

MEMBERSHIP COMMITTEE REPORT

February 5, 1983

Attached are statistics for CLOW memberships as of January 10th, 1983.

Comparison of totals with 1982 as follows:

	<u>February, 1982</u>	<u>January 10, 1983</u>
Regular	347	249
Institutional	48	41
Student	36	46
Mailing List	48	12
Honorary	-	4
Total	479	352

As you can see, we are down in membership by 125.

The National Office has been sending out regular updated lists of provincial members to provincial representatives. (A list of previous members who had not renewed was sent as well).

Recommendations & Motions

1. Moved by Joan and seconded by Audrey that due to increased mailing costs, the Regular membership fees be increased to \$20.00. Carried.

Moved by Joan and seconded by Leiba that student rates be increased to \$10.00. Carried.

Moved by Joan and seconded by Pam that organizational membership fees be increased to \$35.00. Carried.

Moved by Joan and seconded by Pam that subscription rates for WOMEN'S EDUCATION DES FEMMES be set at: Individual: \$15.00 and for organizations: \$25.00 .

2. Recommended that a reduced, more attractive brochure be produced. Suggested English wording is attached. It needs an attractive cover and a bilingual tear-off sheet.

3. In order to help with local networking, it is recommended that network monies come from the national office to each provincial Director.
4. That we develop a strategy for increasing our membership through promoting publications.
5. Agreed that we drop the mailing list category.
6. Agreed that we develop our own mailing list, separate from the membership list.
7. That we send out to this mailing list, a publication list with prices.
8. That a list of national members be included in the fall edition of WEDF.
9. That the tear-off sheet for membership be sent to the provincial Director with each update.



Canadian Congress for Learning Opportunities for Women



congrès canadien pour la promotion des études chez la femme

Agenda - Mini Executive Meeting, February 14th & 25th.

1. Job Creation Proposal
2. Zonta Proposal
3. Funding Letter to Membership
4. Job Descriptions
5. Workshop- Annual Meeting
6. Adult Day School Student
7. Paid Skills Development Leave Paper
8. New Members for Mini- Executive

Present: Diana Ironside, Lisa Avedon, Susan Vander Voet

ITEM

ACTION

Job Creation Proposal Ideas for a job creation proposal under the NEED program were discussed. It was decided to ask for money to develop the Resource Centre as per the Publications/Publicity Committee's recommendation at the Board Meeting, and for money to develop the Adult Basic Education project. Susan will draft proposal and review with Diana. (The proposal was submitted, rejected, and resubmitted with better prospects).
Draft

Zonta Proposal - Susan and Diana will draft a funding application for ZONTA focusing on adult basic education activities.
Draft

Funding Letter to Membership A draft of a letter which Susan had done was reviewed. Susan will consult with people who are expert in direct mail before sending.
Co

Job Descriptions We need to contract someone to work on job-descriptions for the Board and the Executive Director. Susan will contact Bev Stager who knows the organization well. Diana will contact Kay Brown.
Co

Workshop-Annual Meeting Susan will clarify the purpose of the workshop with Lenore, and whether or not it is intended to be public. Susan will call together a planning committee.
Cla
Org

Adult Day School Student We have opportunity to have a student on work placement, but we need to pay her a minimum of \$15 per week to cover transportation. Payment approved.

Paid Skills Development Leave Paper Jane Adams would like \$3,000 to write the paper, which she estimates will take about 6 weeks. This will leave CLOW with \$2,000. Payment of \$3,000 approved.

New Members for Mini-Executive - not dealt with

February 14th, 1983

MEMO: To: All Board Members

From: Ad Hoc Committee on Paid Skills Development Leave

**N.B. Comments, ideas, input, suggestions are required by February 24th by letter or by phone to Susan at national office (416) 461-9264

Present: Jane Adams, Audrey Swail, Diana Ironside, Lisa Avedon, Bette Pie,
Susan Vander Voet. Regrets: Renata Krakauer.

The major issue addressed at this meeting was the relationship between PSDL and affirmative action.

Major points made:

Barriers prevent women using PSDL. Without it being tied into affirmative action programs and support systems, PSDL will not be effective for women.

The two must be linked for either to work.

Quandry:

For purposes of the paper do we limit our discussion of PSDL to the ILO definition? If so, this limits it to working women, excluding homemakers and the unemployed.

We will attempt to get around this (ILO) limitation by discussing strategies for implementing PSDL in terms of which groups they most help and which they exclude.

Apprenticeship system: strong feeling was expressed that the Canadian apprenticeship system is presently in such disarray as to not warrant discussion as a model for implementing PSDL. If we use apprenticeship - we must use the European models - not Canadian.

TYPES OF BARRIERS TO SKILL DEVELOPMENT EXPERIENCED BY WOMEN IN COUNTRIES
WHERE PROVISIONS EXIST, IN LAW, FOR PAID EDUCATIONAL LEAVE:

- : preference given by the employer to high-educated workers
- : prohibitive distances to travel to courses
- : credit articulation (courses completed in some colleges are not recognized in others)
- : monotony and fatigue of working conditions saps the energy needed for enrollment in programs outside working hours
- : lack of information provided by management of unions on programs available
- : people with little education are more likely to regard anything new with apprehensions and even distrust; not because they are not interested but usually because they do not immediately recognize what it holds for them.
- : fear of employer (some evidence of threat of dismissal or dismissal when women pressed for their educational rights)
- : fear of reaction of co-workers
 - jealousy
 - resentment from those who have to work harder without compensation to make up for absentees
- : no promotion or increased mobility upon completion of training
- : difficulties in scheduling work
- : excess workload in order to catch up on work accumulated during training period
- : fear of future lay-off if economic conditions get worse
- : age restrictions (40)
- : inappropriate pedagogy
- : inappropriate provisions for practical training

I.L.O. DEFINITION OF PAID EDUCATIONAL LEAVE:
"LEAVE GRANTED TO A WORKER FOR EDUCATIONAL
PURPOSES FOR A SPECIFIED PERIOD DURING WORKING
HOURS, WITH ADEQUATE FINANCIAL ENTITLEMENT."

