

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR (DATE)</u>
<u>Minutes of Executive Meeting - Correction:</u> Bette Pié did attend the January 16 Executive Meeting. Moved by Sue Smee and seconded by Diana Ironside that the minutes of the Jan. 16, 1982 Executive Meeting be adopted. Carried.	None		
<u>BAE - Business Arising from Executive</u>			
<u>BAE 1 Nominating Committee</u> - 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.	Appointment of Committee	Board	June
<u>BAE 2 (a) By-law Revision</u>			
Recommended by Susan Vander Voet that each board member bring a copy of the by-laws to board meetings for reference. <u>Revisions:</u> By-Law No. 1	Bring by-laws to all Board meetings	All Board members	Every meeting
<u>No. 6 Board of Directors (page 4):</u>			
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.	None		
<u>No. 7</u> Recommended that the Board of Directors include the categories of president, past-president, president-elect .  Recommended that only elected board members have a vote for the term of the office.  It was clarified that Lisa Avedon, treasurer, does not have a vote as only an elected board member has a vote.	None		
<u>No. 8</u> 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.			

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<p><u>8:01</u> 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.</p>	None		
<p><u>No. 9:</u>  Recommended that : ..... The Provincial and Territorial Directors of the Corporation shall be elected or appointed for a term of three years.</p>	None		
<p><u>No. 10 (v) :</u>  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, 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</p>	None		
<p><u>No. 15:01</u> Recommended that it be put into policy manual that each member serve for no more than two terms or six consecutive years.</p>	Include in policy manual	Policy Committee	
<p><u>No. 15:02 and 15:03</u> Recommended that these issues be referred to the Executive committee for clarification; they are procedural issues rather than by-law issues.</p>	Transitional rules need to be clarified	Executive Committee	June
<p>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.</p>	By-law revisions to be presented to the membership for ratification.	Executive Committee	June

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<u>BAE 2 (b) - Election of president</u>  Moved by Martha Colquhoun and seconded by Dorothy Morris that the proposals outlined by BAE 2 (b) be accepted. Carried.	To be brought before the next general meeting for ratification by membership.	Executive Committee	June meeting
<u>BAE 3 - Ad Hoc. Policy Committee</u>  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.L.O.W. and that it include Martha Colquhoun, Sue Smee and Bette Pie. Carried.	Prepare policy manual.	Policy Committee	

#### President's Report

Lenore Rogers reported on her activities which have included: planning for the Future is Now Conference on Women and Micro-technology in June,  
- meeting with the Sask. Minister for Education regarding the Educations Ministers' Conference in an effort to get C.C.L.O.W. involved in the planning of the conference. If any board members have relevant information from their province/ territory concerning access to education for women it would be a good idea to make your Education Minister aware of it.  
- Lenore plans to travel to Edmonton and to B.C. to visit board members there and work on networking and other issues.  
Lenore Rogers moved and Mairi McDonald seconded that we accept the President's Report. Carried.

#### Treasurer's Report

Lisa recommended that we examine our board costs and networking costs as we are spending much more on board meetings and very little on networking. She also recommended that we examine our sources of income and establish campaigns for membership, contributions, publication sales etc, in order to broaden our sources of income.

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<u>Treasurer's Report - Business arising</u>  Sue Snee moved and Dorothy Morris seconded that each regional director submit a proposal with budget, for provincial networking. Susan will prepare a format. Carried.  Diana Ironside recommended that we establish a guideline of \$1,000 per province/territory for networking. Carried.	  Prepare a format for provincial/ regional networking proposals.  Provinces/Territories submit a proposal for networking including budget up to \$1,000.	  Susan Vander Voet  Provincial/ Territorial Directors	  A.S.A.P.  June

Martha Colquhoun recommended that the staff remind or "creatively nag" Directors when they do not submit reports on time.

#### Committee Reports

##### Publicity - CR 5

###### 1. Logo:

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

2. Recommended that a standardized method and style be developed for all publicity to be undertaken both nationally and provincially for advertisements, news releases, articles, etc.

3. Recommended that brochures, letterhead, envelopes and any new publications, flyers be printed with the letterhead logo.

