

Estimates based on 250

REVENUES

<del>CRIAW Grant loan</del>	<del>\$14,000.00</del> 8000.00
Canada Council	1,000.00 → went directly to invited speakers (Maxine, Nicole, Marguerit
DAWN - Signing	4,000.00 (2 signers - per diem x 2.5, accom., transp from New Brunswick
* - Transportation	1,000.00 (wheelchair van) <del>1,000.00</del>
Province of P.E.I. (Fr. Services Secretariat)	10,080.00 (translation)
Province of P.E.I. Fees (estimated)	3,360.00 (Advisory Council - office space, photocopying, telephone, milit
Fundraising	16,750.00 (based on 250 participants)
* Health & Welfare	2,000.00 (local)
S.S.H.R.C. Grant	10,000.00
C.E.I.C. (Grants to Voluntary Org.)	3,000.00 (actual 6500.00)
Miscellaneous	10,000.00 (actual 7000.00)
Total Revenues	0.00
	75,190.00

EXPENDITURES

Meeting Rooms	
Fri. eve	0.00
All day Sat - 10r	600.00
All day Sun - 7r.	600.00
Total Meeting Space	1,200.00
disposal space 40.00/day/table (x 3 days)	
Meals	
Fri. eve Refresh.	1,025.00
Sat. Lunch	2,990.00
Sat. Banquet	4,494.40 ✓
Sun. Lunch	2,990.00
3 Nutrition Brks	2,250.00
Total Meals	13,749.39
Child Care (60)	750.00 (had only 10 children) (approx 50000 incl. meals)
Transportation	
Van Rental	1,000.00 (to: from airport)
Audio-Visual	
Equipment	
Operators	1,000.00 ✓
Translations	
French-English	
Promotion	{ 3,470.00 }
Interpretation	{ 4,720.00 } actual approx 14,000.00
Equipment	{ 5,250.00 }
ASL Signing	4,000.00 (actual 2,725.40) (325.00 per diem x 2.5) x 2 plus travel, accomodatio
Photocopying (on site)	1,000.00 (actual approx 200.00)
Total Site	36,139.39

\* Sec. State:  
[25,000.00 Total]

7,000.00 paid directly to several disabled ♀ to pay plane fare, registra accomodation etc. - persons contracts with sec. state we didn't ever receive this 18,000.00 to us, of whi 4,000.00 went to ASL signing 1,000.00 to van rental 13,000.00 to disabled ♀ sisters & speci equip. needed e

Alberta Law Foundation  
- provided 25.  
- C31  
- mandatory net.  
- GST

↓ Ask Cyn. Thea Weaver for recommendations  
1006 Garwood Ave  
Winnipeg MB  
204-474-0047

Winnipeg  
1006 Garwood Ave  
Photocopying - Canon  
Publication  
GST

Representation

PUBLICITY COMMITTEE		
Promotion	400.00	
Brochure Printing (2,000 copies)	663.45	} Advisory council, Queens printer.
Stationary, Stamps	2,000.00	
Logo Design (Camera Ready)	300.00 ✓	
Total Publicity	3,363.45	
HOSPITALITY		
Expenses	1,000.00	✓ honorarium for performers, hosp. suite rental. Van rental to & from airport / non disabled women.
Total Hospitality	1,000.00	
PROGRAM COMMITTEE		
Call for papers (printing & dist)	250.00 (close)	
Program (printing)	500.00 (some Queen's printer)	
Travel/Accomd. (Invited Speakers)	5,000.00 (pd. by Sec. state & Can council)	
Travel/Accomd. (Presenters)	6,000.00 actual approx 55000.00 non disabled presenters	
Misc.	250.00	
Total Program	12,000.00	
FUND RAISING COMM.		
Expenses	1,000.00	some postage, copying - Ad. Council → co-ordinators responsibility
Total Fund Raising	<del>1,000.00</del>	
NETWORKING W/LOCAL WOMEN'S GROUPS		
Expenses	1,000.00 (200.00 ?)	some travel, telephone, mailing.
Total Networking	1,000.00	
OTHER EXPENDITURES		
Editor - Conf.		
Proceedings	6,000.00	
Conference co-ord.	10,000.00 (plus 1000.00 bonus :)	}
Assistant co-ord.	1,000.00	
Fee Subsidy	4,687.16 (for local women)	
Total Other	20,687.16	
TOTAL EXPENDITURES	75,190.00	

- \* NOT IN BUDGET
- Registration kits (approx. 800.00) → LOTS of long distant phone calls 20000.00
  - office expenses - telephone, photocopying, paper supplies etc  
(provided by Ad. Council)
  - Assistant co-ordinator (hired 3 wks. prior to conf. 1000.00)
  - Displays (hotel charged us 40.00/day, portable - we rearranged the fee, higher for govt groups, less for volunteer groups - hotel charged for "set-up" time - in all, 3 days each table but we had charged <sup>groups</sup> for only 2 days... so we lost here!)
  - Donation to St. John's Ambulance 250.00 for being on hand all week-end plus hotel room rental further ~~1600.00~~ 1600.00.

Disk: Agathe Gaulin  
file: ICREF

1991 CRIAW / ICREF CONFERENCE

- DECEMBER 12, 1990 -

PRESENT:

Sushila Samy  
Agathe Gaulin  
Marilyn Assheton-Smith  
Christiane Spénard-Godbout  
Noreen Bell  
Pat Eglinski  
~~Susan .....~~  
Carol Murray

What has to be done:

Location:

- select location
- accomodation
- food on site
- child care
- physical set-up: facilities, equipment
- translation: Fr/E/ sign
- recruiting volunteers

Program:

- Speakers, presentations, moderators
- list of women who have given papers
- keynote speakers, catalyst theater
- programming: when, who
- recruiting volunteers
- print program

Budget:

- study budget from past conferences
- determine fees, make budget
- fund raising
- recruiting volunteers

Extracurricular:

- resource fair
- taping: video/audio - use court reporters
- promotions, door prizes
- tours, side trips
- NFB - premiere, film room
- nurturing room: massage, music
- recruiting volunteers
- get from CRIAW a list of women who have given papers

Publicity:

- mailouts to registrants
- media
- package for participants

Registration:

- advance
- on-site

Volunteers identified:

Women's Resource Center:  
registration (advance and on-site)

Christiane Spénard-Godbout:  
French translation of written material



1991 CRIAW/ICREF CONFERENCE

DECEMBER 20, 1990

PRESENT:

Agathe Gaulin  
Marilyn Assheton-Smith  
Carol Murray

1. Discussion focused on Marilyn's report comparing facilities at the Hilton and the Ramada. Marilyn indicated that although the Hilton has greater aesthetic appeal, the requirement that we have over 100 occupied rooms at \$90 per night (double occupancy, i.e., 200 guests staying at the Hilton) or pay \$2900 for the conference facilities puts the Hilton at greater financial risk for the Conference budget. Members present also discussed at length the seating capacity for break-out rooms at each facility and determined that although the Hilton has marginally better facilities, Marilyn suggested that the Ballroom at the Ramada could accommodate "round table discussions" in which those not interested or not able to find seating at one of the regular sessions could hold informal discussions on preselected topics. Members present also discussed the problem of seating capacity for meals at the Ramada and suggested that lunch might be held in shifts and that if attendance figures were substantially over the 400 person capacity of the Ballroom, a rival trip to WEM could draw excess crowds away from the Saturday evening banquet. General consensus was reached that the Conference should be held at the Ramada.

Attached is a representative selection of comparative statistics.