- : preference given by selection committees to least advantaged workers (undereducated, underskilled etc)
- : selection to be highly influenced by workers representatives, usually unions
 - : educational unions of variable and flexible duration which can be used as building blocks for a diploma or degree.
- : better use made in training process of all previous education and experience, with recognition freely granted to training from other institutions.
- : educational design for adult training to be in the service of
 - self-fulfillment and self-determination as well as skill development
- : no age limit
- : lay educational counsellors trained by unions with funds from the government are responsible to making sure that the most disadvantaged workers are aware of training opportunities and that complete dissemination of educational programs occurs.
- : Re learning to learn: the UAW in Canada, for example, has a preparatory weekend to "reawaken interest in learning and in the use of democratic participatory learning methods." (Sweden) workers require an opportunity to acquire confidence collectively, thru wide-ranging discussions and exchanges of experience.
- : guarantee that all social benefits are maintained during any educational absence
- : guarantee that in no case can the exercise of the right to educational leave be put in jeopardy an employees career of employment
- : that in cases of illness of a child or a pregnancy the successful termination of a training program should be guaranteed
- : appropriate recognition of the successful results of the training should be given
- : simplification of the whole process of application, remuneration etc.
- Employers don't cooperate with programs when there is too much red tape or too great a delay in any financial repayment from govt.
- : part time workers must be covered.
- : decision re course content and priorities in selection of workers to be co-determined by workers and employers
- : short PEL courses with limited objectives "demystify" the idea of training and paves the way for the introduction of the social practice of the workers and the undertaking of longer paid educational leave offering social advancement and a second chance.
- : practical training to take place on the job; the theoretical part of the training, which oftens proves particularly difficult as regards older workers, was carried out through seminars, consultations or supervised self-study for which didactic material had to be developed.

More time off for working mothers, (Germany) the govt issued regulations granting women with one, or more children (up to 16 years of age) at home one day of leave per week for educational purposes....up to 60 days a ^{year}~~week~~. This formula attempted to address the most difficult group to provide for in terms of adequate time off for training. Even when flexible conditions were granted to women not all problems could be solved.

COMMITTEE AGENDA ITEMS

MEMBERSHIP

1. Strategies for membership expansion
2. Strategies for membership stabilization
3. Other

SOCIAL ISSUES

1. Research on National Training Act impact
2. Other

PUBLICATIONS/PUBLICITY

1. Clarification of purpose and goals of Resource Centre
2. Guidelines for Resource Centre Development
3. Other

SKILLS BANK

1. Coordinator's report
2. Implications of statistics demonstrating Skills Bank progress over one year
3. Review of Committee mandate after one year of operation
4. Setting objectives for the next year
5. Computerization

NOMINATING COMMITTEE

1. Nominations for Executive
2. Other

FUNDING COMMITTEE

1. Assessment of present situation
2. Funding strategy for Resource Centre
3. Funding strategy for Adult Basic Education project
4. Strategies for Core funding and meeting with Secretary of State

SKILLS BANK REPORT

The Skills Bank has now been operating with a co-ordinator working 1 day a week for over a year. The number of requests processed from April 1st, 1982 to April 1st, 1983 was 142, mostly from the Toronto area and Ontario. The largest number of users were employed as co-ordinators of women's and community programmes (57), faculty and staff in higher education (24) and consultants (11). Other users represented a range of professionals in fields of education, the arts, business and government as well as individuals seeking jobs or learning programmes.

The kinds of information requested included a broad range of topics of concern to women relating to jobs, women's learning programmes, community and personal needs. No doubt as a result of the microtechnology conference, the largest number of work related requests focussed on that area.

As preparation for computerization, the Skills Bank questionnaire was revised and mailed to all registrants. Because of a slow initial response, a second mailing was necessary. This time the information was colour coded blue to distinguish it from other pieces of information in a package. To date 76 responses have been received.

The number of printed articles and papers available through the Skills Bank has steadily increased. The Committee developed a number of guidelines to facilitate the distribution on a loan or cost basis.

The second issue of Women's Education des Femmes included the first of an on-going series of "PROFILES" to highlight the individual registrants in the Bank.

The Skills Bank has demonstrated that it is serving a need to provide a wide range of information and person to person contacts which is not otherwise available. As well, the number of resource materials for distribution is constantly increasing including CLOW publications. Further development and integration of the Skills Bank and the Resource Centre has already been identified by the Board as an objective. Some form of computerization would be necessary to ensure broad use of these resources. The Skills Bank manuals are already out of date and would be costly and inefficient to update at this time. While computerization is essential for the Skills Bank and the Resource Centre, the plan should also include provision for other office functions that would streamline procedures and add to the organization's development to carry-out its role as a national women's organization.

May 26th, 1983
LA/la

SKILLS BANK STATISTICS - April 1, 1982 to April 1 1983

Total number of the requests:	142
Telephone requests:	68
Written requests:	70
In person:	4

REQUEST BY PROVINCE:

N.W.T./Yukon	3
B.C.	3
Alberta	3
Saskatchewan	6
Manitoba	3
Ontario	104 (Toronto:65)
Quebec	7
N.B.	0
N.S.	6
P.E.I.	2
NFLD	2
International	3

Backgrounds of the users of the Skills Bank :

Co-ordinator of women's programmes	33
Higher education (faculty and staff)	24
Community programme co-ordinator	12
Consultant	11
Graduate Student	8
Job search related	8
Not recorded	8
Researchers	4
Writer and editor	3
Teacher	3
Librarian	3
Labour related	3
Adult educator	2
Professional (lawyer, business woman)	2
Literacy	2
Artist	2
Social worker	2
Aging related occupations	1
Treasurer, women's network	1
Human rights programme co-ordinator	1
Ministry of Education	1
Museologist	1
Underwriter	1
Staff Trainer	1
Religion	1
Housewife	1
Outreach	1

REQUESTED SKILLS:

Micro - technology related	13
Library	13
Questionnaires	12
Names of members to present papers	7
Re-entry	6
Job search information	6
Lobbying	5
Counselling (personal and career)	5
Adult development and education	5
Fund raising and grants	5
Informational	5
Women returning to school	4
Women and Literacy	4
Women and education programmes	4
Setting up a skills bank	4
Training packages	4
Women and aging	3
Sexual harassment	3
Sole support mothers	2
Rural women	2
Professional help	2
Feminist research	2
Networking	2
Non-traditional programmes	2
National training act	2

