



ALBERTA
ADVISORY
COUNCIL
ON
WOMEN'S
ISSUES

ELVA MERTICK, M.S.W., R.S.W.
CHAIRPERSON

#1004, 10010 - 106 STREET
EDMONTON, ALBERTA T5J 3L8

(403) 422-0668

FAX 422-9111



Women's Program
Ottawa, Ontario
K1A 0M5

07/09/90

To Whom It May Concern:

During the month of July, the Women's Program began a project for the development of a directory of audio-visual and print material created by women's organizations with funding from the Women's Program during the 1988-89 and 1989-90 fiscal years.

This index, we believe, will not only be useful to women's groups, but will also be a good marketing tool in relation to the public at large.

The student hired to assemble this directory, Natasha Cayer, has been experiencing some difficulty in contacting certain groups identified for possible inclusion in the document.

Your group being one of many whom Natasha cannot reach by telephone, it would be greatly appreciated if you would contact her at (819) 953-2148. Natasha can be reached on Tuesdays from 1:00pm to 8:00pm, and on Fridays from 8:00am to 4:00pm EST.

Thank you for your cooperation.

Yours sincerely,

Denise Boudrias
Director

Canada



Programme de promotion de la femme
Ottawa, Ontario
K1A 0M5

07/09/90

A qui de droit:

En juillet dernier, le Programme de promotion de la femme a entrepris un projet pour le développement d'un répertoire des documents audio-visuels et écrits, produits par les groupes ayant reçu une subvention du Programme de promotion de la femme dans les années financières 1988-89 et 1989-90.

Ce répertoire, croyons-nous, sera non seulement utile aux groupes de femmes, mais il sera également un bon outil de marketing du Programme auprès du public en général.

L'étudiante embauchée pour mener à terme ce projet, Natasha Cayer, a cependant quelques difficultés à rejoindre certains groupes susceptibles de faire partie de ce répertoire.

Votre groupe est l'un de ceux que Natasha ne peut rejoindre par téléphone. Auriez-vous l'obligeance de communiquer avec Natasha au numéro (819) 953-2148 les mardis de 13h00 à 20h00 et les vendredis de 8h00 à 16h00, heure normale de l'est.

Je vous remercie pour votre collaboration.

Sincèrement,

Denise Boudrias
Directrice



CANADIAN COUNCIL ON SOCIAL DEVELOPMENT

CONSEIL CANADIEN DE DÉVELOPPEMENT SOCIAL

HEAD / SIÈGE 55 av. Parkdale Ave.
OFFICE / SOCIAL P.O. Box/C.P. 3505, Str./succ. C
Ottawa, Ontario K1Y 4G1
Tel: (613) 728-1865
Fax: (613) 728-9387

BUREAU DE / MONTREAL 1074, rue Berri St.
MONTREAL / OFFICE Montréal (Québec)
H2L 4X2
Tel: (514) 288-1687
Télécopieur: (514) 288-6723

November 29, 1990

Dear Supplier,

In preparation for the new Goods & Services Tax (GST), which will replace the current Federal Sales Tax (FST) January 01, 1991, we ask that you provide your GST Vendor Registration Number to us as soon as possible. Please forward by fax or mail to the attention of our accounting department.

Your G.S.T. Registration Number is: _____

This number must appear on all invoices. Should the Registration Number be missing or be faulty on an invoice, The Canadian Council on Social Development will be unable to process the invoice for payment. We also request that all your invoices show the GST amount separate to the total billed amount.

Your assistance in complying with these requirements would be greatly appreciated.

Sincerely,

Darlene MacLeod
Accounting Officer



to: **University Researchers,
Deans, Chairmans and
Departmental Administrators** date: **February 1, 1991**
our file:

from: **Sharlene Coss
Special Funds and Research Accounting** your file:

subject: **Faculty and Departmental Contacts**

In order to better serve the University community, Special Funds and Research Accounting have reorganized their office. We have assigned our personnel to be the primary contacts for unique faculties and university entities. As most agencies tend to be oriented toward certain disciplines, in most cases the agency contact would also be the faculty/department contact. Where there is a conflict, please contact the Faculty representative. We are training all our staff members to be familiar with all agencies that grant to the university.