2. Administrative tasks with a reasonable degree of urgency attached:
  - a. Contact CRIAW to request our \$2,000 advance (Marilyn).
  - b. Inquire as to facilities for French language at the Ramada (Members).
  - c. Produce and distribute address and phone listing of Committee members (Agathe).
  - d. Cancel tentative bookings at the University of Alberta and the Hilton (Marilyn).
  - e. Contact the Conference Centre at the U of A to request that they cancel room bookings made by the Centre.
  - f. Begin publicity - direct mailout locally (Research Centre mailing list); Calgary, Lethbridge, Red Deer - consider some rewording to our original submission to

CRIAW newsletter reflecting changes suggested by Pat and others  
 - suggestion that a subcommittee be formed, particularly in consultation with Peggy Graham - perhaps Peggy could be seconded (through the Advisory Council on Women's Issues) to provide all our written material

- g. Write Apple Canada to request a software program for the registration procedure
3. Marilyn reported that she has E-mailed CRIAW in Ottawa for the mailing lists from other Conferences.
4. It was agreed that the next meeting should be held on January 9, 1991 at the Ramada in order that all members become familiar with the facilities.

### HOTEL STATISTICS

<u>ITEM</u>	<u>HILTON</u>	<u>RAMADA</u>
	\$	\$
<u>Room Rate</u>		
Regular (2 persons)	100	84 (69 for 1)
Discount per 100	90	-
<u>Facilities</u> (per day)		
Ballroom	1200	-
Break-out rooms	2900	1680
Discount for occupied rooms		
- 101+	1450	200
- 76-100	-	570
- 51-75	-	940
- 26-50	-	1310
<u>Seating Capacity</u>		
Ballroom	600	400
Others	24-150 (8 rms)	25-70 (7 rooms)
Total	609	290

**CRIAW Organizing Committee**  
Minutes of Meeting January 9, 1991

Attended by: Marilyn Assheton-Smith  
Noreen Bell  
Pat Leginsky  
Carol Murray  
Sushila Samy

- Began with good news that Barbara Roberts and Barbara Spronk of Athabasca University will be joining the organizing committee. *at the end Feb.*
- Discussion around choosing Ramada Renaissance as conference site. Carol reported on this decision. The only variable from the Hilton is the number of rooms booked, not on space, that affects conference cost. Menu was unavailable, but was to be looked at later. Ramada Renaissance meeting rooms hold 25, 25, 60, 30, 40, 40, 70 and will house 290 altogether. Tables will be removed if requested. Possibility of overflow tables in ballroom available for use. Other overflow possibility is restaurant that is not used on a regular basis.
- Questions arising around table:
  - Wheelchair accessibility?
  - Display areas - how many?
  - Is there a commuter from the airport? \$8.50 - \$9.50?
  - Are we the only group booked that weekend?
  - Is the staff unionized?
  - Childcare space?
  - Audio/video equipment availability?
  - Translation - space?
  - Space for sign interpreters?
- We then met with Brenda Haig and had tour of the facilities until 5:45. All questions were answered affirmatively except unionization.
- We reconvened and Sushila asked about money for the conference. Pat reported where the money came from for PEI and we had discussion about where the dollars go.
- PEI: Coordinator worked 

March-June 3 days/week	}	\$10,000.
July-August 1 day/week		
Sept-Nov 3-4 days/week		
- Preliminary presentation to the CRIAW Board will take place at June meeting.
- Hiring of coordinator **must** be done by end of February
- We closed the meeting with the decision to meet on Thursday, January 17 at 4:00 p.m. at the Research Centre.
- To be focused on: timelines
  - coordinator 1) hiring 2) who
  - strategies for further calls for papers
  - intended committee structure



1991 CRIAW / ICREF CONFERENCE

- JANUARY 28, 1990 -

PRESENT:

Agathe Gaulin  
Marilyn Assheton-Smith  
Pat Leginsky  
Carol Murray

1. SPACE:

After visiting the Ramada, the Hilton and the Westin, the committee has decided on this last hotel for space and financial considerations.

2. BUDGET:

We have received a copy of the P.E.I. conference budget. Marilyn will transfer it onto her computer for future adjustments.

3. PROGRAM:

Friday night: "crackerbarrel" session followed by a local musician or comic.  
Saturday a.m.: key-note speaker  
night: banquet, show, dance (?)

4. BROCHURE:

We want to produce a first brochure publicizing the conference. It should include the name of the key note speaker, a registration form and a separate sheet for another call for papers. Leslie Stewart will be contacted to prepare it.

5. MEAL PLANNING:

Reception (finger foods)	Friday night
coffee, tea, muffins	Saturday a.m.
lunch	Saturday noon
banquet	Saturday p.m.
coffee, tea, muffins	Sunday a.m.
lunch	Sunday noon

6. NEXT MEETING:

February 6th at 4:00 p.m.

AGENDA:

Key-note speaker  
Fundraising coordinator  
Areas for papers  
Brochure content  
Account & signing authorities



**CRIAW Conference Committee      Agenda, Feb 6**

- + **Who is here, who has been called, additional members.**
  - Laurie Blakeman, Shushella, Peggy Graham, Grey? others?
- **Minutes of last meeting**
- **Chairing process**
- **Calls to all hotels**
  - Westin and 150 rooms,
- **University conference centre @ \$30 per participant**
- **Spreadsheet re finances/budget; basic plan**
- + **Program Planning**
  - Proposal from CRIAW group (Pat Chuchyk/Lethbridge] - link to Quebec?
  - + Contact with other "interested/interesting" groups
    - PEI and women with disabilities
    - Yellowknife and Native women- Bill C31? or what? (show video)
    - Toronto and women and racism
    - Keynote speakers, possibilities
  - Women and legal structures/universalism/particularism e.g GST
  - Women and Health (Universal knowledge? Midwifery? etc)
  - Women and sexuality.... in the women's movement?  
Elsewhere? Canadian Lesbian forum would likely organize a session, and/or local groups... could we link to sessions on heterosexuality? ( Ann McGrath discussed this at length in relation to participation in the women's movement at a session I was in years ago) bisexuality? the celibate choice? and so on. What do each of these "locations" do to our action, our theorizing, our working together as women?
  - Women's Research Network in Quebec (Ann's friend who was here; Maria de Konick).... Women's Research networks in Canada
  - Something on literature, the arts? Maybe Calgary women to do? or Jan et al?
  - Entertainment
  - Crackerjack session
  - "network contact structure" for submissions... extend

- Meal planning...
- Child-care (for volunteers/staff; for participants)
- Fund-raising; writing the proposal(s)
- Hiring for administrative work
- + **Publicity**
  - Brochure work
  - Peggy Graham?
- + **Making the space work for us (site planning)**
  - maps, Westin and city centre, Edmonton, from airport, to Jasper
  - renaming rooms
  - reorganizing the decor
  - signs, signs, signs
  - press room
  - nerve centre
  - put your feet up, visit, rest
- **Displays**
- + **Registration desk**
  - Apple Canada (call)
  - U of A offer
  - Hiring now; developing procedure, staffing tables
- **Proceedings of the conference**

Note for CRIAW conference committee, from Pat Chuchryk, Lethbridge

Message: 2367317, 47 lines

Posted: 11:27am MST, Wed Jan 30/91, imported: 11:45am MST, Wed Jan 30/91

Subject: conference

To: userID=ASSH

From: chuchryk@HG.ULETH.CA

Marilyn,

Here's the longer message I promised.....

1) We (Lise, Joanne, Carolyn, Stella and I) had a very productive meeting. We clarified the objectives of our proposal for Edmonton, developed strategies and a plan of action, as well as a framework for proposal writing. We also developed a two stage plan (stage 1 - Edmonton; stage 2 - Toronto) since we thought it impossible to implement all of our ideas for november.

2) OUR objectives are the following:

- to build bridges and contacts between women's grass roots groups in Canada and similar groups in other parts of the world (CRIAW a facilitator)
- to learn how to do the above within Canada
- to continue our ongoing process of the redefinition of "development"
- to participate in building a global feminist network
- to continue the process of building bridges between research and the women's community
- to develop models of action research

3) To assist in meeting our objectives we plan to seek funding to assist a number of women from organizations in the "third world" to participate in a panel and in a round table

4) The panel would consist of representatives from MATCH, CRIAW, and two or three "third world" organizations. We would like this to be a plenary session....our title is SPINNING LOCAL THREAD/WEAVING GLOBAL FEMINISM

5) The round table would include many other organizations (as many as we get funding for). It would be a regular session during the conference. The title is GLOBAL PERSPECTIVES ON CHANGING LOCAL COMMUNITIES: SHARING EXPERIENCES.