REQUESTED SKILLS CONT'D

Women to serve on advisory boards	2
Affirmative action	2
Daycare related	2
Educational leave	2
Women and Health	1
Setting up collectives	2
Sex role stereotyping	1
Pornography	1
Public school system	1
Human rights education	1
Community development	1
Child care/day care	1
Part/time opportunities	1
Women as minority	1
Education connection	1
Office automation and clerical workers	2
Employee benefits	1
Economy and education for women	1
Occupational health	1
Parental Health	1
Stress	1
Management consulting	1
Public speaking	1
Job satisfaction	1
Ergonomics	1
Distance education	1
Secretaries	1
Sewing co-op	1
Youth employment programmes	1

NOMINATING COMMITTEE REPORT

THE CANADIAN CONGRESS FOR LEARNING OPPORTUNITIES FOR WOMEN

April 1, 1982 - March 31, 1983

Revised for Annual Meeting, June 17-18, 1983

Committee 1982 - 1983:

Chair - Dr. Mairi St. John Macdonald, Past President
Member - Ms. Joan Brown Hicks, Nova Scotia Director

At the January Board Meeting, 1982, a Nominations Committee was established for CLOW, having as its Chair, the Past President, and as its member, the Nova Scotia Director.

At the Annual Meeting in June, 1982, our Constitution was changed to include the position of President-Elect, and Dorothy Morris Dibblee was elected to that position. However, due to personal circumstances, Dorothy had to resign, and Leiba Aronoff was elected by acclamation to serve for the remainder of the year. Leiba will automatically become President of CLOW at the Annual Meeting, June, 1983. In March, 1983, nominations were called for a President-Elect for 1983/84. Lisa Avedon was the unanimous choice.

Under the revised By-Laws, the Board of Directors consists of: the President of the Corporation; the Past-President of the Corporation; the President-Elect of the Corporation; one representative of each Province or Territory; and person or persons appointed by the Board of Directors as representatives of any Province or Territory without voting members.

According to our By-Laws, no more than one-third of the Provincial and Territorial Directors of the Corporation shall be retired annually. The Provincial or Territorial Directors of the Corporation shall be divided into three groups as follows;

Group Number One: British Columbia, Saskatchewan, Newfoundland, Quebec. Group Number Two: Alberta, North West Territories, Prince Edward Island, Ontario. Group Number Three: Yukon, Manitoba, Nova Scotia, New Brunswick.

This year, nominations were requested for: (a) a three year term, commencing in June, 1983 for Board Members from B.C., Sask., Nfld., P.Q., (i.e. group no. 1); (b) a one year term for the North West Territories (currently we don't have a member and to bring this in line with Group #2); (c) a two year term for Nova Scotia (to bring this member in line with Group # 3). The following new Board Members were elected for the coming year: Carol Jones, Nfld., Janet Eaton, N. S., Greta Nemiroff, P.Q., Kathy Stedwell, Sask., Claudette Everett, B.C.

Your Nominating Committee knows you will agree with us that our organization is most fortunate in the quality of those members willing to serve to promote and enhance the philosophy and activities of CLOW. We can be proud of all those who agreed to stand for election, and know we can count on each one for continuing support and commitment.

We have both enjoyed the opportunity to serve as your Nominating Committee and feel confident that Lenore and her Committee will have a challenging and successful year ahead.

Present: Lenore Rogers, Lisa Avedon, Greta Nemiroff, Susan Vander Voet, Diana Ironside, Claudette Everitt, Mairi Macdonald, Lori Belovich. Regrets: Martha Colquhoun.

ITEM	ACTION REQUIRED	BY WHOM	FOR (DATE)
<p>1. <u>Date for CLOW Annual Meeting & Board Meeting</u> The date has been set for June 17th, - 20th. The Mini-Executive will plan the Annual Meeting. Carried.</p>	Plan Annual Meeting	Mini-Executive	June 17th-20th.
<p>2. <u>Schedule for Annual & Board Meetings:</u> Board members arrive <u>Friday, June 17th</u> for Friday evening Board meeting- <u>Committee meetings. 7 - 9p.m.</u> <u>Saturday, June 18th</u> <u>A. M. Old Board meeting 9-12p.m.</u> <u>Afternoon - Workshop, Annual Meeting,</u> <u>Late afternoon/Evening: Reception and live entertainment</u></p>	Plan schedule and details Annual and Board Meetings	Mini-Executive	June 17th - 20th.
<p><u>Sunday, June 19th</u> <u>A.M.- Provincial reports and New Board 10:00 a.m. - noon</u> <u>Afternoon: New Board</u></p>			
<p><u>Monday, June 20th</u> <u>A. M. - Board Meeting</u> <u>Afternoon: Executive Meeting</u></p>			

ITEM	ACTION REQUIRED	BY WHOM	FOR (DATE)
<p>3. <u>Mini-Executive Committee</u> The Mini-executive will find an additional member for the committee from Toronto.</p>	<p>Find another member for the Mini-executive</p>	<p>Mini-executive</p>	<p>ASAP</p>
<p>4. <u>Job Descriptions</u> - referred from Board. The Mini-executive agrees to find someone to do an evaluation of the job descriptions as recommended by the Board. (See Board minutes, February 6th, 1983, Page 9/10): Several names were suggested. Recommended that this person contact Leiba.</p>	<p>Find an experienced and qualified person to evaluate job descriptions.</p>	<p>Mini-Executive</p>	<p>ASAP</p>
<p>Call for Papers: 5. <u>C.R.I.A.W. - 7th Annual Conference</u> Vancouver, B. C. - November 11-13, 1983. Greta has agreed to write an abstract on the methodology used to research CLOW briefs and papers. Susan will help her. Information from the Social Issues paper on N.T.A. and from Jane Adams research on Skills Developmental Leave will be used.</p>	<p>Write and send an abstract to C.R.I.A.W.</p>	<p>Greta</p>	<p>before March 31, .1</p>



Canadian Congress for Learning Opportunities for Women



congrès canadien pour la promotion des études chez la femme

POLICY MANUAL

SECTION A

BOARD DECISIONS

1.

