



Canadian Congress for Learning Opportunities for Women

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congrès canadien pour la promotion des études chez la femme

July 19, 1981

AGENDA MINI EXECUTIVE MEETING

1. Financial Situation
2. Funding strategy
3. National Day Care Conference
4. Human Rights Meeting - Ottawa
5. Position Papers - Education Minister's Conference
6. Executive Committee Meeting Location and Plans
7. Annual Report
  - Purpose
  - Format
8. Shelving Unit for Storage Room
9. Updating of Publications list
  - Items
  - Prices
10. Committee Appointments
11. Dossier on History of CCLOW
12. Lawyers fees for by-laws
13. Secretary of State Report
14. Newsletter

Minutes, Mini Executive Meeting July 19, 1982

Present: Lisa Avedon, Bette Pié, Susan Vander Voet

<u>Item</u>	<u>Action Required</u>	<u>By Whom</u>	<u>For</u>
<u>Lawyer's Fees</u> , The lawyer in Regina who assisted Lenore to draft our by-law changes has sent a bill for \$500. She would be agreeable to a lesser fee with a charitable receipt for services for the remainder. BarbaraGory has authorized the issuance of such a receipt. The Mini-Executive approved payment of \$200 and issuance of a charitable receipt for services for \$300, as soon as we have received a statement from the lawyer. Recommendation: That any contracting in the name of CLOW be done in writing and prior approval of payment be obtained.(This is crucial when we do not have a budget item to cover the transaction).	Payment of services when statement received	Susan	ASAP
	Raise the issue of contracting at the next Board Meeting	Agenda Sheet	February
<u>Financial Situation</u> , Susan reported on estimates of income and expenditures to date. We have received approximately 51,000 (including our first Sec. State installment to cover 5 months) and spent approximately 45,000. Our projected income without additional fund-raising will be \$105,000. At our present rate of expenditure (11,200 per month), we would run out of money in January.	Curb Expenses Investigate fund-raising	Susan/Lisa	ASAP
<u>Fund-Raising</u> , Greta Nemiroff has agreed to edit a dossier of the history of CLOW nationally and each province to be used for fund raising. Information to be supplied by provincial directors. Susan will contact provincial directors about providing the information. We need to talk to some professional fund-raisers about a funding strategy for CLOW. Susan will contact one before she goes on holidays.	Develop a dossier on CLOW	Provincial Dir. Greta	ASAP When info available
<u>National Day Care Conference</u> , Susan will contact Martha to be or send a delegate to the conference being held in Winnipeg.	Develop a fund-raising strategy Talk to Professional fund-raiser	? Susan	by Aug. 6
	Call Martha to designate person to represent CLOW	Susan	by Aug. 6

Mini-executive cont'd p. 2

Item	Action Required	By Whom	For
<p><u>Human Rights Meeting</u> , Susan will check to see which other women's organizations are attending. Susan will represent CLOW at the meeting, as she is travelling in that direction that weekend anyway.</p>	<p>Check with other women's org.</p>	<p>Susan</p>	<p>Sept.</p>
<p><u>Committee Appointments</u> Committee appointments for the coming year were not done at the past board meeting. Lenore requested that the mini-executive make recommendations, but the mini-executive did not feel it was within its jurisdiction to do so. Recommendations: That Susan draw up a form letter for Lenore to sent out to Board members, requesting that they serve on various committees.</p>	<p>Write form letter Send out to Board</p>	<p>Susan Lenore</p>	<p>ASAP ASAP</p>
<p><u>Executive Committee Meeting</u>, The date was set at the previous board meeting for October 16, 1982. Location and agenda will be sent out in advance.</p>			
<p><u>Shelving Unit and Fan</u> Approval was given to purchase a shelving unit for the storage room and a fan for the office.</p>	<p>Purchase items</p>	<p>Susan</p>	<p>ASAP</p>
<p><u>Updating of Publications List</u> This item was left to be discussed at a future meeting.</p>	<p>Refer to Sept.</p>		<p>September</p>
<p><u>Position Papers for Education Ministers Conference</u> Due to our financial situation, it is not possible to hire someone to write the papers. Susan will write Heather Henderson about further work on a final report. <u>Susan will develop an outline for position papers before she leaves on holiday to be circulated to the Board for comment and input.</u></p>	<p>Write Heather</p>	<p>Susan</p>	<p>ASAP</p>
<p><u>Report to Secretary of State</u> We must submit a report to Sec. State on last years activities. Susan will prepare before leaving on holidays.</p>	<p>Prepare report</p>	<p>Susan</p>	<p>by Aug. 6</p>
<p><u>Newsletter</u> Susan reported that the work is progressing but much has still to be done before leaving on holidays. This is also a priority.</p>	<p>Submit to Sec. State</p>	<p>Lori</p>	<p>in August</p>
	<p>Get Newsletter ready</p>	<p>Susan</p>	<p>by August</p>

<u>Item</u>	<u>Action Required</u>	<u>By Whom</u>	<u>For</u>
<u>Annual Report</u> Although it is important to produce an annual report, the decision was made to shelve it temporarily as its purpose is unclear., i.e., whether it is a report to the membership or whether it will be used for fund-raising purposes. Susan will discuss with a professional fund-raiser its value for fund-raising purposes.	Defer for further information collection and discussion		
<u>Dossier on CLOW</u> Greta Nemiroff, in a meeting in Ottawa with Dorothy and Lenore, agreed to edit a dossier on CLOW's history if and when provincial directors provide her with the history of the organization in each province. The dossier could be used for publicity or fund-raising purposes.	Provincial Directors to send historical information on CLOW activities to Greta. Greta will edit.	Provincial Directors  Greta	ASAP  When information received.
<u>Next Mini-Executive meeting to be held Sept. 16</u>			