We would like to get feedback from the organizing committee. We would also like the organizing committees feedback and assistance with regard to the strategies you might be using for identifying interested grass-roots women's organizations particularly in Alberta, to involve them in the conference.

One more thing....I am exploring provincial sources of funding (since I am in Alberta and so will the conference) as well as private sector funding sources. We do not want to compete for the same money that conference organizers might be applying for so we need to coordinate. I should have more information on this next week.

Thanks and let me know what you and the organizers think about our ideas.  
Pat Chuchryk

Next, history, delete, reply, help, etc.?

@reply

?It looks wonderful Pat. Our organizing committee meets again on Wednesday  
?next and I will present the plan. One of our agenda items is to try to  
?identify one or two "high profile" speakers that we can use in our brochure;  
?we did not come up with names yesterday but maybe some could come in with  
?your proposal (like Rosemary Brown, for example). We are to bring in a  
?possible list to our next meet ing. Also, we will consolidate our fund-raising  
?plans at that meeting, so we should be able to identify where we might  
?compete/ that was one of our concerns.

?Will get back to you in the middle of next week; there is a CRIAW executive  
?meeing in ten days in Ottawa so I will discuss it all with the office at that  
?time.

?Aint' e-mail wonderful? Also, I really like the linking to Toronto; we thought  
?of trying to do a little on race/racism in a way that would project towards  
?Toronto, and it might be useful for more than one session to do that but I  
?think it important that at least one do it. - We are expecting a few women to  
?be sent "from

? " the PEI meeting, women with disabilities, and if we reached back to  
?the NWT (which makes sense for us in Edmonton) we might be able to integrate  
?all of these themes in some really good way. I am beginning to get a tiny  
?bit excited; it has been slogging here to get the basic work done but with that  
?now partly behind us we can get on to the really work/fun... the program!

?Marilyn

?



## 1991 CRIAW / ICREF CONFERENCE

February 6, 1991 Organizing Meeting

Present : Marilyn Assheton-Smith, Noreen Bell, Carol Murray,  
Laurie Blakeman, Sushila Samy, Agathe Gaulin

### 1. Publicity

Brochures - logo and symbols were discussed.

It was decided that 1 brochure will be sent out with call for papers with registration information

2nd brochure will be sent out with registration info and with a tear-out section for pre-registration

Leslie Stewart (who was present) will work on the brochures

### 2. Program

Program will be finalized between April 15 and June 1, 1991

\$300 - \$400/- to be paid to Leslie for the brochures

Following keynote speakers were suggested together with entertainers :

X Rosemary Brown - Executive Director MATCH

Riane Eisler

Ethel Blondin - Yukon

Judy Rebick - NAC

Marion Dewar

Nancy White

Connie Kaldor

Heather Bishop

Jennifer Berezan

Celebration of Women In the Arts  
Edmonton Women's Music Collective  
Carol Johnson  
Belanger & Co.  
Faith Nolan

### 3. Fundraising

Julie-Anne Legras was suggested as a possible fundraising co-ordinator. Laurie Blakeman will check with Julie Anne to see if she is available April - June/91

Other sources of funding will have to be looked into

### 4. Lethbridge Women

Would be advised to go ahead and apply for funding from International development agencies.

Would be asked to check with this committee if applying for funding from local sources e.g. Federal/Provincial Govt. and other local agencies.

## 5. Co-ordinator

It was decided to hire a student as a part-time co-ordinator to carry out the day to day tasks of organizing. The position was offered to Noreen Bell and Carol Murray on the committee. Carol accepted the position and will start immediately.

Will work 4 - 6 hours per week and will do the following :

- phoning and reminding members of meeting
- responding to letters on the conference
- starting files for the conference
- will be one of the signing authorities for the conference funds

## 6. Signing Authorities

Carol Murray, Marilyn Assheton-Smith, Agathe Gaulin and Noreen Bell agreed to be signing authorities for the conference account

## 1991 CRIAW / ICREF CONFERENCE

20 February 1991 Organizing Meeting

### PRESENT:

Sushila Samy  
Agathe Gaulin  
Noreen Bell  
Carol Murray  
Laurie Blakeman

1. We discussed Leslie Stewart's designs and agreed that the "softer" (yellow background/gray "screen") version was more in line with what we require. We agreed that Leslie should be given free rein to determine stock and 2 or 3 colours. She will report back to us.

2. Carol and Noreen "volunteered" to write the text of the brochure. The Committee attempted to identify the major blocks of information required:

**KEYNOTE SPEAKERS** - Laurie pointed out that Rosemary Brown is already giving a keynote address at the Mental Health Conference so that perhaps we should reconsider. Laurie also reported that she had been unable to contact Riane Eisler. We discussed the possibilities raised by Marilyn in her note to the Committee (i.e., Claire Bonenfant, Maria de Konink, Charlotte Bunch, Glenda Simms, Ethel Blondin) and thought that perhaps Glenda Simms and Claire Bonenfant would make a good "tag team" (**Laurie will follow up on Glenda Simms and Christiane, via Agathe, will contact Claire Bonenfant**). However, general agreement was given to the idea of going ahead with the brochure regardless of the lack of confirmed keynotes with a thought to securing good "draws" by waiting rather than rushing the decision for a brochure deadline.

**ENTERTAINMENT** - Agathe has spoken to Cheryl Ackerman regarding the possibility of the Edmonton Women's Music Collective being involved in "orchestrating" an evening of big name entertainment. Cheryl was in general agreement but suggested that we might want to get confirmation from Pauline Belanger on her return. (**Agathe to follow up?**) Agathe also contacted Carol Johnson who with Barb Lauber would be willing if we provide the space and the captive audience. She also suggested we contact Nancy Poole (V.P. Celebration of Women in the Arts) which Laurie had already done. The Committee felt that these women could very well form a coalition and work together on this.

Tentative decisions were reached regarding financing: \$110 registration fee of which \$5 would cover the entertainment fee. Members of the general public would be charged \$8-10. This would

give us a guaranteed budget of \$1500 (\$5 X 300 attendees - conservative estimate). Given this, perhaps the "coalition" could get back to us with a short list of available persons (Agathe to follow up?).

**PANEL OF CHAIRS** - The Committee was in general agreement regarding Marilyn's suggestion of a panel of Chairs of Women's Studies Programs across the country. Perhaps Sunday in lieu of a keynote. A few names - Pat Prestwich, Simon Fraser, OISE, Monique Begin.

**TONE** - Laurie suggested that the brochure should emphasize that it is not necessary to be an academic to be considered a researcher and that we aim to represent a diversity/plurality of voices. Also that "papers" could include artistic presentations, slide shows, etc. Noreen expressed concern that we encourage women from diverse ethnic backgrounds to attend/present and that the brochure attend to the broader language question (than just French/English).

3. A bank account for Committee business has now been opened with Canada Trust at the 109th St./82nd Ave branch.

4. The next meeting was set for Monday, March 11, 1991 at 4:00 P.M.

**AGENDA ITEMS:**

1. Follow-up on brochure, keynotes, entertainment.
2. Address finance/budget questions.
3. Broaden program base - suggestions



CRIAW/ICREF CONFERENCE COMMITTEE MEETING

25 April 1991

PRESENT:

Agathe Gaulin  
Marilyn Assheton-Smith  
Barbara Roberts  
Barbara Spronk  
Pat (Leginsky) Rasmussen  
Christiane Spenard Godbout  
Sushila Samy  
Carol Murray

1. Nancy Foole, Carol Johnson and Barbara Lauber presented a draft proposal for entertainment for the Conference (copy attached). The choir will sing four or five different songs and will include many women musicians from the local Edmonton community. Jennifer Berezan will give a one-hour concert. Some discussion followed re: French content and it was agreed that there would be one French song in each of the major acts and much more in the dance segment of the evening.