CLOW BOARD MEETING- June 6th, 8th, 9th, 1981.
Regina, Saskatchewan

Decisions Made- June 6th, 1981

Motion:

Pam moved that the board meet four times this year, including a meeting in conjunction with the annual meeting; and that the executive meet prior to each board meeting and plan one additional. Seconded by Greta.
Carried.

Decisions Made - June 8, 1982

Motion: Marsha moved that the following statements, as presented by Martha, be approved as goals for board activity for the coming year.

- 1) Become Pro-active
Through research, monitoring, sharing of information, determine issues for advocacy so that CLOW becomes primarily pro-active.
- 2) Increase Membership
Through dissemination of information about CLOW by personal contacts, by demonstrating effective advocacy, increase membership in CLOW.
- 3) Empower Board Members and Membership
Through Skills Bank, by development of new models, how-to-do-it packages and pamphlets, by developing skills of board members, strengthen the leadership and advocacy skill of CLOW.
- 4) Strengthen network nationally, provincially, and locally.
By demonstrating CLOW's effectiveness, by involving members in advocacy and CLOW activities, by actively seeking new links, strengthen network.
- 5) Evaluate activities and re-establish goals on an on going basis
By developing evaluation models, by including evaluation procedures in every project, evaluate how well CLOW is meeting objectives.

Seconded by Bette.
carried.

Motion: Pam moved that new board members be sent an information package, well in advance of (their first) board meeting, containing background information on all agenda topics, so that they will be able to fully

participate.

seconded by Mairi.

Carried.

Motion: Joan Brown-hicks moved that the first board meeting which includes new board members should include an orientation session, and that prior to this session they receive a brief history of the organization, and any important documents; that current board members receive such an information package as soon as possible.

Seconded by Mairi;

Carried.

Motion: Greta Moved 1) that CLOW support the Ad Hoc Francophone Committee's investigation in to functioning as a parallel organization under the umbrella of CLOW;

2) that there be and exchange of two members of the CLOW board with two members of the Ad Hoc Francophone Committee for the purposes of board and committee meeting meetings in 1981-82.

3) that there be a review of the association between these two groups by June 1982.

Seconded by Joan.

Carried.

Motion: Terry Anne moved that Greta and Thérèse be the CLOW representatives to the Ad Hoc Committee meetings.

Seconded by Stephanie

Carried.

Motion: Terry Anne moved a committee be formed, chaired by a board member, to look into all ramifications of micro-electronic technology for women's learning.

Seconded by Stephanie

Carried

Motion: Terry Anne moved that CLOW co-operate with N.A.C. and C.R.I.A.W. to present a national conference on women and technology within a year, provided that it is a specially funded event.

Seconded by Dorthy.

Carried.

Decisions Made - June 9, 1982

Motion: Re: Elections to the Executive

Mairi moved that Lisa be Treasurer this year. Seconded by Pam. Carried.

Marsha nominated Bette to be a member of the executive. Seconded by Greta. Carried.

Terry Anne nominated Martha to be a member of the executive. Seconded by Stephanie. Carried.

Bette nominated Thérèse to be a member of the executive. Seconded by Dorothy. Carried.

Mairi moved that nominations be closed. Seconded by Joan. Carried.

Motion: Re: Committees

Fund-raising - Dorothy moved that Greta chair this committee. Seconded by Therese. Carried.

Pam moved that Martha be a member of this committee. Seconded by Thérèse. Carried.

Publicity - Terry-Anne nominated Pam to chair the Publicity Committee. Seconded by Greta. Carried.

Membership Committee - Therese moved that Joan Brown-Hicks chair this committee. Seconded by Martha. Carried.

Social Issues Committee - Terry Anne moved that Dorothy chair Social Issues Committee. Stephanie seconded it. Carried.

Pam moved that Marsha be Western Region representative on Social Issues Committee. Seconded by Terry Anne. Carried.

Motion: Greta moved that there must be a francophone member from Quebec as recommended by the Ad Hoc Francophone Committee, on any committee for social action. Seconded by Pam. Carried.

Motion:

Skills Bank Committee - Greta moved that Leiba continue to chair the Skills Bank Committee for another year. Seconded by Joan. Carried.

Motion:

Terry Anne recommends that the Board direct Lenore to invite Hope Spencer to be the Board representative for the North West Territories. Seconded by Pam. Carried.

Motion:

Therese moved that CLOW, in co-operation with NAC and CRIAW, hold a conference in Ottawa at the time of our next annual meeting, June 5, 6, 1982; that if the other organizations are not agreeable to this plan, CLOW itself sponsor the conference. Seconded by Terry Anne. Carried.

Motion:

Pam moved that the Board accept the amended budget proposed by our Treasurer. Seconded by Greta. Carried.

DECISIONS MADE - Board Meeting January 15, 1982

Motion:

Sue Smee moved and Therese seconded that the minutes of the June Meeting be adopted. Carried.

Moved by Sue Smee and seconded by Dorothy Morris that the minutes of the November 14th Executive Meeting be adopted. Carried.

Motion:

Moved by Dorothy Morris, seconded by Sue Smee that any meeting attended on behalf of CLOW should be documented in writing, sent to National Office within two months and circulated to Board Members. Carried.

Motion:

Lenore moved acceptance of her Report, seconded by Dorothy Morris. Carried.

Motion: Claudette Everitt moved adoption of Co-ordinator's Report, seconded by Pam Evans. Carried.

Motion: Moved by Lisa Avedon that the two Co-ordinators work out a system of communication between themselves, between Board Meetings, seconded by Sue Smee. Carried.

Motion: Dorothy Morris moved adoption of her Report, Mairi Macdonald seconded. Carried.

Motion: Greta moved, Pam Evans seconded, that the Executive develop terms of reference for the funding committee and inform the Board and Chair of that Committee. Carried.

Motion: Lisa moved, Thérèse seconded, adoption of her Report. Carried.

Motion: Moved by Sue Smee, seconded by Mairi Macdonald that the Board give the Executive a mandate to release funds for secretarial assistance for the President in her city, depending on budget limitations. Carried.