CCLOW Mini-Executive Meeting Sept. 17, 1982

Present: Bette Pié, Lisa Avedon, Susan Vander Voet

<u>Item</u>	<u>Action Required</u>	<u>By Whom</u>	<u>For (date)</u>
1. <u>Women's Education des femmes</u> - considerable discussion occurred related to whether or not subscriptions should be sold. Referred to the Executive meeting - Oct. Suggested that single copies be sold for \$2.50 in Canada and \$3.50 outside Canada, and that an order form be placed on the back of the publication. It was noted that the CCLOW logo on the front of the publication did not fit esthetically with the rest of the front cover. It was included because of a previous board decision that all publications need to have the logo visible. Ask for clarification from the Executive.	Discussion/decision about sale of subscriptions	Executive	Oct.
	Put single copy order form in publication	Newsletter Ctte.	Next issue
2. Lisa requested a list of board and board members expenses for the last two years to look for possible ways to save money. Lori to collect the information. Financial projections for the rest of the year are extremely tight. With no plans or strategy to raise money from alternate sources we are facing serious problems. One of the problems has been the expenditure of monies on unbudgeted items. Lisa wishes to clarify her role as treasurer vis a vis such expenditures.	Clarification of use of logo	Executive	Oct.
	Listing of expenses	Lori	Oct.
3. A request from Doomsday Studio in Halifax, to sponsor a filmmaking project for \$50,000 was reviewed. We do not have the money or resources for sponsorship at this time. Susan will write a letter informing them.	Review of financial picture and funding needs	Executive	Oct.
	Write a letter to Doomsday re our inability to sponsor the project.	Susan	A.S.A.P.
4. <u>Japan</u> - CCLOW was nominated by ICAE to represent Canada at an international conference and study tour in Japan, organized by the National Women's Education Centre. Susan reported that Lenore had made a number of contacts for possible funding of the trip and is working hard at making arrangements. Suggestions were made that Lenore talk to her M.P. to assist in getting the			

<u>Item</u>	<u>Action Required</u>	<u>By Whom</u>	<u>For (date)</u>
money from government for the trip. The mini-executive also suggested that any one of us would be glad to replace Lenore on the trip if she should change her mind.			
5. Following the Annual Meeting, Susan forwarded a copy of the amended by-laws to Janet Stewart (CCLOW lawyer), for her assessment of whether or not we needed to modify our letters patent or register the changes with any government agency. Her response is contained in the attached letter. The mini-executive recommends that we do not amend the letters patent, but continue to use CCLOW generally, and C.C.L.O.W. only on legal documents. <u>Susan will notify Janet of the decision.</u>	Write Janet Stewart	Susan	A.S.A.P.
6. We have been asked the Judy Erola's office to suggest names of women to be nominated to a CRTC advisory board on sex-role stereotyping in the media. Suggestion: Greta Nemiroff. Susan will contact her before writing her name forward.	Contact Greta	Susan	A.S.A.P.
7. <u>Executive Meeting</u> Suggestions for the Agenda are Money; Membership Fees; Women's Education des femmes subscriptions; Director responsibilities and accountability re expenses; President Elect; Saskatchewan Director.	Put items on Executive Agenda	Susan	Oct.
8. <u>Susan's Performance Appraisal</u> As Lenore will be here during the week following the Executive meeting, the performance appraisal is scheduled for Tuesday, Oct. 19 at 6:00.			
9. <u>Report to Secretary of State for 1980/81</u> The mini-executive commended Susan for the excellent report prepared on last years activities.			
10. Some suggestions were offered about the Position Paper for the Education Minister's Conference, and will be incorporated.			
11. Application for an OCAP student will be made to assist with routine office work.	Apply for student	Susan/Lori	A.S.A.P.

# Canada's New National Training Program



## TO IMPROVE JOB PROSPECTS TRAIN IN THE CLASSROOM

### Get ahead with training

Do you feel trapped in dead-end job? Have you had trouble finding a permanent position?

Maybe it's time you thought about improving your qualifications.

Training creates opportunities you didn't have before.

Armed with better skills, you have a much better chance to land the job you really want.

With training you can find out more about your talents and abilities. You might even surprise yourself.

By experimenting in unfamiliar territory, filling gaps in your education, using new tools and developing good work attitudes, you can build confidence in yourself and go a long way towards meeting your goals.

Training can give you a new direction and help take you where you want to go.

And the time to begin training was never better, as the federal government's new National Training Program can help motivated people like you improve their employment prospects.

### Where to start

Visit your nearest Canada Employment Centre to discuss opportunities available under the National Training Program (NTP). An employment counsellor will review your work history, academic background, aptitudes and interests, so that you may be referred to appropriate training.

Courses are given in community colleges and other training centres and are paid for by the federal government. While you're on training, the federal government picks up the tab for the

course and gives you income support. The provinces look after training methods and course content.

### Requirements

To take a course, normally you must not have attended school on a regular basis for 12 consecutive months since you became an adult. However, this condition may be waived if there is a need for workers in certain occupations.

When you are referred to a course, you must have a Social Insurance card and you may be asked for a Certificate of Health and proof of previous education.

The course can last from a few weeks to one year or even longer, depending on the type of training. The new National Training Act permits workers to be trained beyond the former 52-week limit in higher-level skills, but does not include university degree training or three-year community college or CEGEP courses.

You may be excused from attending classes if you are sick, but deductions will be made from your income support if you miss classes without a solid reason.

### Types of training

A variety of courses, ranging from academic upgrading to skill training, is offered at provincial training centres. Look at what is available:

#### Basic training for skill development

Have you ever wondered how to fill the gaps in your education that prevent you from learning a solid skill.