2. Agathe reported on the applications for the Coordinator position. The Committee received 7 applications and had created a short list of three women. These would be interviewed over the weekend and the new Coordinator would begin the following week.

3. Agathe encouraged members to solicit at least 2 letters of support each in order to assist in fundraising efforts. Members were in general agreement with Agathe's proposal, and many suggestions were put forward and discussed around the table.

4. After much discussion, it was agreed that the registration fee would be:

\$120 - early registration  
150 - regular registration  
75 - low income

all with a \$50 registration fee. All figures include GST.

The question was raised of whether presenters are required to pay fees and it was determined that they are (except keynotes). A follow-up letter to presenters should make this clear as well as delineating the "logistics of the Conference."

5. Carol reported on Jim O'Dell's daycare arrangements. The question was raised regarding bilingual child care and it was decided that we could provide a bilingual worker if necessary. Again, the next brochure should make it clear that we require preregistration, but that there is no additional charge for the daycare service.

6. Carol reported on the "official airline" competition; it appears there is little to distinguish one major airline from another in this regard. Barbara Roberts raised the issue of bilingual in-flight announcements on Canadian flights and it was agreed that we should go with Canadian but strongly emphasize our desire for this service (despite policy protestations Barbara R. suggests that this is not always carried out).

7. Marilyn reminded the Committee that there is the possibility of receiving 2 free bed-nights from the Westin for high early registration. The Committee discussed the options of using these as prizes in a draw or in assigning them to women on an as-required basis.

8. The next meeting will be held on Monday, May 6, 1991 at 4:30 at the Women's Research Centre.

## **Proposal to CRIAW for Conference Entertainment**

<b>Submitted by:</b>	Nancy Poole	483-4743
	Carole Johnson	428-8159
	Barb Lauber	433-0039
	Pauline Belanger	424-6889

### **Our Goal:**

- To provide an evening of feminist entertainment for the CRIAW conference participants and interested women from the Edmonton community, on Saturday November 9th.
- To provide entertainment which is linked to the conference theme "Thinking Globally and Acting Locally", and which re-energizes women to carry on their feminist commitments when they return to their local communities.

### **Proposed Entertainment:**

- 1) A choir of approximately 24 women representing the Notre Dame de Bananes choir as well as other women performers from the feminist community in Edmonton (and perhaps Regina). These women would lead the audience in singing of 6 feminist songs adapted from standard tunes by the former Women's Good Time Boogie Band of Regina. Lyric sheets for these tunes would be distributed.
- 2) A 1 hour concert by Jennifer Berezan, formerly of Calgary. Jennifer's music is particularly well suited to the CRIAW theme. See attached promotional material on her work.
- 3) A dance featuring highly danceable, recorded feminist music, following the live entertainment.

## Proposed Budget

### EXPENSES

#### Performer fees

Jennifer fee	\$ 750	
Jennifer transportation	\$ 250	
24 Choir members		free admission to entertainment
1 MC		free admission to entertainment

#### Technical needs

Sound equipment	\$ 250	
Lighting equipment	\$ 100	
Sound technician		tax receipt from CRIAW for \$75

#### Publicity

Design/printing of flyers	\$ 125	
Design/printing of tickets	\$ 25	
Advertising	\$ 75	(support to feminist groups for adding flyers to mailouts)

#### Honoraria

Ticket agents	\$ 50	
Producer fees		admission to CRIAW conference for 4 producers

*Total Expenses \$1,625*

### INCOME

From registration fees	\$1,000	
Ticket sales	\$ 625	( based on 75 tickets @ \$10 for employed & \$7 low income)

*Total Income \$1,625*

#### Notes to the Budget:

- The producers will make every attempt to keep precisely to this budget. However should the expenses be higher, it is expected that the revenue to cover the increased expenses would come from the 2 sources listed.
- It is expected that CRIAW will commit to providing a set amount of \$1,000 from its registrations. However, if the other income is higher than anticipated, then the amount received in excess of expenses, would be reimbursed to CRIAW



CRIAW/ICREF CONFERENCE COMMITTEE MEETING  
MAY 6TH 1991

PRESENT: Sushila Samy, Pat Leginsky, Laurie Blakeman, Agathe Gaulin, Marilyn Asheton-Smith, Carol Murray, Barbara Spronk, Noreen Bell, Marcelline Forestier

1. New coordinator

Marcelline is presented and welcomed to the committee.

2. Signing authority

Motion is made that Marcelline Forestier be added as signator for account with Canada Trust.

Proposed by Barbara Spronk

Seconded by Noreen Bell

3. Entertainment package

After brief discussion of entertainment package proposal submitted by Nancy Poole and company, the committee accepts the proposal but asks that a French song be included per major act. We also accept the budget as proposed with no exceptions. A letter of acceptance will be sent to Nancy Poole with the proposed budget attached to the letter. We will also ask for two interim written reports indicating changes, if any, to the entertainment program. These reports should be submitted to the committee on July 1st and October 1st.

4. Reports of sub-committees

Programme committee

The programme committee has started to establish a series of themes in which the submissions can be placed. The themes proposed are: Women and the State, Gender and Development, Power and Trust, Developing Voice and Body Impolitic. The committee will meet again May 27th.

Funding Committee

Barbara Spronk informs us that Athabasca University will be giving us \$2800.00 for the conference as well as providing us with the folders for the information packages. The fundraising proposal is now with Julie Anne Legras. She is away for the next ten days. The committee proposes that letters of intention be sent to Secretary of State and Women's Secretariat pending our official request for funding. It is also proposed that letters of support be requested from Athabasca University, University of Alberta and

2...

various women's groups.

Marilyn mentions that SSHRC (Social Sciences and Humanities Research Council of Canada) conference grants should be applied for by June 15th. Carol and Marcelline will review list of submissions to determine who is eligible.

Registration :

Pat reports that at the cost of \$10.00 per registration it is possible to register all our participants through the FEIS system (Faculty of Extension information system). This system enables people to use their VISA or MasterCard for registration fees. It also allows us to make lists of registrants in various modes. The committee agrees to make use of the FEIS system and to specify in brochure a phone number for information and a phone number for registration.

Video:

The question was raised of whether or not we should hire someone to do a video of the conference. After discussing costs and availability of video producers, Noreen and Laurie agree to make contacts to explore the possibilities.

5. Plan of summer work to be done:

The next brochure should be sent to the printers by July 1st. Peggie Graham will be contacted and advised of future meetings. The following details will be provided by:

child care: Robyn and Marcelline

registration: Pat

room bookings: Noreen and Marcelline

airline registration: Marcelline

programme: programme committee

translation of brochure: Christiane

translation and sign language services: Barbara Spronk and ?

Brochure must also give information about financial subsidies available (if any) as well as alternate accomodation. Carol will contact Debbie Foster to see if she can help set this up.

All the brochure information must be submitted to Marcelline no later than May 30th. The material for the brochure will be reviewed with Peggie Graham at our meeting on June 6th.

Future meetings of CRIAW/ICREF Conference Committee will be:

Wed. May 22nd at 4:00 p.m.

Thurs. June 6th at 4:30 p.m.

Thurs. July 4th at 4:30 p.m.

Thurs. Aug. 1st at 4:30 p.m.

Tues. Sept. 3rd at 4:30 p.m.

Tues. Sept. 17th at 4:30 p.m.

Tues. Oct. 1st at 4:30 p.m.

Tues. Oct. 15th at 4:30 p.m.

Tues. Oct. 29th at 4:30 p.m.

Marilyn informs us that she will be unable to attend the CRIAW/ICREF national meeting in Ottawa on June 15th and 16th. A replacement must be found.