The following schedule lists the four portfolios showing team assignments by faculty/unit and some of the major agencies. Please note that there are vacant positions on the Science and Endowment teams that we hope to fill before too long. We will update you at a later date. We trust that having one team to contact will be easier than past procedures which directed you to a particular staff member depending upon the problem or request. It is our expectation that the team members assigned to your unit will answer all questions regarding research trust accounts, financial statements, overexpenditures, university policies and procedures and granting agency requirements.

We look forward to working with you and providing assistance and guidance in administering your trust accounts.

Sincerely,

**Sharlene Coss
Administrative Officer**

Faculty/Unit Contacts

| <u>Portfolio</u> | <u>Faculty/Unit</u> | <u>Team Contacts/Phone</u> |
|---------------------------------|---------------------|----------------------------|
| Health Sciences | Dentistry | Sharlene Coss - 1968 |
| | Medicine | Jennifer Flathers -1989 |
| | Nursing | M.J. Chang - 1971 |
| | Pharmacy | |
| | Rehab Medicine | |
| Science | Agr&Forestry | Vacant |
| | Engineering | Rob Ripley - 1976 |
| | Science | Vacant |
| Arts | Admin Offices | Nancy Wollner - 3370 |
| | (ie: VP(Acad)) | Kelly Hartley - 1969 |
| | Ab Int'l | |
| | Arts | |
| | Business | |
| | Education | |
| | Extension | |
| | Fac St Jean | |
| | Home Economics | |
| | Interdisc Units | |
| | Law | |
| | Library | |
| | Physical Education | |
| | Student Services | |
| Endowments & Special Purpose | Development | Vacant |
| | Grad Studies | Sherri Godby - 1974 |
| | Student Awards | |

Name of Research Assistant: KHORSHED CHANDRA File #: 90-1-C

Name of Principle Researcher: DR MARILYN ASSHETON-SMITH

Title of Research Project: WOMEN, EDUCATION, EMPLOYMENT/
WORK

Date Work Begun: 24 MAY 1990 - CANADA

Date Completed: 8 JUNE 1990 (1980-1990)

Other Related Files? (provide file numbers):

Research Aides #1: Library searches

The purpose of this form is to provide the research assistant working in a library with a guide for maintaining a record of searching. It will provide an "audit trail" of the search process, either for helping the research assistant to plan further research or to aid the principle researcher determine whether or not additional searching needs to be done.

This first page includes fields for the basic documentation on the research being undertaken. The second and third pages make up the form to be used while the library search is on-going. They should be copied as many times as necessary to keep a complete record of the search process. Although it can be modified for use in other research work, other forms available in this series are recommended for them (e.g. archival research, statistical analysis, interviewing, microcomputer structuring of non-quantitative data etc.) It is recommended that the file number include a year, number, letter sequence to give information on the principle researcher and/or the research assistant, and that it be included on each page in case pages become separated.

Agenda Present C - Sept 18, 1990

Pat, Winn, Theresa ^{Fryer}
Carol Murray

1. Welcome - new members + old.
2. Business update - Mar -
3. Forum update
→ # raising ... Oct 10 -
4. Planning 1990/1991.
5. Other business

Employees =
Pat Loginsky - Kare -

① Jan Noble - 5 sub-meetings Oct

② Mary Johnson

Jan Bradley → 1
Health
Centres
/gHCA

Oct 7:30
Nov 21 7:30
5
Feb -
March.

clean-up tables

Phon Eileen
+ Rose 7 pm
letters of thanks after

room size
seating
capacity

Jhorshel + Jan
to make room
bookings
Enter to know

① call her Jill Oakes
② call Jill Carol Morgaine
family shh

② call her Parin Dossa
Annas

clerk SFL.