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4. Recommended that provincial offices send copies of any CLOW publicity to the national office for our records.	Send copies of CLOW publicity prepared by Directors to national office.	provincial/ Territorial Directors	At time of release
5. Recommended that publicity guidelines be included in the policy manual so that provincial and national publicity not contradict one another.	Guidelines for publicity be developed	Ad Hoc Policy Committee	June
6. Board affirms the importance of publicity and agrees that money will be spent to increase publicity, but costs will have to be incorporated into the budget. It cannot be separated out of the budget.	None		
7. Recommended that each member compile a list of publicity services (with a national perspective) from their region and submit it to Pam Evans. If possible, include publication information such as deadlines for publication etc.	Publicity services list be prepared for each province/territory, including the necessary publication info. for Publicity Coordinator	Provincial/ Territorial Directors	June
8. Recommended that Pam Evans present P.R. material at the next Board Meeting.	Presentation of Publicity Material at next Board Meeting	Pam Evans	June Board Meeting
9. Recommended that a flyer advertising the Future is Now Conference be prepared and sent to the Provincial/Territorial directors.	Prepare flyer advertising Future is Now Conference on Women & Microtechnology & mail to Prov. Directors.	Susan	As soon as possible
Process report given by Martha Colquhoun. Martha Recommended that the agenda worksheets be used as they do speed the agenda. It is useful for the President to announce a time limit for each item. The Chair needs to direct discussion strongly to avoid "off-topic" discussion.	None		

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<u>Coordinator's Report</u>  Susan Vander Voet reported on her activities since January. Accepted.	None		
<u>Nominating Committee</u>  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 Page 9 of the by-laws) Carried.	Send letter to Alberta and B. C. members explaining decision made regarding election on Board members.	Susan	As soon as possible
<u>CR 2 Social Issues Committee</u>  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, Thérèse Melanson, Bette Pié, Sue Smeé and Claudette Everitt.	None		
<u>CR 3 Funding Committee</u>  Bette Pié moved and Mairi Macdonald seconded that the terms of reference for the Funding Committee in this report be accepted. Carried.	None		
Recommended that Lisa Avedon (Treasurer) and Mary Corkery become members of the Funding Committee. Recommended that a call for new members for this committee go out to members.	Letter to members for participation in Funding Committee	Funding C'mtee.	June

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<u>CR 4 Membership Committee</u>  Joan Brown-Hicks moved and Mairi Macdonald seconded that the terms of reference for the membership committee be accepted. Carried.	None		
 Recommended that we reprint 5,000 copies of the OCLOW brochure. Recommended that the wording in the brochure regarding membership fees be changed to include separate category for donations. Recommended that there be no change in the present membership fee schedule. Carried.	Contact printers and have 5,000 copies of brochure reprinted	Lori & Lisa	As soon as possible
 <u>CR 6 Mini-Executive</u>  Diana Ironside moved and Martha seconded that the terms of reference for the mini-executive be accepted. Carried. Recommended that we mail minutes of the Mini-Executive meetings to all Board members.	Send minutes of the Mini-Executive meetings to all Board members.	Staff	
 <u>CR 7(a) + (b) Skills Bank Committee</u>  Martha Colquhoun moved and Dorothy Morris seconded that the terms of reference for the Skills Bank Committee be accepted. Carried. Martha Colquhoun moved and Sue Smeed seconded that we print 500 Skills Bank Brochures. Carried.	Print 500 copies of Skills Bank brochure	Staff	next mailing
 <u>CR 8 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. We regret that we could not continue the discussion as our Francophone members were not in attendance.</u>			

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<u>CR 9 Editorial Committee</u> Martha Colquhoun moved and Sue Smeed seconded that we establish an editorial committee at this time and that the terms of reference of this report be accepted. <u>Members:</u> Lenore Rogers and Martha Colquhoun. Carried.			
Susan and Lori would like to establish a volunteer newsletter committee and are looking for members. Accepted.	Establish a committee of volunteers to produce the newsletter	Staff	
<u>CR 10 - Microtechnology Conference</u> The conference will take place June 25, 26, & 27th. at Carlton University in Ottawa. Sue Smeed 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 Fri. June 25th a new Board meeting will be held at a time to be decided. Carried.			
Dorothy Morris moved and Mairi Macdonald seconded that new Board members be invited to attend the 'old' Board meeting as observers. Carried.			
Susan will investigate accommodation at Carleton .	Rent accommodation at Carleton	Susan	June
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.	Book flights for June Board meeting as soon as possible	Each Board member	immediately