Motion: Moved by Lisa Avedon and seconded by Martha Colquhoun, that recommendations 1,2,3, 5, and 7 be accepted as presented by the Skills Bank Committee. Carried. (See list appended to Minutes.)

Motion: Martha moved and Sue seconded, that the Budget be commended and accepted. Carried.

Joan moved and Thérèse seconded that the Annual Meeting be moved from the original dates to June 23 and 24 in Ottawa. Carried.

DECISIONS MADE - April 3, 1982 Board Meeting

Motion: Minutes of Executive Meeting: - Correction: Bette Pie did attend the January 16 Executive Meeting. Moved by Sue Smee and seconded by Diana Ironside that the minutes of the January 16th Executive Meeting be adopted. Carried.

Motion: Nominating Committee - Moved by Joan Brown-Hicks and seconded by Dorothy Morris that each year we appoint a Nominating Committee that will be a standing committee with the past-president as chairperson. Carried.

Motion:

Revisions: By-law No. 1

NO. 6 Board of Directors (page 4): Recommended that 'at least' and fifteen be included the first sentence so that it reads:

The affairs of the Corporation shall be managed by at least a Board of fifteen Directors each of whom shall....etc.

NO. 7 Recommended that the Board of Directors include the categories of president, past-president, president-elect.

NO. 8 Recommended that: The president-elect of the Corp. shall be elected by the members of the Corporation prior to the annual general meeting and shall serve as President-elect until the date of the next annual general meeting at which time the President-elect shall assume the office of the President of the Corporation.

8:01 The President of the Corporation shall remain a member of the Board of Directors of the Corporation for one year following her Presidential term in the office of Past President.

NO. 9: Recommended that: The Provincial and Territorial Directors of the Corporation shall be elected or appointed for a term of three years.

NO. 10 (V) : Recommended that: that if any vacancy shall occur for any reason the Board of Directors shall by resolution fill the vacancy with an individual member in good standing or call an

election of the Members from the Province or Territory where vacancy exists to fill the vacancy, or if the next election period is not within ninety days; otherwise such vacancy shall be filled at the next annual election, and.....

If a vacancy occurs in the office of President-elect, the Board of Directors shall call an election of the members of the Corporation to fill the vacancy, if the next election period is not within ninety days; otherwise such vacancy shall be filled at the next annual election

No 15:01 Recommended that ~~it~~ be put into policy manual that each member serve for no more than two terms or six consecutive years.

No 15:02 and 15:03 Recommended that the issues be referred to the Executive committee for clarification; they are procedural issues rather than by-law issues.

Martha Colquhoun moved and Sue Smee seconded that the recommendations regarding the by-law revisions BAE 2 (a) be accepted. Carried. To be referred to the next general membership meeting.

MOTION:

BAE 3 -Adhoc. Policy Committee

Moved by Stephanie Squires and seconded by Mairi McDonald that an Ad Hoc. Policy Committee be formed to develop a policy manual for C.C.I.O.W. and that it include Martha Colquhoun, Sue Smee and Bette Picé. Carried.

Motion:

Lenore Rogers moved and Mairi McDonald seconded that we accept the President's Report. Carried.

Motion:

Sue Smee moved and Dorothy Morris seconded that each regional director submit a proposal with budget, for provincial networking.
Carried.

Motion:

Moved by Martha Colquhoun and seconded by Diana Ironside that C.C.I.O.W use the present letterhead logo as our official logo until we are ready to proceed on a replacement. Carried.

Motion:

Joan Brown-Hicks moved and Dorothy Morris seconded that we send a letter to members in B. C. & Alberta explaining decision made re. election of Board members in those provinces, (as in P. 9 of the by-law.) Carried.

- Motion:** Dorothy Morris moved and Mairi MacDonald seconded that this report be accepted as the terms of reference for the Social Issues Committee. Carried. The Social Issues Committee members are: Dorothy Morris, Therese Melanson, Bette Pié, Sue Smee, and Claudette Everitt.
- Motion:** Bette Pié moved and Mairi Macdonald seconded that the terms of reference for the Funding Committee in this report be accepted. Carried.
- Motion:** Joan Brown-Hicks moved and Mairi Macdonald seconded that the terms of reference for the membership committee be accepted. Carried.
- Motion:** Diana Ironside moved and Martha seconded that the terms of reference for the mini-executive be accepted. Carried
- Motion:** Dorothy Morris moved and Mairi Macdonald seconded that we maintain our present status as a bilingual organization. We will discuss this issue at the June meeting. Carried.
- Motion:** Martha Colquhoun moved and Sue Smee seconded that we establish an editorial committee at this time and that the terms of reference of the report be accepted. Carried.
- Motion:** Sue Smee moved and Diana Ironside seconded that the 'old' Board meeting take place on Thursday June 24th from 9 a.m. until 5 p.m. On Thursday evening the annual general meeting will take place and on Friday June 25th a new Board meeting will be held at a time to be decided. Carried.
- Motion:** Dorothy Morris moved and Mairi Macdonald seconded that new Board members be invited to attend the 'old' Board meeting as observers. Carried.

Motion: Lisa Avedon moved and Martha Colquhoun seconded that each Board Member book their flights and pay their fares A.S.A.P. in order to save air fare. Carried.

Motion: NB 3 Proposed revisions to the Adult Occupational Training Act. recommended that it's important to have an independant position on this issue.

Motion: Martha Colquhoun moved and Sue Smeed seconded that the issue be referred to the Executive Meeting.

Board Business Meeting June 24, 1982

Motion: April Board Meeting Minutes- Pam Evan's name was omitted and will be added. Dorothy moved and Sue seconded that the minutes be adopted as read. Carried.

Motion: April Executive Meeting Minutes- Mairi moved and Lenore seconded that the minutes be adopted as read. Carried.

Motion; Dorthy moved and Martha seconded that her report be accepted.
Carried

Motion: Moved by Sue and seconded by Dorthy Morris that the chairperson of the nomination committee, presently Mairi, has the authority to appoint yearly, a board member of her choice to the committee(preferably from her area). The committee will have not less than 2 or more than 7 members. Carried.