There is a way to do it. Basic training covers grades 7 to 12 and zeroes in on mathematics, science and oral and written communication and is designed

to prepare you for specific occupational skills. Most of the courses are set up so that you can move ahead at your own speed. You can start your course as soon as seats become available and finish whenever you have reached your goal.

### Occupational skill training

Does computer programming appeal to you? How about heavy equipment operation or carpentry? These and many more occupations are covered in skill training courses.

They allow you to enter a new occupation, improve your skills or keep pace with technological changes in your job.

Most of the training takes place in a classroom but some of it is given on the job site so that you can practice and develop required skills.

### Job readiness training

Here you determine your career goal and identify ways to find a job. You also learn the skills needed to deal effectively with everyday problems.

### Work adjustment training

Through counselling and participation in work activities, you learn to set career goals and develop habits and attitudes necessary to keep a job.

### Apprenticeship training

Learning a trade such as tool and die making or heavy-duty equipment mechanics takes from three to five years but it is a good way to increase your earning power and job satisfaction. Annual salaries range from \$15,000 for a first-year apprentice to much more for an experienced, highly-skilled worker. The federal govern-

ment may pay for the classroom portion of the training. More information is available from your nearest Canada Employment Centre.

### **Language training**

If you're an immigrant, migrant Canadian or Native person who is not fluent in English or French you can take a course in either official language if it is necessary to get and hold a job.

### **Financial help**

While on full-time training, you may receive unemployment insurance (UI) benefits based on the insurable earnings from your previous job. If you are not entitled to UI, or if you must first serve a waiting period, you receive a training allowance based on established rates.

Other allowances are available to help with the cost of looking after dependants and commuting to and from the training centre.

### **You've asked us...**

...Is tax deducted from my training income?

Yes, income tax is deducted from your UI benefits or training allowance before you receive your cheque. A statement for income tax purposes will be sent to you after the end of the year, so, if you move, make certain you leave a forwarding address with your counsellor.

...What if my UI benefits run out during training?

Your benefits will be extended for the length of your training course and up to six weeks afterwards to help you while you look for a job.

...What if I am overpaid?

If you are receiving more UI benefits or training allowances than

you are entitled to, you are responsible for notifying your counsellor immediately and for repaying the difference.

**CONSULT YOUR CANADA EMPLOYMENT CENTRE IF YOU HAVE ANY QUESTIONS, PROBLEMS OR SUGGESTIONS ABOUT TRAINING AND JOB OPPORTUNITIES.**





# Nouveau Programme national de formation du Canada



## LA FORMATION EN CLASSE: L'OCCASION D'AMÉLIORER VOS CHANCES D'EMPLOI

### LA FORMATION CONDUIT À UN MEILLEUR EMPLOI

Avez-vous l'impression qu'il n'y a pas de débouchés dans votre genre de travail? Éprouvez-vous de la difficulté à trouver un emploi permanent?

Il est peut-être temps de songer à améliorer vos compétences.

La formation crée des occasions qui ne vous étaient pas accessibles auparavant.

Grâce à l'acquisition de compétences plus appropriées, vos chances d'obtenir l'emploi que vous désirez réellement sont meilleures.

La formation vous permet d'explorer vos talents et vos aptitudes et d'en découvrir certains que vous ne pensiez même pas posséder.

En abordant un territoire inconnu, en complétant vos études, en utilisant de nouveaux instruments et en acquérant de bonnes attitudes à l'égard du travail, vous pouvez augmenter la confiance en vous-même et accomplir un grand pas vers la réalisation de vos objectifs.

La formation peut vous donner un nouvel élan et vous aider à atteindre votre but.

Et c'est le temps plus que jamais de commencer, car le nouveau Programme national de formation du gouvernement fédéral peut aider les gens motivés comme vous à améliorer leurs chances d'emploi.

### Par où commencer?

Visitez le Centre d'emploi du Canada le plus près de chez vous afin de discuter des occasions offertes en vertu du Programme national de formation (P.N.F.). Un conseiller en matière d'emploi examinera vos antécédents scolaires et professionnels, vos aptitudes et vos intérêts, et verra à vous diriger vers la formation qui vous convient.

Les cours sont dispensés dans les collèges communautaires et autres centres de formation et sont payés par le gouvernement fédéral. Pendant que vous suivez des cours de formation, le gouvernement fédéral se charge des frais de cours et vous

accorde une aide financière, tandis que les provinces s'occupent des méthodes de formation et du contenu des cours.

### Conditions

Pour suivre un cours dans le cadre du Programme national de formation, un adulte ne doit pas normalement avoir suivi de cours de façon régulière pendant les 12 derniers mois depuis qu'il est devenu adulte. Cependant, il est possible de déroger à cette condition si un besoin de travailleurs existe dans certaines professions.

Lorsque vous êtes dirigé vers un cours, vous devez être muni d'une carte d'assurance sociale et l'on peut vous demander de présenter un certificat de santé ainsi qu'une preuve de vos études antérieures.

Le cours peut durer quelques semaines, une année ou même plus longtemps, selon le genre de formation. En vertu de la nouvelle Loi nationale sur la formation, la formation peut dépasser l'ancienne limite de 52 semaines dans le cas des métiers de haute spécialisation, mais ceci ne comprend pas les cours menant à l'obtention de diplômes universitaires, les cours de trois ans dans les collèges ou les CEGEP.

Vous pouvez être dispensé d'assister à des cours si vous êtes malade, mais des déductions seront apportées à l'aide financière qui vous est versée si vous manquez des cours sans motif absolument valable.

### Genres de formation

Différents cours sont offerts dans les centres provinciaux de formation, allant du recyclage scolaire à la formation professionnelle. En voici un bref aperçu:

### Cours préparatoire à la formation professionnelle

Vous êtes-vous déjà demandé comment améliorer vos compétences pour avoir accès à de meilleurs emplois?

