

Leslie's Duties

Below is a rough outline of some of my duties. What I do really depends on what the committee is up to, but the following are some of the more constant aspects of the job.

A word about the filing system. The top drawer of the filing cabinet is the active files, and the second drawer is all old stuff which doesn't get used anymore (so I won't discuss it). The top drawer is divided into two independent sections, both of which are arranged alphabetically*. The first section consists of white filefolders, whereas the second section consists of green hanging "files", each of which holds several white filefolders. The green files represent "bigger chunks" which consist of many "subfiles." For instance, the green file Research Institute holds the files "Meetings and Info.," "House Keys" and "Women's Research Bank." I'll indicate green files in the text below by underlining them.

*Almost. The green files are alphabetical except that information about the university accounts is in the last two files.

A word about documents (files) on the Macintosh. All of the committee's documents are on the disk "CCWS." Most of the documents are arranged in filefolders, so that, as with the green files above, the filefolder *Women's Research Centre* contains several small documents relevant to the Research Centre. I will indicate filefolders on the CCWS disk with italics.

Committee Meetings

-Buy coffee and tea. This cannot come out of university funds. I purchase it with petty cash money from the Credit Union account.

-Take minutes at meeting. Write them up on the Macintosh (see folder *Minutes, agenda*). Have chair look at them for errors and omissions. Photocopy and send out to committee members and Dr. Meekison (have mailing labels). Also send out agenda and any other materials that were handed out at meeting to those who were not present.

Research Centre Meetings

-Publicity: make poster announcing the meeting and send out to the mailing list ("labeldataresch") in *Women's Research Centre*. There are also sample posters in that folder. Hard copies of the posters are in "Meetings and Info." file in Research Institute green file in filing cabinet. May also want to send poster to "LabelDataCampus" which is in *Mailing Labels* on CCWS disk. (I'm not sure where this is at, as we sent out a notice to people on campus asking them to respond if they wanted to continue receiving notices and we didn't hear from a lot of people. Therefore, might want to continue sending to everyone for a while).

-May need to buy coffee, tea. Often other supplies, like paper plates, cups, napkins have been available from the Women's Program because they have received a donation or something. If not, will have to purchase these things as well. Again, do not use university funds for this.

-Take everything over to Research Centre house (11043 90 Ave.). In past, have borrowed coffee maker from the Women's Program and then returned it at the end of the evening. Plug in water for tea (in perculator which is at the Research Centre) in the afternoon so it's ready.

-Talk to whoever is coordinating the meeting to make sure they have a key to get into the Research Centre. Extra keys are in the petty cash box. Record who receives keys in the "House Keys" file in Research Institute.

Finances

University Account 64-01131

-This is the account that the committee uses the most. There is a green file in the filing cabinet called 64-01131. In there is everything relevant to expenditures from that account. The University "Manual of Policies, Procedures and Services" gives information about what forms to use for what expenditures. The manual is in the kitchen.

-I keep petty cash on hand from this account. Must keep receipts and record expenditures on the form in the "Petty Cash" file in 64-01131. Is information on petty cash fund as well as blank forms in file "Petty Cash Forms" in Forms. The key to the petty cash box is marked "PC" and is in the top right-hand drawer of the desk.

University Account 30-44850

-Haven't used this account in ages, although there is still a bit of money in it.

-The committee receives (currently they go to Marilyn) "Monthly Expenditure and Commitment Report" for each of these accounts. Marilyn gives them to me and I check them against my records, check the math and then file them. We also receive various other printouts for these accounts which I don't know a thing about - I just file them.

Credit Union Account

-Rarely use this account. Keep record of expenditures in black ledger book in bottom left-hand drawer of desk. Also, have petty cash fund from this account which is in an envelope in the petty cash box. Record expenditures in the ledger.

-Every 3 or 4 months the committee likes to see a Revenue/Expenditure Report of all accounts. Hard copies of these are in the file "Revenue/Expenditures Report." I do the report in the document "REV/EXP" on CCWS disk.

Mail

-Deal with it. Usually means filing it or throwing it out. Let the chair know about informational stuff (conference announcements, etc.) and she may suggest passing it around at the next committee meeting or photocopying it for distribution. Give things dealing with new books, etc. to the Resource Centre.

-Usually I buy stamps for mailouts, but can also send mail to the university mail system with a Postage Charge Slip attached, and they will affix postage and bill our account. The Postage Charge Slips are in a file of the same name in Forms.