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Recommended that the policy committee develop policy guidelines for including members as part of a subsidised delegation to conference. Not only Board members should be subsidized.	Ad Hoc Policy Committee look at including members on subsidy for general meetings.	Ad Hoc Policy Committee: Martha Colquhoun, Sue Smee, Bette Pie	
Recommended that all Board members try to have their employers pay the conference costs. Recommended that all Board members inform Susan by May 1st as to arrangements they have made and what they yet need. All Board members will be subsidized, according to need, to the Micro-technology Conference.	Board members inform Susan as to what subsidy is needed for the Future is Now Conference by May 1st.	Board members	May 1st.
Any members interested in obtaining information on Heather Menzies publications/programme reports may contact Joan Brown-Hicks, C/O Halifax City Regional Library 5381 Spring Garden Road Halifax, Nova Scotia B3S 1E9			
A video tape on Heather Menzies can be obtained from Lenore Rogers, Regina Plains Community College, 2798 12th Street, Regina, Sask. S4T 1J2			
<u>NB 1</u> - Recommended that an interested member of CLOW or staff person attend a meeting to co-sponsor a poster campaign for World Literacy with CAAE, ICAE, World Literacy, YWCA, Frontier College and other organizations.	Member of CLOW attend planning meeting for poster campaign for World Literacy.	Susan suggest member/ or staff attend	
<u>NB2</u> Moved and carried that this item be tabled to the executive meeting, Sunday April 4, 1982	Communication Mechanism with Advisory Council on Status of Women be dealt with.	Executive Committee	April 4, 1982
<u>NB 3</u> Proposed Revisions to the Adult Occupational Training Act. Recommended that it's important to have an independent position on this issue. Martha Colquhoun moved and Sue Smee seconded that the issue be referred to the Executive Meeting.	To be dealt with.	Executive Committee	April 4, 1982

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Recommended that we could hire someone to do research on this issue and advise us so we can form a position paper. We need to obtain a synthesis of the documents available.	Investigate ways to form a position paper	Executive committee	A.S.A.P.
<u>NB 4</u> Education Ministers Conference Referred to the Executive Committee meeting.			
Mairi Macdonald recommended that because of increased cost of travel, we could consider fewer but longer Board meetings. Referred to the Executive Meeting.			

Executive Meeting Minutes April 4, 1982

Present: Lisa Avedon, Mairi Macdonald, Susan Vander Voet, Bette Pie, Diana Ironside Regrets: Lenore Rogers,

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<u>BY-Laws Revision</u> Discussion and further revision occurred. Notes were taken by Martha to forward to Lenore and Susan. <u>Note</u> : Clause 15:03 is being left in to govern elections until 1985. At that point this section will be removed. The policy manual should state that provincial directors should hold no more than two full terms consecutively.	Martha will write in further revisions and forward.	Martha	A.S.A.P.
<u>Finances</u> Lisa Avedon made the point that board meetings were costing a great deal. \$14,122 was spend for two board meetings where \$10,000 had been budgeted for four. Mairi Macdonald suggested having fewer board meetings for longer periods of time (two or three days) to take advantage of cheaper air fares. We need to raise more money in order to meet our budget this year.	Include statement in policy manual.	Policy Committee	near future
Lisa will write an article on money management for the newsletter.	Take note	Funding Committee	A.S.A.P.
<u>Micro-technology Conference Subsidies</u> Subsidies will be provided to board members on the basis of need. Susan will send a form asking whether Board members intend to attend the conference and what subsidy will be required. A note will be added reminding them of the possibility of making a donation of a portion of the subsidy. Money will be made available for conference presenters requests, although those able to will be asked to obtain subsidies from their organizations.	Write article	Lisa Avedon	June
	Send form re attendance at conference to Board members, along with form for subsidy request and reminder about donation.	Susan	A.S.A.P.