Voici une façon de le faire. Ce programme porte sur les cours de la 7<sup>e</sup> à la 12<sup>e</sup> année, et met l'accent sur les mathématiques, les sciences et les communications

orales et écrites afin de vous préparer à occuper certains emplois. La plupart des cours sont préparés de façon à ce que vous puissiez avancer à votre propre rythme. Vous pouvez vous inscrire dès que des places sont disponibles et terminer lorsque vous avez atteint votre but.

### Formation professionnelle

La programmation d'ordinateurs vous intéresse? Peut-être avez-vous déjà songé à devenir opérateur d'équipement lourd ou menuisier? Les cours de formation professionnelle portent sur ces professions et sur de nombreuses autres.

Il vous permettent d'entreprendre une nouvelle carrière, d'améliorer vos compétences ou de vous adapter à la nouvelle technologie de votre profession.

La majeure partie de la formation se passe en classe, mais certains cours sont dispensés sur place, de sorte que vous pouvez pratiquer et acquérir les compétences nécessaires.

### Formation préparatoire à l'emploi

Ici, vous déterminez votre objectif professionnel et les façons de trouver un emploi. Vous apprenez également comment faire face aux problèmes quotidiens.

### Programme d'adaptation au travail

Grâce au counselling et à la participation à des activités professionnelles, vous apprenez à établir des objectifs professionnels et à acquérir les habitudes et les attitudes nécessaires pour conserver un emploi.

### Apprentissage

L'apprentissage d'un métier, comme ceux d'outilleur-ajusteur ou de soudeur, ou encore d'opérateur d'équipement lourd, demande de trois à cinq ans, mais c'est une bonne façon d'augmenter vos revenus et d'être plus satisfait de votre travail. Les salaires annuels varient de \$15,000 dans le cas d'un apprenti qui en est à sa première année à beaucoup plus dans le cas d'un

travailleur hautement spécialisé ayant de l'expérience. Le gouvernement fédéral peut assumer les frais de la formation en classe. De plus amples renseignements peuvent être obtenus du Centre d'Emploi du Canada le plus près de chez vous.

### **Cours de langue**

Si vous êtes un immigrant, un Canadien migrant ou un autochtone qui ne parlez pas l'anglais ou le français, selon le cas, vous pouvez suivre des cours dans l'une ou l'autre de ces langues officielles, lorsque cela est nécessaire pour obtenir et conserver un emploi.

### **Aide financière**

Lorsque vous suivez des cours de formation à plein temps, vous pouvez toucher des prestations d'assurance-chômage fondées sur la rémunération assurable de votre précédent travail. Si vous n'êtes pas admissible aux prestations d'assurance-chômage, ou si vous devez d'abord observer une période d'attente, vous pouvez toucher une allocation de formation fondée sur des taux établis.

D'autres allocations sont disponibles pour vous aider à subvenir aux besoins de personnes à charge et défrayer les déplacements entre votre résidence et le centre de formation.

### **Vous nous avez demandé...**

...L'impôt est-il déduit de mon revenu de formation?

Oui, l'impôt sur le revenu est déduit de vos prestations d'assurance-chômage ou de vos allocations de formation avant que vous receviez votre chèque. Un relevé pour fins d'impôt vous sera envoyé à la fin de l'année. Assurez-vous d'avoir laissé une adresse de retour à votre conseiller.

...Qu'arrive-t-il si mes prestations d'assurance-chômage prennent fin pendant la formation?

Vos prestations seront prolongées pendant la durée de votre cours de formation et jusqu'à six semaines par la suite, afin de vous aider pendant que vous cherchez un travail.

...Qu'arrive-t-il si je reçois trop d'argent?

Si vous touchez plus de prestations d'assurance-chômage ou d'allocations de

formation que ce à quoi vous avez droit, vous êtes obligé d'en informer votre conseiller immédiatement et de rembourser la différence.

**N'HÉSITEZ PAS À CONSULTER LE PERSONNEL DE VOTRE CENTRE D'EMPLOI DU CANADA SI VOUS AVEZ DES QUESTIONS, DES PROBLÈMES OU DES SUGGESTIONS CONCERNANT LA FORMATION ET LES OCCASIONS D'EMPLOI.**

**LERNER & ASSOCIATES**  
BARRISTERS & SOLICITORS

RECEIVED AUG 17 1982

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PLEASE ADDRESS REPLY TO

Ms. Janet E. Stewart

FILE NO. 45,335-0

August 12, 1982

CCLOW  
692 Coxwell Avenue  
Toronto, Ontario  
M4C 3B6

Attention: Susan M. Vander Voet

Dear Susan

I apologize for my delay in replying to your letter of July 14, 1982.

Under The Canada Corporations Act there is no requirement for a not-for-profit corporation to file with the Department of Consumer & Corporate Affairs changes to its by-laws.

The only real problem that I can see is that if the name of the organization is to be changed to eliminate the periods after the letters, that there will have to be an application for Supplementary Letters Patent to change the name officially.

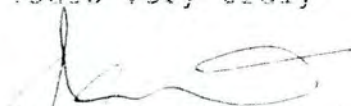
The present corporate name is Canadian Congress for Learning Opportunities for Women - C.C.L.O.W. and even if the periods are simply to be eliminated, we would have to file Supplementary Letters Patent.

It may be for the purposes of the organization itself you can eliminate the periods so long as in any legal documents the present corporate name is shown.

In order to file Supplementary Letters Patent to change the name, there will have to be a new by-law prepared which isn't a difficult process, but I would need to know the date and place of the annual meeting and the date that notices of the annual meeting were sent out. I also need to know the name of the Secretary of CCLOW although it occurs to me that maybe you as Executive Director hold that position.