## AGENDA

### CRIAW/ICREF CONFERENCE COMMITTEE

WEDNESDAY MAY 22ND, 1991

1. Identification of specific interest groups that have not as yet responded to calls for submissions
2. Formation of sub-committees to attract specific presenters such as:
  - a) visible minorities
  - b) francophone women
  - c) native women
  - d) disabled women
  - e) black women
3. Identification of chairs for concurrent sessions
- ③ 4. Overview of material needed for publicity brochure
5. Determination of who pays fees during conference (conference committee members, volunteers...)
6. Reports from sub-committees.  
Establishment of timelines and important deadlines for each sub-committee
- ② *video report*
7. Alternate plans if funding is not forthcoming
8. Distribution of submissions brochure

**CONFERENCE SCHEDULE**

**Friday November 8th, 1991**

5:00 - 7:30 REGISTRATION

7:30 - 8:00 WELCOME ADDRESS/ORIENTATION

8:00-10:00 ????

**SATURDAY, November 9th, 1991**

8:00 - 10:00 REGISTRATION

9:00 - 10:00 KEYNOTE

**10:00 - 10:30 BREAK**

10:30 - 12:00 SESSION 1 (a, b, c, d, e, f, g, ...)

**12:00 - 13:15 LUNCH**

13:30 - 15:00 SESSION 2 (a, b, c, d, e, f, g, ...)

**15:00 - 15:30 BREAK**

15:30 - 17:00 SESSION 3 (a, b, c, d, e, f, g, ...)

18:00 - 19:00 RECEPTION

19:00 - 20:30 BANQUET AND AWARDS

20:30 AWARDS



**SUNDAY, November 10th, 1991**

9:00 - 10:30    ANNUAL GENERAL MEETING

10:30 - 11:00    BREAK

11:00 - 12:00    KEYNOTE SPEAKER

12:00 - 13:30    LUNCH AND MUSIC?

13:30-15:00    SESSION 4 (a, b, c, d, e, f, g, ...)

15:00 - 16:00    WIND-UP/DOWN

## CRIAW/ICREF CONFERENCE COMMITTEE MEETING

Wednesday May 22nd, 1991

PRESENT: Noreen Bell, Agathe Gaulin, Barbara Roberts, Carol Murray, Pat Rasmussen, Marcelline Forestier, Barbara Spronk

Agenda changes:

1. Identification of specific target groups that have not as yet responded to calls for submissions
2. Formation of sub-committees to attract specific presenters
3. Identification of chairs for concurrent sessions

The above agenda items will be reviewed by program committee at a later date.

### FUNDING:

Noreen suggest that Julie Anne Le Gras be invited to next meeting to give us a sense of sources of funding which will be tapped for the conference.

Agathe informs us that the \$10,000 from CRIAW national office is not necessarily flow-through money as was first believed. The money does not have to be reimbursed but a deficit at the end of the conference must be avoided at all costs.

After a short discussion it is decided that all committee members will pay registration fees except those who are conference staff; some financial assistance may be put in place and made available to committee members.

Given the tough economic times and keeping in mind that fundraising may be very difficult, Noreen will rework the conference budget to estimate a rock bottom figure necessary to hold the conference.

### SUBMISSIONS

Submissions deadline will be extended to June 30th to allow CRIAW/ICREF membership to respond. Will try to have labels from national office couriered to us a.s.a.p.

...2

Marcelline will contact Marilyn to arrange to have submissions sent to her on E-mail forwarded to someone else while she's gone.

Next CRIAW/ICREF conference committee meeting:

Thurs. @ 4:30: June 6th, July 4th, Aug. 1st

Tues. @ 4:30: Sept. 3rd, Sept. 17th, Oct. 1st, Oct. 15th, Oct. 29th.



ADDENDUM TO MINUTES OF CONFERENCE COMMITTEE MEETING, May  
22, 1991

Following a review of our budget , the committee engages in a cost-cutting exercise should we be obliged to cut certain items pertaining to the conference. Here is a list of suggestions:

1. Xeroxing registration brochure rather spending money on printing.
2. Pause-santé: cut down on coffee breaks and have coffee in morning and water in afternoon.
3. Instead of hiring someone to do a video, invite all participants to take pictures and following the conference the pictures can be assembled into an album.
4. Slash publication of conference proceedings but keep a networking list with names of presenters and papers.
5. Have meatless meals.

## AGENDA

### CRIAW/ICREF CONFERENCE COMMITTEE

THURSDAY June 6th, 1991

1. Report on fundraising from Julie-Anne Le Gras
2. Review and comments on registration brochure with Peggie Graham
3. Progress reports from Marcelline and Noreen
4. Basic principles of access pertaining to various areas such as:  
financial access,  
academic/community-based emphasis,  
inclusion of black, native, multicultural, handicapped and  
francophone women.

MINUTES CRIAW/ICREF'91 CONFERENCE MEETING  
THURSDAY JUNE 6, 1991

PRESENT: Agathe Gaulin, Barbara Spronk, Carol Murray, Marcelline Forestier, Pat Rasmussen, Sushila Samy, Noreen Bell, Julie Anne LeGras, Peggie Graham

Julie Anne opened the meeting reporting on fund raising. She emphasized the need for specific goals to be established for the conference and how important the research and action component is for proposals. Each committee member received a funding proposal that Julie Anne has created and she requested that we call her with any suggestions for tightening or making it more practical.

A general discussion followed around who and where to approach for funding and the feasibility of each. The CRIAW financial statements for the past year are required and Agathe will get them when in Ottawa in mid-June.

Some the organizations to be approached are Allard, Clifford E. Lee, Alberta Law Foundation, Wild Rose, Muttart, NFB, City of Edmonton, Canadian Women's Foundation. Pat Rasmussen will approach the University of Alberta Conference Funds division. Noreen Bell is to ferret out the Canada Council Grant information.

Discussion around the possibility of filming the CRIAW conference followed. Peggy Graham suggested the Grant McEwan students and Julie Anne gave information on Chris McDowell who filmed the Women in a Violent Society Conference in Banff. Noreen is to follow up on Chris' phone number.

In general Julie Anne emphasized the neccessity for speed in the fund raising area.

Marcelline will be putting the proposals received to date in themes to facilitate Julie Anne's decision on which organization to approach. Pat asked what our critical times are, Julie Anne responded that the crucial issue is really when the various organizations make their decisions.

Brochure discussion: Noreen will make a mock-up to test the Canadian Postal system waters re: cost of mailing and size of envelope required.

Peggie suggested that more meat of the conference be put into the brochure. She will look at the proposals to get the meat and will get



the copy to Carol by Monday, June 10. It will then go to Christiane for translation and then to Leslie Thursday, June 13. Peggie will look into paper costs and the brochure should be at the printer by Monday, June 17. Cost estimates for 5000 brochures will be gotten from Athabasca University, a private printer and the University of Alberta. Mail out will happen June 30. Labels will be ordered now. The issue of postage arose and Pat will set up an account at the Women's Program for our mailing costs. This account will be reimbursed when monies available.

Discussion about registration form format and content followed.

Barbara Spronk will write French and English Book sources offering display tables at the conference. The cost of renting a table will be \$75.00 for profit presses and \$25.00 for non-profit. Noreen will check with Laura at the Westin to see if more tables can be had. At this time we know there are 15. Barbara Spronk reported that there is a bibliography on bibliographies in Women's Studies available for free for distribution at the conference. Barbara Spronk also passed around the agreement between CRIAW and the company responsible for the translation services at the conference.

Marcelline and Noreen reported on their various areas and the progress therein (or lack of). The major tasks have been letter preparation for the SSHRC grant; preparation of the registration brochure, correspondence with the presenters, general office duties, as well as responses to various enquiries regarding the conference.

A general discussion followed about general access to the conference to accomodate inclusion of all women. From this discussion came ideas about approaching specific groups to request that they present. Each committee member self-selected a particular group to approach. Pat had already approached the Black Women's Congress. The Committee also suggested a constitutional panel including native and francophone women. Carol will work on a native women proposal for the programme committee.

In order to make the conference more financially accessible, a fee of \$20.00 for half days was approved.

**Minutes of CRIAW/ICREF'91 Committee Meeting.**  
**July 4, 1991.**

**Attending:** Carol Murray, Julie Anne LeGras, Marcelline Forestier, Cathy Meade, Marilyn Assheton-Smith, Agathe Gaulin, Pat Rasmussen, Noreen Bell, Sushila Samy.

Welcome to Cathy Meade!

The meeting began with a report from Julie Anne on fund raising. Details in seperate attachment.

Marcelline reported on what has been happening in the CRIAW/ICREF office since the last meeting. The brochure is to be ready Tuesday July 9, 1991; the enclosures will also be prepared at that time and the package should be mailed out. There was a complication in that Printing Services on Campus closed down without warning and they have 5000 envelopes that are for the mailing. This will be looked into and monitored rather than purchase another 5000 envelopes at this time. All the labels are ready. Carol Murray will do the Women's Research Centre mailout and Barbara Roberts will mail out the Women's Studies Association (postage paid by A.U.). The mailout will be done at a bulk mail rate and through the mailroom at U. of A. Extension.

The officual airline for the conference has been changed due to poor quality service of Canadian.

Marcelline was preparing to meet with Elaine McCoy along with Marilyn and Agathe.

There was discussion around the Canada Council Application. A cheque for \$2000.00 arrived unsolicited from CRIAE National.

Marcelline had been in contact with Glenda Simms' office and received a list of her speeches which was circulated at the meeting. Glenda will address women and racism and the diverse location of women in relation to research, community, the women's movement from the perspective of race. Claire Bonenfant will be present on Saturday. She may have to leave on Sunday.

A publicity blurb will go into the Federation des femmes newsletter. General office duties, accounting and answering enquiries have been a major part of her time.



Noreen reported that the SSHRC application was mailed June 29. She will be responsible for the registration for the conference and will be setting up a procedure for this with the expert help of Susan Boychuk at the Women's Program. There is a possibility that Noreen's hours of work may increase while Marcelline is away and that was clarified with the committee. Discussion followed about publicity and Noreen is to contact Peggie Graham to check on some things.

Carol reported on behalf of the Program Committee. The committee is meeting regularly and at the point of slotting times. The submissions continue to arrive. The committee meets again on July 9.

A question had been raised about the apportioning of any freebies we might have to offer for the conference as well as the question of inviting disadvantaged women to attend the conference and then not being able to help them pay or waive their fees. This was diaried for closer to the conference when we have a better idea of monies available.

Marcelline reported that she had been discussing the French content of the entertainment with the entertainment people. This was resolved and she will get back to them on this.

She also reported that Yellowknife had been notified at the very last minute that their translation funding was not forthcoming. Discussion followed. Clarification of the charges for tables at the conference was \$75.00 or \$25.00 per day depending on profit/non-profit status of the organization. Edmonton Learner Centre wants to sell their t-shirts etc. at the conference.

Marcelline showed an idea for the conference kit: a bag with the logo on it and a handle which would be modified so it could be hung over the shoulder. The hotel is going to be sending more menus for us to look over, including a buffet.

The next general meeting of CRIAW/ICREF'91 is August 8th at 4:30.

AGENDA

CRIAW/ICREF CONFERENCE COMMITTEE, August 8th, 1991

1. Budget revisions
2. Fundraising
3. Report from Marcelline
4. Report from Noreen and program committee
5. Projection of work and timelines for next few weeks



**Minutes of CRIAW/ICREF '91 Committee Meeting  
August 8th, 1991**

**ATTENDING:** Marilyn Assheton-Smith, Laurie Blakeman, Sushila Samy, Barbara Roberts, Carol Murray, Marcelline Forestier

**1. Budget revisions:**

The meeting began with an update on the budget. Laurie informed us that our deficit now stands at -4903.00. Upon reviewing the budget, the following comments and clarifications were made:

B. Roberts mentioned that Athabasca University would be giving us \$200.00 more to bring their total grant to \$3000.00.

\$6000.00 has been cut from salaries which previously totalled \$22,000, publicity and brochures costs which previously totalled \$12,500 has been cut to \$7500.00.

Laurie requested that we review the price of meals to assure ourselves that this amount is correct.

Marilyn noted that speaker fees should read speaker costs.

Laurie also suggested that we calculate cost of audio-visual technician in our a/v equipment cost.

Laurie will continue to revise the budget and update us at forthcoming meetings.

**2. Fundraising**

Sushila reported that she contacted following organizations:

Secretary of State: no commitment as yet on money from regional level

Women's Bureau, Labour Canada: money not available (there is a bursary program called "Marion V. Roy" but deadline for applications was March 31st).

Alberta Government Telephones: Marilyn and Barbara suggest they will work together on organizing a "feminist electronic workshop" and go after funding from AGT

Health and Welfare: no money available but perhaps a workshop dealing specifically with seniors would enable us to get money from "New Horizons"

Edmonton Community Foundation: their deadline has passed and if we do apply we would not receive money before the conference

...2

Marilyn also mentioned that she is actively approaching various groups and organizations as well as her U of A contacts to solicit funds in any way, shape or form.

### **3. Report from Marcelline:**

Marcelline was away on holidays from July 8th to July 23rd. Mail-out of registration packages occurred week of July 15th. Mailout included CRIAW membership, Alberta Advisory Council, MATCH, Womens' Research Centre, Women's Studies Association and Women's Resource Centre. Postage for last two listed was paid by Athabasca University.

Time was spend on revision of Julie Anne's files, revision of budget, various responses to correspondence and requests received in the office.

Request for \$4000.00 was sent to CRIAW national. We have \$3000.00 to come for a total of \$15,000.

Met with Peggie Graham regarding publicity. Publicity campaign will be threefold:

1. August: sending out a blurb to newsletters and periodicals asking them to announce our conference in their upcoming events
2. Mid-september: news release to be sent to all media announcing "CRIAW is coming..."
3. Mid-October: second news release "Here's what you'll miss if you're not there..."

Handbills will be distributed during Fringe and other upcoming events, working on getting a poster made, will set up interviews on various radio and t.v. programs.

Marcelline mentions that it is very important that committee members do everything possible to promote the conference - offer yourselves as speakers to various activities, conferences, hand out information about the conference and just generally be very pro-active in the promotion of our event.

...3

**4. Report from Noreen and program committee (please see attached report).**

The committee agrees to allow Janice Williamson to launch her book at the conference. We suggest Friday, November 8th, from 1800 to 1900. A room will be provided for her launch but the committee does not wish to undertake the organization of the launch itself. This information will be transmitted to Janice.



Report for the August 8, 1991 CRLAW/ICREF Meeting  
Noreen Bell

Registrations are beginning to arrive and this is a very good feeling. Along with these registrations the odd donation comes so there are women out there willing to share their good fortune. To date we have received 6 registrations totalling \$800.00 and \$100.00 in donations. An alphabetic by last name file called REGISTRATIONS (original and catchy) has been set up on the MAE and photocopies of the registration forms will be inserted into the blue binder kept on my desk for easy reference, alphabetically by last name as well. A procedure guide will be kept inside the binder. The cheques will be deposited happily. The original registration forms will be kept in the file cabinet (just a little contingency move).

Debbie Foster has taken on the Display Committee responsibilities. We met last week and she is running with it. There are already women willing to help and she has talked to Barb Spronk re: liaisoning with committee, etc. Deb will give a formal progress report in September. Until then anything that we receive regarding displays is to be forwarded to her. It has been agreed that administrative support will come from this office, however Deb has a computer at home and will do the letters and negotiations with display requesters from home. She is also in contact with Laura at the Westin.