**Misener/Margetts
Women's Research Centre
11043-90 Avenue Edmonton,
Alberta**

October 25, 1990

Dear Operations Committee Members,

I have enclosed your copy of the minutes of our last meeting. Please read them through. I have "bolded" tasks which committee members volunteered to take on. Please submit agenda items to me by Monday, December 3 to allow me time to prepare a written agenda.

At our last meeting, Pat Leginsky suggested we set a meeting to discuss the centre's structure and process. Please reflect on this prior to our next meeting. This will be the main item on the agenda. All members are encouraged to prepare brief reflections on the question: "What do I envision the centre to be in 5 years?".

I have also enclosed flyers for the Mary Johnson presentation in November. The date was changed when we discovered that it conflicted with a presentation on Feminism and Racism sponsored by the Women's Program. Our apologies if the new date Marilyn, Pat and I chose is inconvenient for you. It was necessary to make a quick decision! The new date for Mary's talk is November 28 at 7:30 p.m. Noreen volunteered to chair this session. Noreen, if the date change prevents you from chairing the session, please let me know. If anyone has ideas for advertising that I may not be aware of please give me a call at the centre during office hours.

The first "Brown Bag Lunch" will be on November 6. Melinda Smith will speak informally on "The Dialectics of Sexuality". The Women's Centre is gearing these lunches to students. If you know of students who might enjoy the lunches please let them know about this.

See you in December!

Karen

Miscener/Margetta Women's Research Centre
Minutes of the Operations Committee 1990-91
October 10, 1990 at 4:30 p.m.

Present at the Meeting: Winnie Tomm, Carol Murray, Teresa Ferguson, Jane Brindley, Marilyn Assheton-Smith, Pat Leginsky, Noreen Bell, Susan Belcher, Sheila Dunphy, Karen Lloyd.

Opening Remarks and Introductions- Marilyn Assheton-Smith

This was the the first meeting for Jane Brindley and Teresa Ferguson. Jane is replacing Barbara Roberts and Teresa is attending a meeting to see what we do. Susan Belcher thought Teresa might be interested in joining the Operations Committee. The two women were introduced to the group. Sheila Dunphy represents the re-emerging Women's Centre on campus which is submitting a proposal to the WRC for use of our facility.

Women's Centre Proposal- Sheila Dunphy

A copy of the proposal is included in the minutes. The committee decided that the WRC would not provide space for support group space because our priority is not support groups, but rather research and academic work. Pat Leginsky informed Sheila that the Women's Program and Resource Centre places its highest priority on women's support groups and that Sheila might find space there depending on availability. The committee decided to allow the Women's Centre to use the WRC facility once per week for a "Brown Bag Lunch" until the end of November at which time the arrangement will be reviewed. **Karen and Sheila will meet to negotiate a day and Karen will inform the Association of Professors Emeriti, who also use the facility.**

Athabasca Workshop- Susan Belcher

Susan had to leave early and wished to discuss having a workshop in Athabasca for the academic staff with the purpose of highlighting Jane Brindley's research on middle-management women in Canadian universities and raising the profile of the WRC at Athabasca. Jane noted that few people even know that Athabasca is a partner in the WRC. Jane would be happy to present. She suggested she might bring Phyllis _____ in too. There was a discussion of the best date and time. It was decided to hold the session in Athabasca in December as key people will be away in November. There is a new Dean of Science named Kate Mahler. She does medical scientific research and chemistry. She is a feminist. Linda Ross is another woman at Athabasca who might be interested in the session. She works at the Centre for Distance Education. There will be a Faculty of Arts meeting in Athabasca December 12 and Jane thinks this might be the best date. Susan and Karen might also go. Marilyn said she might go as well. Marilyn thought we might treat it as a third public event. **Karen will ask Susan Belcher to chair the December session in Athabasca.**