Please let me know what you wish to do about this.

Yours very truly



Janet E. Stewart  
JES/jb

## REPORT TO SECRETARY OF STATE 1981-1982

The year has been one filled with activity and considerable change. Areas of activity have included further work on the constitution, planning for a conference and pre-conference activities on the impact of microtechnology on women, analyzing the National Training Act, and increased development of provincial networks. Changes have occurred in staff, office location and board structure.

### ACTIVITIES

#### Constitution

Following the inclusion of the equality Clause 28 in the proposed Charter of Rights, in which CLOW networks through their lobbying efforts played a significant role, it was necessary to activate those networks once again. In November 1981, following the First Minister's Conference, it was apparent that women's equality had been bartered away in an effort to reach consensus, through the allowance that the equality clause could be qualified, at will, through an override provision in the charter. CLOW networks across the country were activated even while the first ministers were meeting and continued to lobby throughout the months of November and December. Their primary target was the removal of the override provision from the Charter of Rights and freedoms all together. Failing that, that Clause 28, guaranteeing the rights and freedoms of the Charter equally to male and female persons, be uncompromised by the possibility of override. The latter was achieved, the former was not. CLOW networks participated energetically in the campaign coordinated by the National Office. Rallies, seminars, forums, telephone campaigns, telegram and letter-writing as well as petition campaigns were organized in coordination

with other national women's organizations. The National Coordinator traveled to six provinces to discuss and strategize with local networks regarding the constitutional crisis.

#### MICROTECHNOLOGY

A major amount of time and effort was spent in planning a national conference on the impact of microtechnology on women, in conjunction with the Canadian Research Institute for the Advancement of Women, the Canadian Federation of University Women and the National Committee on the Status of Women. A major planning meeting was held in September, 1981 in Kingston with the four organizations represented. At this meeting, objectives for the conference were developed, a general program outlined, and consensus established that the conference would be co-sponsored. A steering committee was appointed, consisting of staff and volunteers of the four organizations. Bi-monthly conference calls to continue the planning led to a national planning meeting held in February, 1982. Five members of the CLOW executive attended as well as four other members at large. The conference structure and program were detailed at that meeting as well as plans for funding, publicity and further organization. A steering committee was appointed and tasks assigned. CLOW participants at the meeting took responsibility for: a) hardware, b) co-chairing the program committee, c) organizing the Health & Safety & Education Theme d) organizing workshops in all other theme area, e) developing pre-conference seminars and educational events in all provinces, f) fund-raising in conjunction with CRIAW, g) participation in all other organizational activities related to the conference. Activity continued in all these areas of responsibility right up to the time of the conference in June, 1982.

NATIONAL TRAINING ACT

Following the release of background papers on a National Training Program, the CLOW Board and office became active in assessing its impact or potential impact on women's training. A researcher was hired on short-term contract and her work, in addition to that of the board and national office, culminated in a presentation to the Parliamentary Standing Committee on Labour, Manpower, and Immigration in June, 1982. (see enclosed).

SKILLS BANK

Binders for all Board Members were published this year, containing alphabetical lists of skills bank registrants and a list by category of expertise. A seminar on the use of the binders was given for board members. As a result, the Skills Bank was able to be used more at a local level. With the hiring of a Skills Bank Coordinator, expectations are that the Bank and Resource Centre will be much more widely used this coming year.

PUBLICATIONS

The report on the Education Connection Conference (Oct. 1980) was published this year and distributed to members and registrants at the conference. Dorothy Mackeracher's publications on Roadblocks to Women's Learning and Adult Basic Education were reprinted this year, as was Lillian Zimmerman's Women in Transition. These publications are all still in demand.

A decision was made by the board to centralize production of the Newsletter back in the National office, when the Newsletter committee reported it was no longer able to continue production. Two issues have been produced since and plans have been made for substantial upgrading of the newsletter to a publication focusing on women's education. The publication will contain feature articles of interest, book reviews, regional up-dates from the provinces, announcements of upcoming events and new publication and film resources available, as well as a feature on the Skills Bank profiling individual registrants and highlighting exchanges among Skills Bank members. There is no publication in Canada which focuses on women in education. It is hoped that this need will be filled by the new format of our publication.

#### PROVINCIAL ACTIVITIES

##### Newfoundland Network

Provincial Director Stephanie Squires. The Newfoundland network has expanded its membership from 4 to 12. They have been active in the constitutional struggle and in planning and sponsoring a workshop on Microtechnology as well as participating in the Atlantic Provinces Association for Continuing University Education (APACUE) conference at Memorial University.

##### NOVA SCOTIA NETWORK

Provincial Director Joan Brown-Hicks. One of CLOW's most active networks, it has a membership of 61. This year, the network lobbied provincial and federal governments regarding the recommendations made at the Education Connection Conference held in Halifax in 1980. They also sponsored a rural outreach



### NATIONAL TRAINING ACT

Following the release of background papers on a National Training Program, the CLOW Board and office became active in assessing its impact or potential impact on women's training. A researcher was hired on short-term contract and her work, in addition to that of the board and national office, culminated in a presentation to the Parliamentary Standing Committee on Labour, Manpower, and Immigration in June, 1982. (see enclosed).

### SKILLS BANK

Binders for all Board Members were published this year, containing alphabetical lists of skills bank registrants and a list by category of expertise. A seminar on the use of the binders was given for board members. As a result, the Skills Bank was able to be used more at a local level. With the hiring of a Skills Bank Coordinator, expectations are that the Bank and Resource Centre will be much more widely used this coming year.

