M. Loopstra, Chairman  
A.L. Vanderhout, Secretary  
H. Kampen, Treasurer  
H. Buist  
C.G. Heeringa

**BY-LAW NUMBER 8**  
**BEING A BY-LAW TO AMEND SECTION 2 OF REGULATION NO. 1**

BE IT ENACTED as a by-law of the  
THEOLOGICAL COLLEGE OF THE CANADIAN REFORMED CHURCHES  
as follows:

1. Section 2 of Regulation No. 1 be and the same is hereby amended as follows:

**"Retirement**

Professors and lecturers shall normally retire at the end of the academic year in which they reach age 65, but they may at their option retire at the end of any academic year after they reach age 66 and before they reach age 71. Whenever possible to do so, a retiring member of the faculty shall give written notice of his intention to retire two (2) years before the effective date of retirement."

Passed at Hamilton, by the Board of Governors at a meeting held for that purpose on the 10th day of September, 1987.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY