



Canadian Congress for Learning Opportunities for Women

In Jan 83



congrès canadien pour la promotion des études chez la femme

December, 1982

To: CCLOW MEMBERS

From: Mairi Macdonald, Past-President
Chairperson, Nominating Committee

You will be aware, from correspondence I sent you earlier this year, that Dorothy Morris from Prince Edward Island was elected to the position of President-Elect, by acclamation. Unfortunately, for personal reasons, Dorothy has had to resign from her position and we on the Board are very sad to see her go. We will miss her warmth, leadership and support. We wish her well.

The recent changes to our by-laws, which designate the President-Elect as president for the coming year make it imperative that we proceed to elect another person to the position.

Fortunately, a long-term member of the CCLOW Board of Directors has agreed to let her name stand for nomination. She is Leiba Aronoff, former Quebec Director of CCLOW from 1978-1979. Leiba has been involved with CCLOW since 1973 when CCLOW was a committee of the Canadian Association for Adult Education. For the past two years she has chaired the Skills Bank Committee and has been instrumental in helping this vital, growing CCLOW service come to life.

Leiba's experience with voluntary organizations covers a broad range. She has worked in the field of Continuing Education since 1963 with the Alumnae Society of McGill University. There she chaired the Continuing Education Committee for many years and in 1975 served as president of the Society. As well, she has been a member of the McGill University Senate from 1967 to the present time.

Leiba has a Master's degree in Social Work and is presently Coordinator of Staff Development and In-Service Training at Ville Marie Social Service Centre in Montreal where she has worked since 1973.

We are very pleased that Leiba has agreed to let her name stand. Attached, you will find a nomination form for any further nominations for the position of President-Elect.

PLEASE RETURN THE FORM BY JANUARY 7th, 1983.

We thank you for your continued support and wish you a very happy holiday season!

Mini-Executive Minutes, November 17, 1982

Present - Lisa Avedon, Bette Pié, Susan Vander Voet.

Item - Update

Susan reported on recent activities including: 1) her attendance at CAAE Annual Meeting; 2) that we will be able to claim expenses for which we paid some CLOW Board members to participate in at the Microtech Conference; 3) that she met with Lyse Blanchard to discuss (a) CLOW 's participation in Provincial Advisory Boards for job creation and forwarded lists of candidates to her for each province. Judy Erola may want to meet with CLOW in the near future regarding the NEEDS Program. Status of Women may look to planning a conference in 1984 prior to the decade conference in 1985.

Action RequiredBy WhomFor

Secretary of State Report Outline - The outline for our interim (8 mo.) report to Secretary of State was reviewed and approved.

Write report

Susan

Review by Lisa
December 7, 1982

Secretary of State Proposal Outline - The outline was reviewed and approved.

Write proposal

Susan

Reviewed by Lisa
December 7, 19821983-1984 Budget for Secretary of State

Susan pointed out that the budget approved by the executive in October did not include monies for project development. The projects are included in the proposal. It was decided to include the projects without budgets and forward budgets at a later date once they have been developed. Susan will call Micheline to ensure this is acceptable.

Submit proposal
without project
budget

Susan

December 10, 1982

Call Micheline

Susan

November 19, 1982

Outreach Response - Our response to the Outreach discussion paper was reviewed, amended and approved.

Re-typing with
amendments

Lori

November 23, 1982

See
p. 2.

<u>Item</u>	<u>Action Required</u>	<u>By Whom</u>	<u>For</u>
<p><u>Education '83</u> - An Education Marketplace is being organized for South Western Ontario in 1983. After discussion it was decided Susan should continue talking with the organizers and report back for a decision on CLOW involvement.</p>	<p>Collect further information and bring back for decision</p>	<p>Susan/Lori</p>	<p>Spring 1983</p>
<p><u>Involvement with Ad Hoc</u> - Susan reported on a recent meeting of the Ad Hoc Committee which has temporarily become the NAC Constitution Committee. Letters have been written to Provincial Attorney Generals to ask what action they are taking to review provincial legislation in order to amend it to coincide with the Charter of Rights. Once replies have been received, attempts will be made to convene small provincial committees to continue monitoring and lobbying. These activities will hopefully lead to a "Taking stock" conference in early 1984 to examine changes made and those which need to be made. CLOW networks will be encouraged to be part of the monitoring process leading up to the conference. Susan will continue to be involved.</p>	<p>Continue involvement with AD Hoc.</p>		
<p><u>Sale of Position Papers</u> - Susan reported on cost of reproducing position papers and approximately \$2.30 each for copying and postage. We will charge \$2.50 unless someone orders multiple copies in which case postage charges can be adjusted.</p>			
<p><u>Newfoundland Director</u> - Stephanie Squires has been contacted and is resigning from the Board. Newfoundland is due for an election in 1983 so we will wait to replace her until a call for nominations goes out in February.</p>	<p>Wait to replace Stephanie until elections in the new year.</p>		
<p><u>Christmas Holidays</u> - After discussion, it was decided that the office should be closed from December 25th to January 2 inclusive as there would be little activity. Three of the days are already holidays.</p>	<p>Close office December 24 re-open on January 3rd.</p>	<p>Susan</p>	<p>dates indicated</p>

S. Jan 83 mg

December 6, 1982

To; Lenore Rogers, President C.C.L.O.W.

From: Leiba Aronoff, Skills Bank Chairperson, C.C.L.O.W.

Re: Report of luncheon meeting with Jeanne Sauvé re the Thérèse Casgrain Foundation, December 6, 1982

Who attended: partial list. A complete list of representatives was requested and will be forwarded.

Advisory Council on the Status of Women, Y.W.C.A. Halifax, N.A.C.; C.R.I.A.W.; C.F.U.W.; Allied Jewish Community Women; Pioneer Women; Canadian Nurses Association; Secretaries International; Business & Professional; Council of Catholic Women; National Council of Women etc. Also, a number of Quebec organizations including Fédération des Femmes which was founded by Thérèse Casgrain.

President of the Thérèse Casgrain Foundation : Alphonsine Howlett
Sponsor of the meeting and Chair: Jeanne Sauvé

Background: Friends of Thérèse Casgrain have set up the foundation in her memory with a charter and number. The general purpose is to advance research on women which will be of benefit to society as a whole.

It is hoped that \$250,00.00 will be raised from corporations and individual women. The interest of the money will be awarded to someone to conduct research on the problems experienced by women. i.e. a researcher in any University at the Masters or PhD level.

As well, the person who gets the scholarship will make a public lecture on the research and the Committee will organize this event.

Organization to date;

A Finance Committee of 12 influential women has been established to seek out corporate funding.

A request was made to representatives of organizations at the meeting for access to mailing lists and mailings. i.e. to include a flyer or letter to all members of the organization for contributions to the fund.

Discussion issues

Most representatives requested written information which could be brought to their Boards. It was felt that the process would take 6 months to get underway.

The principle of the foundation was certainly supported and examples of possible areas of research were identified. The area of microtechnology was suggested by Secretaries International, for example. Another area related to leadership training

It was generally felt that a thoughtful brochure needed to be prepared outlining the purpose of the Foundation and underlining the spirit of the woman, Thèrèse Casgrain, and what she stood for: the avant garde, justice, peace, women's rights, amnesty international etc.

Issues for C.C.L.O.W.

The purpose of the foundation has relevance to the goals of C.C.L.O.W. It would seem that there should be a role for C.C.L.O.W. in relation to the selection of appropriate candidates and the awarding of scholarships.

Can C.C.L.O.W. participate in distributing the information?

How to involve our francophone parallel organization?

Can C.C.L.O.W. identify areas for research? refer individual researchers?

How can C.C.L.O.W. maximize its participation and increase its own membership?

What will participation in this project do to C.C.L.O.W.'s own need for funds?

cc Susan Vandervoet.
Greta Nemiroff

Minutes, Executive Committee Meeting, Oct. 16, 1982

Present: Lenore Rogers, Martha Colquhoun, Mairi Macdonald, Lisa Avedon, Susan Vander Voet, Bette Pié, Greta Nemiroff

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR (DATE)</u>
<u>President's Update</u> - Lenore reported that she will be travelling to Japan to represent Canada and CCLOW at an international women's conference and study tour. Funding for her travel has come from the Status of Women Department. CCLOW was nominated as a participant by ICAE. Lenore is having a 3,000 word paper written for the conference by someone in Regina. The Executive wished her well on her trip.			
<u>WOMEN'S EDUCATION DES FEMMES</u> - It was decided that subscriptions to the publication should be sold. Susan will cost-out production of the quarterly for next year. The Mini-executive, based on the investigation of costs, will set the subscription rate at \$10-12. A promotional flyer will be prepared to 'piggy-back' on other mailings. Organizations suggested for promotional mailings were CAAE, CRIAW, CWS, NAC, Atlantis, Fire Weed, Room of one's Own, Broadside, Communiquelle, La Vie en Rose. Board Members are requested to send other suggestions to Susan.	Cost yearly production	Susan	Nov.
	Set Subscription rate.	Mini-Exec.	Nov.
	Prepare promotional flyer & arrange for distribution.	Susan	ASAP
	Send suggestions for promotional distribution	Board Members	ASAP
<u>Financial Report</u> - Lisa reported that our financial situation is dismal. Even making the proposed cuts to the budget, we are \$4,000 short. (see attached financial info.) After much discussion, it was moved by Martha, seconded by Greta that Susan, at her own suggestion, reduce her time to 4/5 to the end of the fiscal year, to be reviewed at the next Executive Meeting in February. Carried. Other recommendations: Cut one telephone and one button set, if possible. For Board and Executive meetings, send out notices 5 weeks in advance to book cheapest flights.	Susan reduce her time to 4/5		Nov. 1
	Cut 1 telephone, investigate cutting button sets.	Susan	ASAP
	Send notices for Meetings	Susan	5 weeks in advance