### PUBLICATIONS

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project, to do assessment of women's learning needs in rural communities and to develop local networks in those areas. They have worked hard with groups of rural women to develop strategies for meeting their learning needs and to assist them in connecting with educational institutions for that purpose. CLOW members participated, on behalf of the network, in the organization of numerous conferences and workshops on community education, women and pensions, continuing education, networking, social action organizing, and women's health issues. They were also involved in promoting the development of a new guide for women and the law in Nova Scotia.

#### NEW BRUNSWICK NETWORK

Provincial Director Therese Melanson. The New Brunswick network continued to meet informally. Its members were involved in the development of programming for women through a variety of educational institutions and community organizations. CLOW members were involved in a Festival for Women weekend in Moncton. The New Brunswick membership totaled 29 this year.

#### PRINCE EDWARD ISLAND NETWORK

Provincial Director Dorothy Morris. This network, although small in numbers, (11), is big on activity. Members of the network have been involved in the production of a journal for Island women called Common Ground, (see attached), the organization of a conference on Women and Pensions, lobbying on the constitution, and the development of a Human Rights Conference, as well as planning for a workshop on microtechnology.

QUEBEC NETWORK

Provincial Director Greta Nemiroff. CLOW in Quebec with a membership of 40 organized 2 major events this year: a day of workshops entitled Options for English Speaking Women (see attached) and a bilingual one day conference on Microtechnology and Women's Employment. CLOW also co-sponsored a lecture series to supplement the exhibit of Judy Chigao's Dinner Party in Montreal. Lectures were given on Women Philosophers, Women's Spirituality, Women Writers and Women and Political Activism. CLOW joined with the Montreal Women's Network to sponsor a networking night. Members participated in an AD Hoc Committee on the Gazette, to monitor and respond to the Gazette's poor treatment of women's issues. This network was also involved in the constitution lobby.

ONTARIO NETWORK

Provincial Director, Bette Pié. The Ontario Network, because of its size (177) really functions as a number of smaller networks - geographically located in Kingston, Kitchener/Waterloo, London, Toronto, Kenora. Efforts will be made this year to establish mechanisms for linking the smaller networks with one another and for developing additional networks where interest is shown through a survey in the fall.

Kingston - represented CLOW at a regional meeting with Federal Government Departments this year.

Kitchener/Waterloo - This network consists of women from various agencies and institutions that provide learning programs for women. They sponsored a linking project, to devise ways of coordinating available information and offering it to women in the community.

Toronto

The Toronto network co-sponsored and organized 3 one-day workshops on Women in the 80's: Work, Technology and Change (see enclosed). The process of developing these workshops and their results were reported at The Future is Now Conference. Toronto members have also been involved in the development of program packages to introduce women to technology, the development of a support service network for battered women, the development of a machining training project for women as well as general programming.

Kenora

Members of the Kenora network are organizing to develop a women's resource centre in that community. Members of CLOW networks throughout the province have been active in lobbying the provincial government about the provinces plans to declare all single mothers living on public assistance employable.

MANITOBA

Provincial Director - Martha Colquhoun. This network of 24 has been meeting to explore and strategize around provincial issues. A particular concern is urban native women. The group also planned a seminar on microtechnology and will be planning other public workshops.

SASKATCHEWAN - Provincial Director, Sue Smee.

The Saskatchewan network of 54 has been active on many fronts. Their efforts in the constitutional lobby were monumental in getting their premier (the last holdout) to agree to removing the override provision on the equality clause. CLOW president Lenore Rogers and Sue Smee, the provincial Director met personally with the Premier and organized a provincial rally. The network was also successful

in lobbying CEIC to save funding for a low-income women's program. This network has been instrumental in coordinating women's project developments and lobbying and networking throughout Saskatchewan. They have been working to prepare a brief for an up-coming Federal/Provincial Education Conference. A microtechnology workshop was planned for May.

#### ALBERTA

Provincial Director, Sandra Susut. Sandra became director in January, 1982 after Terry-Anne Brydges resigned to become principal of Saskatoon Community College. Sandra has been actively developing a network in Edmonton. Membership and interest is growing. This network sponsored a microtechnology seminar. Membership - 16.

#### BRITISH COLUMBIA

Provincial Director, Claudette Everitt. Claudette became director in July, 1982 following the resignation of Marsha Trew. Susan Vander Voet attended the Women's Access Centres Conference in December, 1981; also attended by a number of CLOW members. At the conference the role of CLOW was discussed in relation to the needs of B. C. women and particularly the problems of the Access Centre program. Most members in B. C. are concentrating their energies on the development of the Centres and consensus was reached that this was the most appropriate activity at present. Claudette is communicating regularly with members via a newsletter and coordinating lobbying efforts directed at the provincial government on behalf of Women's Access.

#### ORGANIZATIONAL DEVELOPMENT

In April of 1982, CLOW received charitable status with Revenue Canada. This will enable the organization to pursue funds in the private sector for special projects.

A two day Board Development Seminar and evaluation of the organizations activities was organized in January, 1982. This seminar enabled all board members to examine the activities of the organization nationally as well as their own provincial networks. It was of great assistance in clarifying the role of provincial directors vis a vis provincial networking and project development. It was very useful, also, in developing guidelines for relationships between the Board and Board committees. A new format for Board meetings and agenda setting was designed with the help of our facilitator Marg Denis. (see Agenda Control Sheets enclosed). The discussion of Committee - Board relationships led to the developing of terms of reference for each Board Committee at the subsequent Board meeting. The terms of reference are as follows.

FUNDING COMMITTEE

Chair, Greta Nemiroff

To develop a strategy for fund raising

To find sources of funding and estimate the potential of each

To ascertain time frames in relation to application dates

To evaluate results, in relation to the strategy and in cooperation with the Board

MEMBERSHIP COMMITTEE

Chair, Joan Brown-Hicks

To be responsible for procedures handled by the national office re membership

To be responsible for letter for new members and renewal of memberships as well as reminders of renewal.

