

**Coordinating Committee Agenda,
August 26, 1987.**

- ✓ 1. Approval of the Agenda
-someone to take minutes
- ✓ 2. Round, catch-up
- ✓ 3. Approval of the minutes of June 24, 1987.
- 4. Business from the minutes

a) Guidelines for WS Courses - Admin guidelines

b) Meekison contact

c) Film Series ok

d) Budget - ok -

e) Administrative Assistant ✓

f) Folio advert re new members

g) Research Institute work done

-meeting with Marg Clarke

↳ -contact with housing people →

-meeting with Shirley Neuman and Cathy Bray

h) Research Institute work to do

-develop procedure for selecting research projects

-develop brief "strategy" paper (i.e. how do researchers begin to get involved, what are first steps for the work)

-develop realistic time-line

-develop Chez Nous committee

-continuing fund development work

5. Other business

-attendance at meeting on Research Institutes, October 1st

(sponsored by SSFC, CWS, and CRIAW).

-anything else?

6. Next meeting date...

Can we change to Tuesday September 8 at 9 a.m.?

Can we get out time tables before that meeting and select dates for the rest of the academic year?

Helen
Linda
+
Lisa
Jean
Vergie

(return)

Himi
Dorci

**Coordinating Committee
Tentative Budget, 1987/88.**

This must be treated as tentative because I still have not had the time to fully review the accounts. I believe, however, that the figures used below are close to the actual balances.

Total in Trust Account.....	\$16,614.38
Total in Credit Union Account.....	\$1591.36

Credit Union Account to be treated as reserve, no budgeted items against it.

Proposed Budget

1. Administrative Assistance at 20 hours a week September to April = \$800 a month.....	\$6,400.00
(Actual cost will be slightly higher)	

2. Computing Costs, at \$30 a month	\$360.00
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3. Rental of Space, at \$50 a month	\$600.00
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4. Photocopying Costs at \$30 a month	\$360.00
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5. Film Series Costs	\$400.00
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6. Misc advertising etc. at \$30 a month	\$360.00
	\$1,000.00
	<u>\$8,480.00</u>

10 hrs / Month →
10 hrs → Res
10 hrs → Res Inst

FW and ER in cont
12 hr 6 hrs + 7 + labor

October 1988 to spend

This budgeting, if we can be close to these figures, would give us about two years to get the research institute off the ground (i.e. to use up the total of our allocated funds). If we expend more heavily we will need to raise additional funds or we will have less time.

Let's get you back to higher Fed...

**Co-Ordinating Committee on Women's Studies
Report from Marilyn Assheton-Smith
August 26, 1987.**

1. Note to Peter Meekison, June 24
2. Contact with Housing Office re: Research Institute Space
3. Meeting with Marg Clarke, July 20
4. Meeting with Shirley Neuman, July 21 and August 19.
5. Meeting with Rosemary July 29
6. Meeting with Gerlinde Sauker from University of Saskatchewan (Jean Lauber and I).
7. Contact with Fran Hare re: film presentations.

Coordinating Committee Work for Leslie, fall 1987.

1. Minutes of meetings, calling to remind people to attend; agenda to be prepared by Marilyn and Rosemary and get to Leslie a few days in advance.

2. Accounts...should we do a "journal" on the MacIntosh?
(Still need to be done for Meekison, and for detailed budget)

3. Assisting with publicity etc for public meetings (not to handle technology if rooms and access to equipment is inappropriate).

4. Marilyn or Rosemary to run interference with payroll people.

→ 5. If time, prepare list of women academics who are serious about women's studies; perhaps on the MacIntosh. 106 ^{list}

6. What else? What other arrangements?

7. What salary? $\$11^31/h = 0.10 \text{ hrs} = \text{cost of about } \$12.55/\text{hr.}$

Wed mtg - Agenda item

→ film series publicity -

→ Fund organizational details

→ comm profile -

} 2 flyers -
public event announcement.

**Coordinating Committee Agenda,
December 15, 1987.**

1. Approval of the Agenda
2. Approval of the minutes of Nov 18, 1987.
3. Subcommittee on Dissemination of Research Information(Cathy, Bridgette, Leslie)
4. List of committee members of selected women's committees on campus.
5. Research Meeting of December 10
6. Report on meeting with Meekison; subcommittee?
7. Space
8. Report from Arts Committee on Women's Studies
-Fund Raising proposal
9. Graduate student's workshop on Research
10. Budget
11. Sharon Jamieson on computer networking
12. Other Business (Round)
13. Next meeting date and time; set for January to May term.



to: Marilyn Assheton-Smith

date: January 15, 1988

our file:

from: Hope Olson

your file:

subject: **Coordinating Committee on Women's Studies**

I have hesitated to write to you because I have enjoyed and appreciated my membership on the Coordinating Committee on Women's Studies. However, I find myself over-committed and have, as you know, been unable to fully participate in the committee's work. I have felt personally uncomfortable with this neglect and am sure the committee would profit further from a more active member. Therefore, I feel I must resign from the committee, though regretfully.

Thank you for the sense of feminist community you have offered. I have valued it particularly and, though not a member of the committee, would still be pleased to help with specific tasks if I can be useful.

HO:fk