Janice Williamson has requested the opportunity to launch her book at the conference. She had been speaking with Barb Roberts about it and left me a note at home. I think she thought the meeting was August 1 so all I have done is confirmed with her that this idea will be discussed at the August 8 meeting and I will get back to her after that.

Barbara Roberts and I met for one glorious afternoon of "grouping" the papers and had many laughs as well as accomplishing lots. This process had begun at the previous Program Committee meeting so we were building on the work already done. The Program committee is struggling with space and slotting right now but it appears that it is falling into place. There is no doubt that this is going to be a wonderful conference. There are 15 paper groupings of three as well as workshops, roundtables and panels. Roundtables incorporate 4 papers and the panels and workshops require 90 minute slots. There will be careful cross-checking to determine that no presenter(s) gets lost in the shuffle.



The program committee has not set a time for another meeting and we need to meet again. Pat is on holiday until September and Barb Spronk will be unavailable until after August 15. My suggestion is that we meet during the week of August 19?

Letters of acceptance and negotiation will be forwarded to the presenters. As there is no promise of \$\$\$ to help women get here they are on their own in that area and consequently we may experience a drastic attrition rate. This remains to be seen. Marcelline and I will be working on these letters next week.

Time has been taken up with telephone calls and miscellaneous tasks. There were two errors on the SNEAK PREVIEW; letters of apology have been forwarded to Deb Shogan and the Khyatt and McMahon team (Make sense of our self and self-worth...). These women will receive notes of apology in the final program as well.

Telephone calls that are coming in re: financial assistance or fee waivers (not from presenters) are being handled as follows: explain that there is not a great deal of money available to us and we cannot commit ourselves to anything as yet. However request that they send in their registration form with request for waive or financial assistance and we will advise them as soon as possible on the possibility. Please advise if any changes to this are requested.

There has been no response from SSHRC as yet.

I am planning on taking the week of August 26 through August 30 off from everything and I will resume work September 2.

Thanks!



	YR TO DATE	BUDGET	%RECEIVED
<b>REVENUE</b>			
CRIAW	8000.00	15000.00	53.33%
Fees	0.00	35000.00	0.00%
Display Table Fees	0.00	460.00	0.00%
U of A	0.00	2500.00	0.00%
Athabasca U.	0.00	2800.00	0.00%
Govt of AB (Secretaria	0.00	2000.00	0.00%
AACWI	0.00	2800.00	0.00%
SSHRC	0.00	6500.00	0.00%
Translation	0.00	10080.00	0.00%
Misc	2020.00	2000.00	101.00%
Gst Net	162.96	387.00	42.11%
<b>TOTAL REVENUE</b>	<b>10,020.00</b>	<b>79,527.00</b>	<b>12.60%</b>

		BUDGET	%EXPENDED
<b>EXPENSES</b>			
Coordinator	3146.00	12000.00	26.22%
Clerical	2260.50	4000.00	56.51%
Contract Fees	550.00	1000.00	55.00%
Publicity/Brochures	2149.12	7500.00	28.65%
Fundraising (fee)	1650.00	1700.00	97.06%
Working Sessions/Adm	45.00	2200.00	2.05%
Office Expenses	506.91	2000.00	25.35%
Bank Charges	49.46	130.00	38.05%
GST Paid	162.96	1000.00	16.30%
Hotel Rentals	0.00	2800.00	0.00%
A/V Equip	0.00	1000.00	0.00%
Meals	0.00	22600.00	0.00%
Travel	0.00	1000.00	0.00%
Speaker Fees (SSHRC)	0.00	6500.00	0.00%
Childcare	0.00	1000.00	0.00%
Reg. Kits(listings, etc)	0.00	1000.00	0.00%
Translation	0.00	14000.00	0.00%
Entertainment	0.00	1000.00	0.00%
Misc (loans)	610.00	2000.00	30.50%
<b>TOTAL EXPENSES</b>	<b>11,129.95</b>	<b>84,430.00</b>	<b>13.18%</b>
<b>SURPLUS/(DEFICIT)</b>	<b>-1109.95</b>	<b>-4903.00</b>	<b>22.64%</b>



## **Minutes of CRIAW/ICREF '91 Committee Meeting September 3rd, 1991**

**ATTENDING:** Laurie Blakeman, Barbara Roberts, Barbara Spronk, Cathy Meade, Agathe Gaulin, Marilyn Assheton-Smith, Noreen Bell, Marcelline Forestier, Diane David (Alb. Adv. Council on Women's Issues)

### **1. Budget Revisions:**

Committee discusses various possibilities in order to save money on meals such as having meals elsewhere than the Westin, coupons for delegates eating at Eaton Centre etc... Noreen will check with Westin to see how the reduction in meals will affect our room rates.

Translation costs are also discussed. One possibility is to cancel contract with professional translators and hire local people. B. Spronk will inquire to see what penalties are, if any, for cancelling translators. Equipment cost alone for translation is \$6300. Agathe will contact Secretary of State regarding our request for translation funding.

### **2. Fundraising:**

Marilyn reports that she is continuing her efforts with U. of A. A request for \$2500 will be made to AGT to put on a computer session during conference. Alberta Law Foundation will be contacted to see if they will fund our keynote speaker Claire Bonenfant. Marilyn also reports that her research assistant is available to CRIAW for conference work. Oil companies and women's groups will also be solicited for funds as well as the Canadian Women's Foundation and Levi Strauss. Marilyn will update CRIAW national on our projected deficit at the next CRIAW national meeting in September and will ask them for help regarding corporate sponsorship.

### **3. Report from Programming Committee**

B. Roberts reports that all submissions have been grouped and that time slotting is the next step and will happen in the next few days. Presenters will then be contacted with information on scheduling and times allotted for presentations and question periods within each session.

Discussion follows regarding follow-up on Claire Bonenfant's keynote address. Susan Jackel will be contacted and asked to organize a session on "Women and the Constitution" including Claire Bonenfant. It is noted that we may designate this a closed session to the media.

#### **4. Report from Marcelline and Noreen:**

Marcelline informs committee that publicity work has been started with distribution of handbills at various locations and information about conference has been sent out to various periodicals and newsletters. A news release will be sent out to all media in mid-September.

All presenters were contacted informing them of acceptance of their submissions, that funding for their travel etc. was very limited and asking them to confirm their presence as soon as possible.

Discussion followed as to whether it would be worthwhile for us to try to sell advertising in our conference programme. It was decided that this would be too time-consuming and would not generate much money.

Noreen reports that she is looking into having T-shirts made up to sell as well as to offer to our volunteers. Registrations are coming in every day and a system for registration has been set up. Noreen also mentions that we'll need assistance in assembling registration kits. Marilyn mentions that her research assistant could be of help.

#### **5. Walk-through of conference weekend:**

Athabasca University is sponsoring the crackerbarrel on Friday night. Cash bar will be open before and after crackerbarrel. During crackerbarrel, women will be seated at tables to discuss various topics. These topics will be circulated at next meeting. Coffee, tea and cookies will be served.

Laurie mentions that members of her advisory council will be available as chairpersons throughout the weekend. M.C. has not yet been confirmed for Saturday evening. A room will be set aside for conference committee to meet throughout the weekend supplied with copier, fax, phone and computer.

Cathy Meade requests a list of what our volunteer needs are for the conference.



## **Minutes of CRIAW/ICREF '91 Committee Meeting September 17th, 1991**

**ATTENDING:** Marilyn Assheton-Smith, Agathe Gaulin, Pat Rasmussen, Laurie Blakeman, Sushila Samy, Cathy Meade, Noreen Bell, Marcelline Forestier, Barbara Roberts

### **1. Budget Update and Hotel Concessions**

Translation services have been cancelled with Susan Ouriou and Renée Rivard has been contacted to hire local interpreters. She will submit a estimate of costs. We are still responsible for fees of interpreters of Ouriou's company if they are unable to find work for the weekend of Nov. 9-10. We have submitted a \$5000.00 request for translation money with Secretary of State. One option for cutting costs would be to cut down to one translation booth. This decision will be taken at a later date.