To review by-laws concerning membership and make recommendations to the Board

To work closely with the publicity committee regarding promotion of membership

PUBLICATIONS COMMITTEE

Chair, Martha Colquhoun

This is a new committee. To serve in an advisory capacity for all CLOW publications:

- to assist in planning and scheduling publications
- to establish an editorial policy
- to serve as second recourse for submissions
- to support efforts to secure materials for publication
- to establish budgetary guidelines
- to periodically review and evaluate publications

MINI EXECUTIVE

Chair, Diana Ironside

To carry out decisions of the Executive Committee and Board

To prepare recommendations on policy and program for Executive Committee and Board

To monitor on-going activities including

- budget control and reporting
- office operations day to day
- plan Executive and Board meetings
- Newsletter
- Skills Bank
- personnel matters
- other national projects

To meet regularly with the Coordinator

To circulate minutes to the Board and Executive

SKILLS BANK

In accordance with policy established by the Board, develop guidelines for the administration of the Skills Bank which promote the goals of the organization. Promote the development of the Skills Bank in each province/territory/ region through board members or designates.

Develop guidelines for recruitment of Resource Persons and Peer Partners

Develop guidelines for contracting between Resource Persons and Users which reflect the objectives of the organization.

Refer to the board for policy decision and/or action, issues and/or trends which affect the learning opportunities of women which are identified through monitoring and evaluation of the uses of the Skills Bank.

To have available a budget allocation of \$1,000 to cover expenses of telephone conferences, mailings to Skills Bank registrants, etc.

NOMINATING COMMITTEE

Terms of reference described in by-laws

EXECUTIVE COMMITTEE

Terms of reference described in by-laws

BY LAWS

A good deal of energy was spent on revising the by-laws of the organization to allow for the election of provincial representatives once every three years so that only one-third of the board would change each year. This will ensure greater continuity of board membership. Revisions were also made to allow for the election of a President-Elect each year who would automatically become president the



following year. A copy of by-law revisions is included.

#### STAFF

Part way through the year, in June, 1981, Mary Corkery left the position of National Coordinator after three years of very hard developmental work. Susan McCrae Vander Voet was hired as National Coordinator in October of 1981. Marsha Kirzner was half time secretary who divided her time between CLOW and CAAE from June to December. A full time secretary, Loretta Belovich was hired in March, 1982. A hiring process was also instituted for a part-time Skills Bank Coordinator (10 hours a week initially) to begin work on April 1, 1982. She is Sema Aksoy.

#### OFFICE

It was decided by the Executive in November, 1981 that half a room in the CAAE building on Prince Arthur was no longer sufficient space for the organization. A search was conducted and space found at 692 Coxwell Ave. in Toronto; space shared with World Literacy of Canada. The office was moved at the end of December, 1981 into four rooms at the Coxwell location. The additional space allows us room for meetings, production of the Newsletter and other publications, space for students doing placements to work and a congenial atmosphere for volunteers to lend a hand. The staff at World Literacy has been very welcoming and we have even purchased and leased equipment jointly with that organization.

#### LIASON WITH OTHER ORGANIZATIONS

A great deal of liason with other organizations has occurred this year. Throughout the constitutional crisis in the fall of 1981 liason with a multitude of national, provincial and local organizations was constant, for a period of two months.

Lenore Rogers, our president, had opportunity to meet and travel with leaders of other national women's organizations on a trip in October to visit NATO installations, sponsored by the Federal Government. Those connections and relationships have remained.

Joint Planning and co-sponsorship of the Future is Now Conference in Ottawa led to on-going liason and cooperative work with three other national women's organizations. Joint sponsorship of pre-conference activities led to liason with many educational institutions and community organizations throughout Canada this year.

#### BILINGUALISM

This year, our 'Francophone' committee established a separate organization, Action Education Femmes. Two of our Board members, Greta Nemiroff and Therese Melanson were involved in the discussions which led to the establishment of that organization. And so it was at our January Board meeting attended by one of their Board members and Coordinator that we wished them well and agreed upon mechanisms for maintaining communication and collaboration. We exchange board minutes and the two coordinators communicate regularly about issues of mutual concern, of which there are many. This event left CLOW with the question of whether or not there was a purpose to maintaining the bilingual nature of this in order to serve our francophone members and to provide for on-going exchange of information and support between English and French speaking women and adult educators. With the hiring of a bilingual Skills Coordinator, it will now be possible to offer greater bilingual service to our membership.

FINANCES - Our financial statement for 1980-1981 is attached.

UNIVERSITÉ D'OTTAWA



OTTAWA ONTARIO  
CANADA

UNIVERSITY OF OTTAWA

June 9, 1982

Please reply to:

Philippe LeBlanc  
372 Huron Street  
Toronto, Ontario  
M5S 2G4

Ms. Susan McCrae VanderVoet  
National Coordinator  
Canadian Congress of Learning  
Opportunities for Women  
692 Coxwell Avenue  
Toronto, Ontario  
M4C 3B6

Dear Ms. McCrae:

As you know, December 10, 1983 will mark the 35th anniversary of the Universal Declaration of Human Rights. In Canada, previous significant anniversaries of this fundamentally important Declaration have been marked in various ways and the celebrations were used as springboards to give added momentum to the progress of human rights in Canada.

The 35th anniversary is of special significance to Canada, coming as it does during a time of severe economic restraint, when, traditionally in human history there has been a tendency on the part of some to use economic hardship as an excuse to limit the rights and freedoms of various groups.