Motion: Martha moved and Bette seconded that:

- 1) Heather's report on the N.T.A. be approved, that Susan's report on her presentation be approved,
- 2) An Action Plan Committee composed of Lisa, Susan, and Claudette be formed to draw up plans for action on the provincial and national

levels re. the N.T.A. Carried.

Motion: Moved by Mairi and seconded by Ellen that each provincial director will contact their Education Minister stressing CLOW participation at the conference.

Motion: Greta Moved and Martha seconded that:

- 1) a letter of good-will be sent to AEF expressing our good wishes.
- 2) We agree to AEF's suggestion that connections be maintained at the national level by the co-ordinators and on the provincial levels between the provincial "directors". These connections would mainly be for the purpose of mutual information and possible cooperation on issues of importance to both organizations. It would be beneficial to all concerned that we continue to publicize one another's presence and projects.
- 3) CLOW keep our own bilingual capacity. Carried.

Motion: Claudette moved and Sandy seconded that we accept Susan's proposal that, the Newsletter committee decide the name of the newsletter. Carried.

Motion: Lisa moved and Claudette seconded that the executive look into hiring a professional fundraiser and report to the next Board meeting. Recommended that CLOW establish policy statements guidelines for any future fundraising. Carried.

Motion: Moved by Mairi and seconded by Leiba that each provincial director prepare one page history of CLOW development in their province to be included in the national CLOW history that Bette is preparing.
Carried

Motion: Lisa moved and Lenore seconded that our next Board meeting be held on Feb. 4th to 6th in Toronto and that the executive will meet in the fall. Carried.

Motion: Mairi moved and Ellen seconded that CLOW send a person (to be named later) to become involved with the planning. Carried.

Motion:

Lisa moved and Sue seconded that Lenore and Martha draft a letter to the Canadian Advisory Council. *Carried.*

Motion:

Dorothy moved and Sue seconded that Heather Orford be appointed as the new P.E.I. Director. *Carried.*

Minutes Board Meeting February 5, 1983

Regrets: Martha Colquhoun

Present: Kathy Stedwill, Sandra Susut, Lenore Rogers, Joan Brown-Hicks, Lisa Avedon, Audrey Swail, Mairi Macdonald, Susan Vander Voet, Greta Nemiroff, Diana Ironside, Leiba Aranoff, Claudette Everitt, Heather Orford, BettyAnne Taylor

ITEM

ACTION REQUIRED

BY WHOM

FOR

Minutes of Previous Meeting Approval of the minutes was moved by Leiba Aronoff, seconded by Mairi Macdonald, carried.

Business Arising from Previous Meeting The issue of hiring a professional fund-raiser was deferred for discussion by the Fund-raising Committee.

Committee Appointments were made as follows:

Membership Committee: Chair: Joan Brown-Hicks, members: Mairi Macdonald and Audrey Swail.

Nominating Committee: Chair: Mairi Macdonald, members: Joan Brown-Hicks, Lenore Rogers

Funding Committee: Chair: Lisa Avedon,

Members: Susan Vander Voet, Diana Ironside

Social Issues Committee: No chair, members: Heather Orford, Sandra Susut, Claudette Everitt, Kathy Stedwill

Skills Bank Committee: Chair: Leiba Aranoff,

Members: Betty Ann Taylor, Martha Colquhoun, Sema Aksoy

Publications and Publicity Committee combined

Chair: Martha Colquhoun, Members: Lenore Rogers, Greta Nemiroff, Pam Evans

October Executive Minutes - Business Arising Policy Manual Leiba Aranoff moved and Claudette Everitt seconded that the policy manual be accepted as the basic operating document for CLOW. Carried.

Susan's Time Deferred to discussion following Treasurer's Report.

Formal Thank-you to Dorothy Morris - Moved by Mairi Macdonald, seconded by Greta Nemiroff that the CLOW Board formally thank Dorothy for her outstanding contribution in helping develop CLOW and the Board during the past several years. Carried

Draft letter

Mairi Macdonald

Prior to end of Board Meeting

Purchase gift and send with letter

Lenore Rogers

Other Thank you's: ^{ITEM} Letters and a gift will also be sent to Bette Pie and Thérèse Melanson. A letter of thank you will be sent to Stephanie Squires.

<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR</u>
Send letters and gifts	Lenore	ASAP

Ottawa Board Meeting Moved by Mairi Macdonald and seconded by Leiba Aranoff that we hold our Board meeting in the fall in Ottawa. Carried. At that meeting, we will try to set up briefing sessions with government officials from Health and Welfare, Secretary of State, Canada Employment and Immigration Commission and Labour Canada. We will involve the Ottawa Network in this process.

Hold Board Meeting in Ottawa in the fall.		
Organize briefing sessions and involve Ottawa Network	Planning Ctte.	

Annual Meeting Moved by Mairi Macdonald, seconded by Sandra Susut that our next board meeting and annual meeting be held June 18, 19, 20 in Toronto. Carried. We will try to arrange for a workshop with CEIC officials during that meeting on the National Training Act. Referred to the Executive for more detailed planning.

Hold Annual Meeting Toronto		
Arrange Workshop with CEIC	Susan, Mini-exec.	June

President's Report A written report was handed out prior to the Board Meeting. In addition, Lenore Rogers reported on the Ottawa Network Meeting held February 3, attended by 11 interested women in the Ottawa area. They are meeting again in March to discuss networking. We hope they can act as a policy analysis group within CLOW and also let us know about funding possibilities within government.