The hotel has agreed to provide lunch at \$8.75 and reduce the room rate to \$70.00. This reduced room rate will be announced in the CRIAW newsletter. We have 72 official registrations to date.

### **2. Fundraising:**

B. Spronk and B. Roberts have contacted Robert Blaiken of Athabasca University to solicit funds from their list of corporate sponsors on our behalf. Two hundred and forty corporations will be contacted. The AGT proposal for a computer workshop has been sent in. Marilyn is doing follow-up with U. of A.

### **3. Volunteers:**

Cathy Meade has undertaken volunteer coordination. Cathy, Marcelline and Noreen will meet to discuss areas where volunteers will be needed and how many. They will also discuss what we can offer the volunteers in return for their time and effort.

### **4. Responsibilities of each committee member:**

(will be discussed at another meeting)

### **5. Reports from Marcelline and Noreen:**

Marcelline reports that with the help of B. Roberts, all presenters have been grouped and slotted into four concurrent sessions. There are 55 presentations in total. The preliminary program will be sent out to presenters in the next few days indicating to them who they are presenting

...2

with and when. Translation issue has been dealt with as outlined in item 1 of minutes. Much time was spent on negotiations with Westin and Inn on 7th hotel. News release has been written and is ready to be sent out. A list of volunteer requirements has been prepared and will be discussed with Cathy and Noreen.

Noreen reports that registrations are going well. She has also inquired about costs for T-shirts. Other freebies for the conference are being solicited as well as inquiries into costs for badges and bags for delegates. We are looking for another volunteer to take over the display tables since Deb Foster is unable to continue to do this work for us.

All join in to wish Marilyn a HAPPY BIRTHDAY.

Next meeting is Tuesday, October 1st at 4:30 p.m.

## **VOLUNTEER LIST - CRIAW CONFERENCE NOVEMBER 8-10, 1991**

### **PRE-CONFERENCE:**

1. Preparation registration kits
2. Signage (Ann)
3. Display tables (Debbie Foster)
4. Day care (Robyn Blackadar)
5. Publicity (Peggie Graham)
6. Billeting
7. Special displays ie stained glass, art, Person's Case
8. T-shirts

### **CONFERENCE:**

#### **HOSPITALITY AND LOCAL INFORMATION COMMITTEE - HOSTESSES:**

Assign companion to keynote speakers.

Hospitality desk adjacent to registration area: general information about city, copy of program and changes, daily newspaper, list of local women's groups, map of hotel, map of city, list of delegates

**PHOTOGRAPHER:** someone to record events on film throughout conference

#### **MEETING ROOMS COORDINATOR:**

Monitor and check on meeting rooms during the conference.

Schedule of meeting rooms, a/v equipment needed in each room, check that chairs are set-up according to plan.

Know basic operation of a/v equipment

Prepare signs as needed (Ann). Have names of sessions and at what time they will be presented posted at door of each meeting room.

**MEALS AND ENTERTAINMENT COMMITTEE:**

Check name tags of women as they come in for meals to make sure they've registered. Have extra meal tickets for last minute people who decide to stay for meal and collect their money.

Sell and collect tickets for Saturday night entertainment. Women who are full registrants will have badge indicating so.

**PRESENTERS/CHAIRPERSONS CONTACT PERSON:**

Volunteer who will assist presenters/chairpersons with their questions and concerns (could be member of conference committee)

**DISPLAY VOLUNTEERS:**

Assigns display tables, supervises set-up, oversees display area. Solves problems and makes adjustments according to exhibitor's needs.

**REGISTRATION COMMITTEE:**

Select a registration chairperson who will have a team of volunteers to staff registration desk. Familiarize herself and her volunteers with registration procedure. Set-up registration area (divide the names alphabetically and designate tables accordingly). Keep a record of the exact number of registrants.

**AIRPORT CREW:**

Set up signs at airport, welcoming and directing delegates.

**CLERICAL HELP:**

Photocopying, updating last minute changes etc...

**CLEAN UP CREW:**

Help with clean-up after conference.



**Minutes of CRIAW/ICREF '91 Committee Meeting October**  
**15th, 1991**

1st

**Attending:** Barbara Spronk, Barbara Roberts, Cathy Meade, Pat Rasmussen, Agathe Gaulin, Marilyn Assheton-Smith, Noreen Bell, Marcelline Forestier

**1. Report from Marilyn on CRIAW meeting in Quebec City:**

CRIAW national will cover our deficit if necessary but we are continuing to do all we can to decrease the deficit. CIDA came through with funding for women from Third World countries. This group will present a workshop and a plenary session on Sunday morning.

**2. Update on budget and fundraising:**

We received \$500 from Noranda Oil, \$2500 from U. of A. and \$6500 from SSHRC. Agathe requests a financial statement for next meeting showing actual dollars spent in various areas.

**3. Report from Marcelline:**

**Volunteers:**

Had a meeting with Cathy Meade. Identified areas where volunteers will be needed and how many. Need 50-60 volunteers. Committee members are asked to recruit volunteers and have them call either Cathy or myself. Pat has volunteered to help Cathy in volunteer recruitment. Volunteer rally scheduled for week of Oct. 21st.

**Preliminary and final program:**

Preliminary program has been sent out. This program will go out to all presenters and to those who have pre-registered. Need help on establishing timelines and content for final program.

**Hotel:**

Have met with hotel to finalize plans. Orientation with hotel staff and conference committee will be held Wednesday, November 6th at 2:30 p.m.

**Translation:**

Renée Rivard has submitted a proposal. Will discuss with Marilyn and Agathe.

**News release:**

Has been revised to include information on Third World Women. Will be sent out to media list sent to us by Alberta Advisory Council on Women's Issues.

**Entertainment:**

Gisèle Lemire and Nancy Poole are working out m.c. task for Saturday evening. Tickets for Jennifer Berezan on sale at Common Woman Bookstore at \$12 for employed and \$7 for lower income.

**To come:**

Volunteers, final program, identifying what sessions will be translated, assigning sessions to various meeting rooms. Program committee to meet to assign chairs for crackerbarrel and sessions. Agathe and I are meeting with francophone women to identify volunteers.

**Report from Noreen:**

Decisions need to be taken regarding badges, bags and T-shirts. These items will be discussed with Marilyn and Agathe. Must also set out guidelines on how we will spend SSHRC money. Registrations are coming in at a steady pace. Approximately 150 to date.

**AGENDA**  
**CRIAW/ICREF CONFERENCE COMMITTEE, October 1st, 1991 at**  
**4:30 p.m.**

1. Report from Marilyn on CRIAW board meeting in Ottawa
2. Update on budget and fundraising
3. Reports from Marcelline and Noreen



**AGENDA**  
**CRIAW/ICREF CONFERENCE COMMITTEE, October 15th, 1991**  
**at 4:30 p.m.**

1. Update on budget and fundraising
2. Publicity and final program
3. Report from Marcelline
4. Assigning tasks to committee members for the conference

**AGENDA**  
**CRIAW/ICREF CONFERENCE COMMITTEE, September 17th,**  
**1991 at 4:30 p.m.**

1. Budget update and hotel negotiations
2. Fundraising
3. Volunteers: what can we offer them in return for their time and effort?
4. What will be the responsibilities of each committee member during the conference?
5. Reports from Marcelline and Noreen

**AGENDA**  
**CRIAW/ICREF CONFERENCE COMMITTEE, September 3rd,**  
**1991 at 4:30**

1. Budget revisions
2. Fundraising
3. Report from programming committee
4. Report from Marcelline and Noreen
5. Walk-through of conference weekend

*What*  
*How much each member will contribute to the conference*  
*and to the conference.*

*What are the other things we are doing?*

*Dr. [unclear]*  
*4:30 - 5:30*  
*5:30 - 6:30*