Photocopying

-Keep track of the number of photocopies made for the committee in the red binder across from the photocopier (on the page just before the "Individuals" section of binder). Once a year, tally these and pay the Women's Program @ \$0.10/copy.

WOMEN'S CAREER RESOURCES

WE AT WOMEN'S CAREER RESOURCES CONSULT PRIMARILY WITH CAREER PRACTITIONERS, BOTH PUBLIC AND PRIVATE, REGARDING ISSUES CONCERNING WOMEN AND CAREER DEVELOPMENT AND WOMEN AND THE WORK FORCE.

Here are some services we can provide to you:

- provide individual consultation
- offer access to an extensive collection of resources - books, periodicals, articles, audio and video cassettes relating to women and career development
- develop training packages
- give presentations on issues relating to women and the work force

How can we be of greater assistance to you? Please send us your suggestions.

Can you suggest the names of organizations and practitioners that you know of with whom we should establish liaison? Please list them with addresses and telephone numbers.

Jeanna Baty, Co-ordinator
and
Caroline Evahnenko
Consultant

WOMEN'S CAREER RESOURCES

WE AT WOMEN'S CAREER RESOURCES CONSULT INDIVIDUALLY WITH
CAREER PRACTITIONERS, BOTH PUBLIC AND PRIVATE, REGARDING
THE ISSUES CONCERNING WOMEN AND CAREER DEVELOPMENT
AND WOMEN AND THE WORK FORCE.

Alberta Career Development and Employment
Career Programs and Resources

Women's Career Resources

Parkside Office Building

10924 - 119 Street

Edmonton, Alberta

T5H 3P5

- provide individual consultation
- offer access to an extensive collection of resources - books, periodicals, articles, audio and video cassettes relating to women and career development
- develop training packages
- give presentations on issues relating to women and the work force

How can we be of greater assistance to you? Please send us your suggestions.

Can you suggest the names of organizations and practitioners that you know of with whom we should establish liaison? Please list their address and telephone numbers.

Jessie Bell, Co-ordinator
and
Gerrilee Kabaneko
Consultant

WOMEN'S RESEARCH CENTRE MEETING

Thursday, April 14

5:30 - 8:30 p.m.

11043 - 90 Avenue

PRESENTERS: A few graduate students will give short presentations on their work. Also, a chance to discuss and envision the future of the Women's Research Centre.

Bring some money for an "order-in" dinner.

If you'd like to be put on the mailing list to receive information about Women's Research Centre events, contact Leslie Stewart at 432-3093.

RESEARCH CENTRE

Have sent publicity for March mtg to:

ASWAC

G.S.A

FOLIO

AWA Newsletter

Movement

W.S. Newsletter

Resch Centre M-L

On campus M-L (will version asking them to notify me if they want to continue receiving)

MAR. 18/88 Have sent publicity for Apr. mtg to:

Movement

- not in AWA newsletter - was too late

FOLIO

ASWAC.

RC. mailing list + on-campus list.

G. G.S.A.

WOMEN'S RESEARCH CENTRE MEETING

Thursday, March 10

5:30 - 8:30 p.m.

11043 - 90 Avenue

**PRESENTERS: Cathy Cavanaugh
Patricia Rooke**

Topic: The experience of writing a feminist biography. What is a feminist biography? How does feminist scholarship inform feminist biography?

Bring some money for an "order-in" dinner.

We are currently in the process of updating our mailing list. If you would like to continue to receive information about Women's Research Centre events, please contact Leslie Stewart at 432-3093, or drop a note to her at 11019-90 Avenue, Campus mail.

January 29, 1988

Coordinating Committee on Women's Studies
University of Alberta
11019 - 90 Avenue
Edmonton, AB. T6G 2E1

Cathy Cavanaugh 433-3723
9218 - 116 Street
Edmonton, AB. T6G 1R1

Dear Cathy,

I am writing to confirm the details of the March meeting of the Women's Research Centre at which you will be presenting your research. The meeting is scheduled for **Thursday, March 10, 5:30 - 8:30 p.m. at 11043 - 90 Avenue**. The meetings are quite informal with time for socializing and discussion of the researchers' work. We ask those attending to bring some money so that we can order something in for dinner.

I have enclosed a copy of the poster announcing the February meeting of the Research Centre which you are welcome to attend. I will call you soon to ask for a one sentence description of your research topic, so that I can include it on the March flyer.

Please feel free to call me if you have any questions.