<u>Recommendation:</u> Re Microtechnology, that board members write to Charles Caccia to support selected recommendations from the Microtech Task Force Report. Lenore moved adoption of her report, seconded by Greta, Carried.	Write Min. of Labour re Microtech recommendations	Board Members	ASAP
--	---	---------------	------

Treasurer's Report Lisa Avedon reported that funds are still very short (written report and financial statement handed out prior to meeting) and with good management we should end the fiscal year with about \$3,000. That is not enough, however, to carry us through to June or July when Secretary of State funding will be forthcoming. As a result, Susan will have to remain on 4/5 time and we will be unable to hire a professional fund raiser. As a result of Lisa's report a 'brainstorming session' on fund raising was held which referred the following ideas to the funding committee for consideration: Appeal to membership for donations, Directors get membership in on time, Go back to funders for more money, Do emergency fund raising drive, Special appeal to Foundations

ITEM	ACTION REQUIRED	BY WHOM	FOR
<p>Charge rent and overhead to projects, Design special pin for sale, Have a contest for designs for pin, Have contest for fund raising ideas, Zonta club, CRIAW Grants in Aid, <u>SSHRC women and work funds</u>, Soroptomists Foundation, Counselling Foundation of Canada, Information on Computer Organization, Needs program. Lisa moved adoption of her report, Sandy Susut seconded, Carried.</p>	<p>Fund raising ideas referred to Funding Committee</p>	<p>Board</p>	<p>Feb. 6</p>
<p>Moved by Claudette Everitt, seconded by Greta Nemiroff that we try to increase staff through application to job creation programs. Carried.</p>	<p>Increase staff through application for Job Creation monies.</p>	<p>Funding Cttee.</p>	<p>ASAP</p>
<p><u>Coordinator's Report</u> Written report handed out prior to Board Meeting. Susan Vander Voet moved adoption of her report, seconded by Greta Nemiroff. Carried.</p>			
<p>Committee meetings were held and the following reports submitted.</p>			
<p><u>Membership Committee</u> See attached Report and amended CLOW brochure revised by the Membership committee. Motions related to the report are as follows. Moved by Joan Brown-Hicks, seconded by Audrey Swail that due to increased mailing costs, regular membership fees be increased to \$20.00. Carried. Moved by Joan, seconded by Leiba Aranoff that the student membership fee be increased to \$10.00. Carried. Moved by Joan, seconded by Pam Evans that the organizational membership fee be increased to \$35.00, and that subscription rates for WEDF be: Organizational \$25.00 and individual \$15.00. Carried.</p>	<p>Increase fees on CLOW brochures.</p>	<p>Susan</p>	<p>next printing</p>
<p><u>Nominating Committee</u> Moved by Mairi Macdonald, seconded by Audrey Swail that the appended changes to the nomination forms be made following the present elections. Carried.</p>	<p>Change nomination forms following this election</p>	<p>Susan</p>	<p>subsequent election</p>
<p><u>Funding Committee</u> The committee recommended that the focus for the next few months be on the following:</p>			
<p>(a) appeal to membership for donations (b) Go back to Secretary of State</p>	<p>Susan write letter ask SEC.S. to cover expenses not covered by grant</p>	<p>Susan Susan</p>	<p>Mar. WEDF ASAP ASAP</p>
<p>(c) Put an appeal in Homemaker's (d) Get memberships in on time (e) Big push to recruit new members (f) Zonta Club (g) Contest for fund-raising ideas</p>	<p>contact Penney Kome contact members recruitment solicit funding write contest for WEDF</p>	<p>Susan Board members Board members Board - Diana Board</p>	<p>ASAP ASAP ASAP June issue</p>

Sandy to deal

ITEM

ACTION REQUIRED

BY WHOM

FOR

Future Prospects for funding include:
 CRIAW, Direct Mail campaign, Foundation proposals
 Lisa Avedon moved, Diana Ironside seconded that the
 report of the funding committee be accepted. Carried.

Skills Bank Committee Due to unanswered questions, the
 decision to computerize the skills bank will be post-
 poned. Sema is asked to explore linking in with CRIAW
 hardwar in order to use the Talent Bank and visa versa.
 The Skills ank Committee is requesting a representative
 in each province to activate the skills bank, cultivate
 resource listings in each area and communicate by mail
 with the committee. Directors or a delegate will be
 responsible for liason with the committee as moved by
 Leiba, seconded by Mairi Macdonald, Carried.

Recommendations: That mailings be color coded and in-
 dexed so that Skills Bank Materials will not be lost
 in mailings.

Send Skills Bank Form and membership information to
 old skills bank members as a form of membership
 recruitment,

Recommendation: Send a letter to Government regarding
 Studio D to support their work

investigate linkages with
 CRIAW

Sandy to write letter to Sema

Sema

June Board

Color-code and index
 mailings

Lori

all mailings

send form and membership
 info.to old SB members

Lori

ASAP

send support letter

Susan

ASAP

Present: Lenore Rogers, Joan Brown-Hicks, Greta Nemiroff, Lisa Avedon, Mairi Macdonald, Susan Vander Voet, Pam Evans, Diana Ironside, Claudette Everitt, Kathy Stedwill, Sandra Susut, Lori Belovich, Heather Orford, Audrey Swail. Visitors: Lynn Wilkinson, Jane Adams. Regrets: Martha Colquhoun.

ITEM	ACTION REQUIRED	BY WHOM	FOR
<u>Publications and Publicity C'tee Report</u>			
These committees, formerly separate committees, are now combined. Members: Pam Evans, Greta Nemiroff, Lenore Rogers and Martha Colquhoun. Lenore and Greta presented the following proposals, seconded by Pam:			
1) that this committee will develop a clear, detailed, statement outlining a proposal that CLOW hire a research, resource centre, staff person for Susan.	Outline of proposal to be submitted to Susan for implementation.	Lenore	ASAP
2) That CLOW actively solicit new subscriptions to WEDF by sending out a letter, with a promotional flyer and a publication list to organizations and individuals. Carried.	Send out publication list, letter from C'tee, and the promotional flyer to solicit new subscriptions.	Lori	ASAP
3) That the staff obtain a copy of the CEA's (Canadian Education Association) yearly hand-book which contains listings of appropriate associations in order to implement (2). Carried.	Order CEA's yearly hand-book.	Lori	ASAP
4) That staff develop a standard folder cover with a cut-out on the cover and an inside pocket; that it have a CLOW logo on it and that it be used as a cover for reports and for fundraising purposes. Carried.	Develop standard CLOW cover as described.	Staff	ASAP
5) That CLOW develop a standardized short publication for publicity purposes (other than the annual report), to be used to accompany fundraising material. Defeated.			

ITEM	ACTION REQUIRED	BY WHOM	FOR
<u>ANNOUNCEMENT FROM SUSAN:</u>			
Reports from all committee chairpersons are needed by April 30th, 1983 for inclusion in the Annual Report.	C'tee reports be prepared for inclusion in Annual Report and mailed to national office.	Committee chairpersons.	To be mailed to Susan by April 30th.