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<p><u>Advisory Council</u> - recommended that a letter be written to the Council commending it for meeting with women's organizations and for accomplishments to date. Lenore should write a letter of congratulations to Monique Forget and Eileen Hendry regarding their appointments. With regard to a consultation mechanism it was recommended that the vice-presidents should be in touch regularly with local women's groups and local CLOW networks. We want the Council to take the initiative. When the Council tackles an issue we need to be informed.</p> <p>Recommended that Lenore write a letter of congratulations to Bertha Wilson on her appointment, and letting her know that we actively supported the appointment of a woman to the Supreme Court.</p> <p>For consultation between the Advisory Council and the National Organization, we recommend regular meetings and that the Council should undertake research recommended by women's groups. Recommended that Lenore attend the June 11 meeting. If unable, Martha will go.</p> <p><u>Annual Meeting</u> - An Annual Report should be produced. Committee Chairpeople are requested to submit reports of the years activities to be included in a report. Recommended that we have the annual meeting at Carleton. At the annual meeting, members of the executive will be nominated. Notices to nominate a President-Elect will be sent out and the election held hopefully in time for the annual meeting.</p> <p><u>President-Elect</u> - Recommended that Lenore send a letter to members stating that she has agreed to serve a further year as president in order to facilitate transition to the new system of President-Elect. Letter should include an explanation of changes in the by-laws. Lenore's letter plus a letter from Mairi and a nomination form with space to tick off candidates agreement to serve should be sent.</p>	<p>Write letter to Council</p> <p>Write letter to Monique and Eileen</p> <p>Write letter to Bertha Wilson</p> <p>Attend June meeting</p> <p>Submit committee reports for Annual Report</p> <p>Make arrangements for Annual Meeting at Carleton</p> <p>Executive members to be nominated</p> <p>Package for election of President -Elect to be sent</p>	<p>Susan</p> <p>Lenore</p> <p>Lenore</p> <p>Lenore or Martha</p> <p>All Committee Chairs</p> <p>Susan</p> <p>Board</p> <p>Susan and Lenore</p>	<p>A.S.A.P.</p> <p>A.S.A.P.</p> <p>A.S.A.P.</p> <p></p> <p>A.S.A.P.</p> <p>May</p> <p>June 24</p> <p>A.S.A.P.</p>

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<p><u>Mini-Executive Replacement</u> - Lynda Ryan-Nye has been approached to replace Diana on the Mini-executive. If she declines, other mini-executive recommendations will be pursued.</p>			
<p><u>A.O.T.A.</u> - Recommended that we look for Research monies to produce position papers on the proposed changes to the Adult Occupational Training Act.</p>	Look for money	not delegated	
<p>Martha will approach Heather Henderson, a researcher, and ask her to do an overview of the issues. We will pay her \$1,500. We need the overview within two months, at the end of May. We need members who are knowledgeable about the issues to identify them to Heather. Refer the issue to the Social Issues Committee/ Lisa will call Dorothy Morris about this.</p>	Hire a researcher	Martha	A.S.A.P.
<p><u>Education Minister's Conference</u> - A letter was sent requesting CCLOW's participation in the planning committee for the Education Minister's Conference in October. Lenore or Martha will be representatives to the planning committee.</p>	Identify members who can clarify the issues for researcher	Lisa through Social Issues Committee	A.S.A.P.
	Involvement in planning for conference	Lenore or Martha	When participation confirmed

Meeting Adjourned

MINUTES MINI EXECUTIVE MEETING April 21, 1982

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR (DATE)</u>
<u>Letter to Sheridan College</u> - Lisa requested that the office write a letter of support for the Women's Centre at Sheridan College in Brampton, stressing that the centre is crucial to women entering non-traditional occupations.	Send Letter	Susan	A.S.A.P.
<u>June Conference</u> a) <u>money</u> - Susan reported that the funding for the conference was coming together well; b) <u>program</u> - the program was coming together with difficulties, but much better than when reported at the Executive meeting; the brochure will go to print on April 26 and will not be available for two weeks after; c) <u>Publicity</u> - there is no one to take responsibility for publicity for the conference and Susan felt she could only take responsibility for CLOW membership - Recommended that the Steering Committee for the conference approach Doris Anderson to take responsibility for the publicity as that is her area of expertise.	Approach Doris Anderson to handle publicity	Susan via steering committee	A.S.A.P.
<u>Secretary of State Funding</u> - Margot Young and our Bank Manager are to work out assurances so that we can get a loan. Lisa will call the acting director to add more impetus. If this fails, Susan will call the Minister's office and get them to act.	Call Acting Director about grant	Lisa	April 22
	Call Minister about grant	Susan	when necessary
<u>Annual Meeting Arrangements</u> - a) <u>Annual Report</u> should include financial statement, summary of the year from Lenore, reports from committees, reports from provincial directors on provincial activities. Susan will request these items. The annual report will be used for funding.	Reports to be submitted	Provincial Reps, Committee chairs, Auditor Lenore	BY MAY 25 - NO LATER!!!!
<u>Diana's Replacement</u> - As Lynda Ryan-Nye has declined to serve on the Mini-executive, Bette Pie (with some minor coercion) has agreed to replace Diana for the duration of Diana's sabbatical.			
<u>Funding</u> We need to activate a funding committee to develop and implement a strategy for raising money.	Greta Nemiroff will be approached to activate the committee	Lisa	by end of April