Evening Presentations

Jean Noble's talk is now entitled "Are We Your Sisters?: Lesbian S/M"-Moving Beyond For and Against Arguments Towards an Analysis of Cultural Meanings. The previous title was "Power Relations and Lesbian Sexuality". Winnie will be responsible for setting up for the session and chairing the evening. **Karen will make arrangements for Winnie to get the key.** The committee threw out ideas for sessions for the new year. Norren would like to hear more on Cathy Bray's Methodology presentation from the Forum or her work on "The Body". Carol suggested Perrin Dossa's research which deals with bringing spatial concepts into women's health. Pat suggested that at some point there could be a presentation by Sheila Dunphy on the work of the Archives Project. Jane suggested a presentation by Linda Ross on Women's Distance Education. **Jane will find out what date is best for Linda and will let Karen know.** We'll give her a choice of months and then schedule the other presentations accordingly. Sessions are slated for January, February, and early April.

*Noreen will chair/set up for
the November 21 session at 7:30 p.m.*

Centre Finances- Karen Lloyd

Karen is supposed to set up a general ledger for the past four years of the WRC, since its inception. At present there has been no financial information in an organized form presented to the Operations Committee. Karen is asking for a member of the Operations Committee to become involved with sorting out the finances of the WRC. Karen could set up a ledger and a member of the committee could know and

be able to explain the centre's financial history after Karen leaves in December. No one volunteered. **Karen will ask Susan Belcher.**

Centre Process and Structure- Pat Leginsky

Pat wanted to ask about the newsletter before discussing her item on process. She asked where we are at with the next one. She understood there was a student, Moira Brown Proskin who was going to work on it. Marilyn said Moira has enough to do to finish her thesis. Carol and Noreen are both interested in working on the newsletter. Winnie asked if WRC news could be included in the Generic Women's Newsletter. There are already too many small publications piling up for people to read. Marilyn pointed out that we do advertise in Genny 1-2 times a year. Noreen stressed the importance of a newsletter for P.R. for the Centre and informing people of who we are and what we do. Carol thinks we should be putting in more about our activities. Pat is committed to the notion of a special insert in Genny twice a year to go to Genny readers and the membership list of the WRC. **Noreen and Carol will aim for a December issue.**

Pat feels that there are things we could be doing as an Operations Committee. The committee was thought originally to be a temporary body. Specific areas which need to be addressed are:

- I. **Fundraising-** Hiring staffpeople? Funds to carry out a research project employing action research? Research project could be used as a starting place for centre-based research?
- II. **Clarification of Roles and Responsibilities of O.C.-**
- III. **Finances-**How are we going to structure ourselves and make ourselves into being?
- IV. **Membership-** What does that mean? AGM?

Discussion

Pat: What is the centre able to do? Is it a space, a facility? We have discussed the notion of a theoretical circle. We should set aside 35-40 minutes at a future meeting to discuss this.

Winnie: I think we're actually doing something. It scares me to set up something involving fundraising. We provide an opportunity for talks and we organize the Feminist Research Forum. What's wrong with just that? We open up spaces for people to speak. We don't need to have an idea of membership. We could rotate the committee. I would prefer a minimal amount of structure.

Marilyn: We are doing an amazing amount considering.

Noreen: If we could prioritize our bottom line at present might be funding and fundraising.

Winnie: Funding for what-coffee and tea?

Noreen: ... to have someone here.

Winnie: What is it for? It's not a place where I do research.

Noreen: We need to talk about funding and accessibility.

Pat: I know a number of women with Master's degrees or partial Ph.D's who want to undertake research. The centre could work to foster research.

Winnie: For that we would need someone high-powered. Why would someone like that want to work here?

Marilyn: There is a concept at CRIAW of a research institute without walls- a place to move it around and through.