A small group of organizations concerned with human rights and civil liberties came together to discuss the anniversary, and concluded that it should be marked with a cooperative effort that will not only celebrate it, but also foster concrete and practical measures to advance human rights in Canada. This nuts and bolts approach would include advocacy, auditing and public participation.

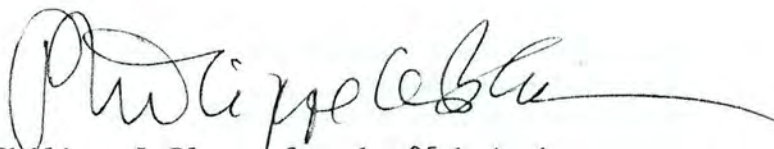
At an exploratory meeting, held on February 15, 1982, representatives of these organizations formed an Interim Planning Committee and considered that a larger meeting involving many more organizations was warranted.

This letter is to invite your organization to discuss the possibility of participating in this meeting by sending one representative who would attend a one-day meeting that is being planned for Saturday, September 25, 1982 from 9 a.m. to 5 p.m. at the Skyline Hotel, in Ottawa.

I am enclosing with this letter material that will give you more background information on activities to date, and what we are proposing for the consultation. The meeting is quite important and it is crucial that organizations such as yours consider attending, to participate from the early stages in planning and preparing for the events that will in Canada mark the anniversary.

With support from the Secretary of State Department we have been able to enter into a contract for the services of Philippe LeBlanc, who worked in the field of human rights for a number of years, who will be acting as coordinator of the consultation. He will be contacting you in the near future to discuss your interest in participating in the proposed meeting.

Sincerely,

A handwritten signature in cursive script, reading "Philippe LeBlanc", with a long horizontal flourish extending to the right.

Philippe LeBlanc, for the 35th Anniversary  
Interim Planning Committee

35th Anniversary Interim Planning Committee - Members

Magda Seydegart (Human Rights Research and Education Centre) - Chairperson  
André Lefort (Secretary of State Dept.)  
Laurent Marcoux (Canadian Human Rights Foundation)  
Gilles Pépin (Canadian Human Rights Commission) (Canadian Association of  
Statutory Human Rights Agencies)  
Marvin Schiff (Canadian Civil Liberties Association)  
Gilles Tardif (La Ligue des droits et libertés)  
Edwin Webking (Canadian Rights and Liberties Federation)

CLOW BOARD MEETING,  
JUNE 24, 1982

TYPES OF MEMBERSHIP

	<u>REGULAR</u>	<u>HON.</u>	<u>INSTITUTIONAL</u>	<u>STUDENT</u>	<u>MAILING LIST</u>	<u>TOTAL</u>
B.C.	10	1	1	3	1	16
ALBERTA	8	-	-	1	-	9
SASKATCHEWAN	11	-	1	1	-	13
MANITOBA	4	-	4	-	-	8
ONTARIO	50	2	7	18	1	78
QUEBEC	17	-	-	2	-	19
N.B.	3	-	1	-	-	4
N.S.	13	-	-	-	-	13
P.E.I.	9	-	-	-	1	10
NFLD.	3	-	-	1	1	5
YUKON	5	-	-	1	-	6
INT'L	-	-	-	-	-	-
SUB-TOTALS	<u>133</u>	<u>3</u>	<u>14</u>	<u>27</u>	<u>4</u>	<u>181</u>
					TOTAL	<u>181</u>

These figures represent CLOW membership (both renewals and new members) from April 1st, the beginning of our 1982 fiscal year, to June 23, 1982.

Approximately 60% of these are renewals.

We have 6 Francophone members to date.

No. NBS

From: (name) Sandy Susut

Date: June 15, 1982

AGENDA WORKSHEET

Subject of proposal: Relationship to "Responsiveness or Rigidity"

Background information: The CAAE is currently involved in a substantial research project to prepare a position for the fall Ministers of Education Conference. The research is looking at barriers to adult education (defined in the broadest sense) experienced by disadvantaged groups of which one is women.

Rationale: As CAAE is already undertaking this study and CLOW has had a relationship with the organization in the past could we not make good use of the process they have already initiated. *Jan Morrison, Rob Nixon*

Proposal: The CLOW consider establishing a formal working relationship with CAAE for input into this research paper.

Action requested:

- review for information
- evaluation of progress or task
- provide me (us) with recommendations
- submitted for decision
- delegation of responsibility

Is the proposed action within the authority of the groups?  Yes  No

Referred to:	Date	Finale Outcome	Date

Boon Meg June/82

1. send media list to Pam Evans
2. support for Women's Access centres in P.C.  
(note: Anne Ironside)
3. Joan Wallace: Omaha task force on part-time work.  
could present briefs to this committee  
- Are individual questionnaires available  
[through Labour Canada] - "a lot of Q  
are keeping employment by accepting part-time work
4. research on the National Training Program  
- letters to Ateworthy - show our concern
5. meet M.F. + est. contact
6. Fall Minutes of C. Conference - total 400  
- will only get 1 rep. from CUOW  
- need to try to find out what associations are  
being rep. from Alberta  
- check with indus. Educ. Min. for agenda +  
for list of org. rep.
7. find out who the ALA rep. to Fednl Educator  
do Femmes (from Greta)
8. President's Report  
mtg with Onis Anderson - NRC; Margot Eckler, CKAW  
Micheline Charlebois (new dir. of Sec. State U. K.)

each prov. director to do a 1 page history of the dev. of CCWA in ALTA.

- next mtg. Feb 4, 5, 6 Toronto

Friday - social

Sat - Bd. mtg / comm mtg / board / prov. reports

Sun - Bd. mtg / executive mtg.

- get proceedings from Vancouver National Conf -

- Jane's info from Rhode Island Renewal Institute  
(Networking w:  
strategy for social change)

- find out who is C.A.R.E. rep. in ALTA.