Sincerely,

Leslie Stewart
Administrative Coordinator
Coordinating Committee on Women's Studies
(432-3093)

January 29, 1988

Coordinating Committee on Women's Studies
University of Alberta
11019 - 90 Avenue
Edmonton, AB. T6G 2E1

Dr. Patricia Rooke
Department of Educational Foundations
5-106 Education North

Dear Dr. Rooke,

I am writing to confirm the details of the March meeting of the Women's Research Centre at which you will be presenting your research. The meeting is scheduled for **Thursday, March 10, 5:30 - 8:30 p.m. at 11043 - 90 Avenue**. The meetings are quite informal with time for socializing and discussion of the researchers' work. We ask those attending to bring some money so that we can order something in for dinner.

I have enclosed a copy of the poster announcing the February meeting of the Research Centre which you are welcome to attend. I will call you soon to ask for a one sentence description of your research topic, so that I can include it on the March flyer.

Please feel free to call me if you have any questions.

Sincerely,

Leslie Stewart
Administrative Coordinator
Coordinating Committee on Women's Studies
(432-3093)

Sent to:

DR. M. P. BROWNE (A.W.A. Newsletter).
437 EDUCATION S.

RON THOMAS

FOLIO

423 Athabasca Hall

GRADUATE STUDENTS' ASSOC.

206 NORTH POWER PLANT

ASWAC

~~PO~~ BOX. 1573 TSJ 2N7.

MOVEMENT

COMMON WOMAN BOOKS

WOMEN'S RESEARCH CENTRE MEETING

Monday, February 8

5:30 - 8:30 p.m.

11043 - 90 Avenue

PRESENTERS: 1) Vangie Bergum
2) T.B.A.

Bring some money for an "order-in" dinner.

If you'd like to be put on the mailing list to receive information about Women's Research Centre events, contact Leslie Stewart at 432-3093.

WOMEN'S RESEARCH CENTRE
UNIVERSITY OF ALBERTA

WOMEN'S RESEARCH BANK
INFORMATION FORM

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

NOTE: This form will be reproduced as is. Please type or print legibly.

NAME: _____

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

ADDRESS: _____

PHONE: _____

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

BRIEF DESCRIPTION OF PROJECT:

DATE/EXPECTED DATE OF COMPLETION: _____

Dec 7.

Leslie

The graduate studies association
is currently considering a position paper
written by Florene Gladfield, Ed Adman
grad student (4913), and John Berger, Ed Adman,
which advocates a grad program
in women's studies on campus. I've
invited ten to the research
center meeting, and given them
our names and numbers. The
president of G. S. A. (who I talked
to about this) is Annette Richardson,
history, 2175.

Cal,



to: Shirley Neuman

date: November 27, 1987

our file:

from: Leslie Stewart
Administrative Assistant
Coordinating Committee on Women's Studies

your file:

subject:

If the December issue of the Women's Studies Newsletter will be distributed prior to December 10, would you please include the following information:

The next meeting of the Women's Research Centre will be:

Thursday, December 10
5:30 - 8:30 p.m.
Women's Program and Resource Centre
11010 - 90 Ave.
Pot Luck

Presenting their research will be Barbara Evans and Marilyn Assheton-Smith. For further information, please contact Leslie Stewart at 3093.

Thank you.

Women's Research Centre: A Centre for Feminist Research and Analysis

(Currently a project of the Co-ordinating Committee on Women's Studies)

The first meeting of the Centre, Thursday October 22 at the Women's House
Time 5 P.M. to 8: 30 P.M.

Potluck Supper for/from us all (Ursula Franklin says should be our view of feminist methodology, or the feminist research process, where all share in the work and pleasure). Meet and visit.

Marj Holmgren and ? to talk about their research on women's depression

Diana Chown to talk about her work getting her great-aunt's story told.

Mair Smith and ? to talk about their work with regression

If time, Marilyn Assheton-Smith to talk about her upcoming research on Gender, Native Status, Schooling and Paid Labour (employment).

Does anyone else want to talk about their reseach now?

Some talk about next steps and stages. Should we meet again in about a month? What should we do? Was this meeting and time okay?



to: Members of Advisory Committee on Women's Studies date: August 20, 1986

our file:

from: Leslie Stewart

your file:

subject: September meeting, courses brochure

The next meeting of the Advisory Committee will be on Wednesday, September 17, 10:00 a.m. - 12:00 p.m., at the Women's Program and Resource Centre.

Enclosed are 20 copies of the 1986-87 Women's Studies Courses brochure. If you have any suggestions as to where/whom they should be distributed, please give me a call.