Social Issues Committee

Members: Sandra Susut, Kathy Stedwill, Heather Orford and Claudette Everitt.

Kathy made the following proposal, seconded by Sandy:

That CLOW hire a person to do research on an issue that focuses directly on learning opportunities for women and that we undertake a project that we can complete, one that will lead to a brief. That it be on the National Training Act to:

- 1) research perceptions of the N.T.A. in the provinces
- 2) to outline inadequacies of the N.T.A. in relation to women
- 3) clarify barriers in N.T.A. (written & in application) to women.
- 4) look at actual implementation from the point of view of educators and consumers.
- 5) compare results to CEIC information on what is really happening.
- 6) send a questionnaire to all provincial directors and have each province form a committee. Each provincial director can focus on issues that are relevant to them.

Carried.

Find funding for this research project and hire a researcher.

Social Issues

Near Future

ITEM	ACTION REQUIRED	BY WHOM	FOR
<p><u>NB6 - Thérèse Casgrain Foundation Luncheon.</u> Leiba reported on her meeting with Jeanne Sauvé, chairperson of the Thérèse Casgrain Foundation funding committee. They are raising funds for a university-based research scholarship. Diana moved and Mairi seconded that Lenore, as president, write a letter to them indicating that although we are very interested in supporting this fundraising drive, we suggest that they broaden the eligibility base for the scholarship; as CCLOW's aim is to increase access to education for all women. Carried.</p> <p>Recommended the an announcement re. the establishment of the Thérèse Casgrain Foundation be put in WEDF.</p> <p>Recommended that, depending on the response from the Foundation, we check with the Board on the status of our involvement. Carried.</p>	<p>Letter be written to Jeanne Sauvé, Chairperson of Funding Committee.</p>	<p>Lenore</p>	<p>ASAP</p>
<p>Recommended the an announcement re. the establishment of the Thérèse Casgrain Foundation be put in WEDF.</p> <p>Recommended that, depending on the response from the Foundation, we check with the Board on the status of our involvement. Carried.</p>	<p>Include an announcement in March issues of WEDF on the existence of the Foundation.</p>	<p>Lori</p>	<p>March issue</p>
<p><u>Persons Award</u> Joan Brown-Hicks reported that CCLOW in N.S. had nominated Marie Hamilton for the Persons Award, as has CRIAW. Moved by Leiba and seconded by Joan that local CCLOW groups can nominate individuals for awards without Board endorsement. Carried.</p>			

MINUTES - CLOW Board Meeting, February 6th, 1983

ITEM

ACTION REQUIRED

BY WHOM

FOR (DATE)

Action Education Des Femmes

Joan asked for clarification on our relationship with AEDF.

Lenore reported that they had moved to Ottawa in the fall and have provincial representatives. They meet this month in Winnipeg. It was moved, in June, that we would send congratulations and exchange board lists. Susan reported that we would exchange lists with them after they clarified their new list of Board Members.

Recommended that we send a list of Provincial Directors to them when we receive their new list.

Send our list of provincial directors to AEDF upon receipt of their updated list.

Lori

After AEDF's next Board Meeting

NB5 - Paid Educational Leave - now to be called Skills Development Leave.

Susan proposed

that we hire Jane Adams, who has a M.Ed in Adult Education and experience in the women's movement and labour unions, to do the research for CLOW's paper for the CEIC Task Force on Skills Development Leave.

Recommendations: That we have national input on this, that notes be sent to the Social Issues C'tee and that we be as creative as possible in coming up with ideas and directions for the paper, as very little information exists on this issue. Also recommended that a list be compiled of women consulted nationally, to be included in the paper.

Report on Skills Development Leave Task Force.

Lynn Wilkinson, Director of the Educational Leave Study reported to the Board.

Recommended that copies of the terms of reference be sent to the Board.

Send copies of the terms of reference to Board.

Lori

ASAP - with minutes

Minutes CLOW Board Meeting, February 6th, 1983

ITEM	ACTION REQUIRED	BY WHOM	FOR (DATE)
Jane Adams was introduced to the Board. NB2 <u>NAC Annual Meeting - Ottawa, March 25-28th.</u> Leiba will represent CLOW . If she is unable to attend Susan will go.	Leiba attend NAC National Meeting in Ottawa on behalf of CLOW.	Leiba	March 25-28, 1983
<u>Canadian Advisory Council on the Status of Women - Meeting in Ottawa, March 4th</u> Lenore will attend and will arrange other meetings at this time.	CLOW representative attend.	Lenore	March 4th, 1983
NB-3 <u>CRIAW - Call for Papers for the 7th Annual CRIAW conference in November, 1983 in Vancouver. Referred to Executive to decide on CLOW's presentation(s).</u>	Executive decide on CLOW's contribution to CRIAW's conference.	Executive	Executive Meeting February 6, 1983.
NB- 4 <u>Conference on Women and the Constitution</u> Susan proposed that CLOW be a co-sponsor of the conference. Moved by Mairi and seconded by Pam that CLOW co-sponsor the conference. Carried.	Inform conference organizers that CLOW will co-sponsor the conference on Women and the Constitution.	Susan	ASAP

NB1 - Job Descriptions

We need to clarify the relationship between the provincial directors, the president and the national coordinator and their roles. Concerns were expressed that as an organization we do not take on tasks that cannot be filled. We must be realistic about our objectives and focus. When committees are not able to complete projects the office gets the work. Diana moved and Mairi seconded that until we have more funds

ITEM

ACTION REQUIRED

BY WHOM

FOR (DATE)

for more staff, we require working provincial directors, president and Board. Referred to the Executive to draw up job descriptions of the president, coordinator, directors and Board. Recommended that the Executive be included. Carried.

Job descriptions of the president, coordinator, Board, provincial directors and Executive b drawn up.

Executive

For circulation to Board before the next Board meeting in June.

Lori's Job Description & Title- To more accurately reflect Lori's work, the mini-executive approved the change in Lori's job title to administrative assistant. (Assistant to the National Coordinator). This was done last year but was left out of the minutes.