Carol: Exchange doesn't necessarily happen when you invite a speaker. You need a space.

Marilyn: We could seek fundraising for minimal office coverage

Pat: I propose we set a meeting for this discussion to be continued.

Marilyn: At our next meeting we will focus on this.

Jane: How long has the centre been going? Was Rebecca involved so I could get a historical perspective?

Forum Report- Marilyn Assheton-Smith

Marilyn thinks the Forum went well. We did it with no funding. There were 140 paid registrants. We will get a summary of the evaluations out to ourselves. There was a discussion around funds. There was a discussion around the proceedings, about whether to print or tape them.

The next meeting of the Operations Committee will take place on December 5, 1990
at 4:00 p.m.

Please submit all agenda items to Karen by Monday, December 3, 1990. Thanks!

Proposal
Brown Bag Lunch Series/Support Group Meeting Space

October 10,1990

The University of Alberta Women's Centre Collective is now officially a Student's Union Club. We have acquired shared office space with two groups: Gays and Lesbians on Campus (GALOC) and Tools for Peace, located in 030N Students Union Building (SUB).

Two Proposals:

1. Space for Support Group Meetings

We are in the proces of inquiring about lounge space bookings for our support group meetings. Lounge space on campus is limited and if we want to reserve any we need a \$100.00 deposit. Since we are a newly formed collective, we have a miniscule budget. As a result, we are looking at classroom space or possible space at the Misener/Margetts Centre. We would like to negotiate space with your committe for our support group meetings.

2. Brown Bag Lunch Series

As the Misener/Margetts Centre is on campus and is designed to be a meeting place for women to share their work in progress or completed papers, the University of Alberta Women's Centre Collective would like to propose a brown bag lunch series. This series would allow our members to share their present undergraduate work or their on-going thesis work.

We would like to request from the Organizing Committee of the Misener/Margetts Centre, board room bookings until the end of November 1990. If your committee sees this as a possibility, and the series are successful, a proposal for 1991 room bookings could be submitted in December 1990.

I will appreciate your attention to our request as soon as possible,

Sincerely,



Sheila Dunphy
Women's Centre Member
439-4263 (h)
492-3093 (messages)

The Misener/Margetts Women's Research Centre

3rd Annual Feminist Research Forum

"Celebrating Women's Communities"

EVALUATION FORM

How did you hear about the Forum?

What session(s) did you enjoy most?

Which did you least enjoy?

What would you like to see at future Forums?

Other comments:

① Add budget ↔ → steps / committee

Phone VP Paul (Pete Melvin)

- who to talk 2 now -

→ do a budget

→ get the Committee to review it

→

UgA / U A
(with committee)
green / gold / blue

① Add budget ↔ ^{Maximum} - ^{Minimum} -

② Call Pete Melvin Howard (P or Dere.)

③ Identify other tasks

④ Something to be complete by April 1

⑤ " to be by April 15
at least a good first design

AN
FAX/
modern?

WOMEN'S RESEARCH CENTRE
UNIVERSITY OF ALBERTA

WOMEN'S RESEARCH BANK
INFORMATION FORM

The Women's Research Centre at the University of Alberta would like to compile brief summaries of the research interests, previous work and future directions of those interested in women's research. Your participation as a respondent will ensure that such a vital regional network of researchers is extended and maintained. These summaries will be available through the Women's Resource Centre, University of Alberta, 11019 - 90 Avenue.

NOTE: This form will be reproduced as is, so type or print legibly. Please use one form per project.

NAME: _____

AFFILIATION: (e.g. work, community, group, university) _____

ADDRESS: _____

PHONE: _____

FORM OF PROJECT: (e.g. book, article, report, film, etc.) _____

BRIEF DESCRIPTION OF PROJECT:

KEYWORDS THAT DESCRIBE YOUR WORK: _____

DATE/EXPECTED DATE OF COMPLETION: _____

(October 1989)