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR (DATE)</u>
Send an appeal for donations in the next issue of Women's Education. Send a gift subscription card in the next issue. Send a note to provincial directors asking what demands on networking money there will be, giving deadline for information back.	Appeal for donations. Gift subscription card. Write provincial Directors re.networking money	Newsletter Ctte. Newsletter Ctte. Susan	Dec. issue Dec. issue ASAP
Recommended that when we have a year's schedule of meetings and events, it be put on a single sheet and sent to directors.	Put year's schedule on a single sheet and send to directors.	Susan	When schedule available
Send out notices to get provincial reports in writing prior to board meetings and agenda sheets.	Send out notices	Susan	1 month before board meetings
<u>CRIAW Conference</u> - Susan will ask Pat Webb, who has been representing us in Ottawa, to attend the conference on our behalf, or to coordinate our presence there. Greta will investigate getting a poster done by the graphics department at Dawson College, which would contain a pocket for CLOW brochures and which could be used by everyone at conferences.	Ask Pat Webb to attend Conference Investigate getting poster made, with pocket for brochures	Susan Greta	Oct. 26. ASAP
<u>President-Elect</u> - It was noted with regret that Dorothy Morris had resigned. A call for nominations will be sent out and an election held. Letters will go out under Mairi Macdonald's signature.	Send out call for nominations for President-Elect	Susan over Mairi's signature	ASAP
<u>Saskatchewan Director</u> - Sue Smee has resigned,regrettably, and Lenore approached Kathy Stedwill to serve on an interim basis until the Saskatchewan election is held in the spring. She has agreed. Moved by Mairi, seconded by Martha that Kathy be appointed as interim Sask. Director. Carried.			
<u>Membership Fees</u> - Moved by Lisa, seconded by Martha that membership fees for 1983-84 be raised to \$15 for individual members. Carried. Saskatchewan has started charging \$5.00 for membership in the local network. Some women are choosing to be members of the local network only, some of the national network only, some both networks.			

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR (DATE)</u>
The question was raised about other provincial networks doing the same. Referred to the Membership Committee for recommendation and investigation.	Recommendation by Membership committee on fees for local networks	Membership Ctte.	Feb. Board
<u>New Brochures</u> - New brochures with new membership rates will be prepared.	Prepare new brochures	Susan	ASAP
<u>Move to Ottawa</u> - When in Ottawa, following the Microtech conference, Lenore discussed space for CLOW's national office with Algonquin College. Clare Devlin has informed her that the situation is quite open and space is available. After much discussion, the decision was made that we would not move the office. In recognition of some of the advantages that a move to Ottawa would offer, it was decided that we need to develop an Ottawa network who's role it would be to keep CLOW informed about Federal Government policy which will impact on women and to act on behalf of CLOW nationally in advocacy initiatives. Martha recommended that Lenore travel to Ottawa and make contact with members there in an effort to establish a strong network. The Board should consider holding a Board meeting and reception for women in Ottawa, to promote the local network.	Develop a strong Ottawa network of CLOW.		
	Travel to Ottawa to establish contacts	Lenore	When possible
	Consider holding future Board meeting and reception in Ottawa	Board	Feb. meeting
<u>Education Minister's Conference</u> - Susan outlined the major recommendations in the Brief she prepared. Lenore requested input on what her response to the Access panel should be at the conference. Issues to be emphasized will be tool skills for women, affirmative action for women, A.B.E., Microtech.			
<u>Policy Manual</u> - Susan will add other items and send to the Board.	Make additions to policy man.	Susan	Feb. meeting
<u>Secretary of State Application</u> - A letter from Sec. State regarding our 1983/84 application was reviewed. In order to complete the application for Dec., the following long, medium and short-term goals were set for the organization's activities in the next fiscal year. (SEE ATTACHED SHEET)			

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR (DATE)</u>
<p><u>Board Committees-</u> Leiba Aranoff had written to the executive asking for clarification of the decision-making process for committees. Clarification: Once the Board has made a decision to undertake an activity or has referred a matter to a committee, the committee is mandated to develop and operationalize strategies for carrying out the activity. The staff then implements the strategies. When a budget for committee activities has been approved by the board, the committee goes directly to staff to access money from the budget. When a policy change is needed, the committee should refer the matter to the Board. When implementing activities, they are referred to the staff. Susan is the arbitrator of the flow of work and work should be coordinated through her.</p>			
<p><u>Standing Committee Appointments-</u> <u>Funding Committee-</u> Greta moved and Mairi seconded that Lisa Avedon chair the funding committee. Carried, Lisa accepted.</p>			
<p><u>Social Issues-</u> Sandy Susut was suggested as chair. Susan will contact her and discuss her interest. The Executive reconfirmed chairpeople of committees from last year. Susan will contact them to ensure they are willing to serve.</p>	<p>Contact Sandy Susut to chair Social Issues</p>	<p>Susan</p>	<p>ASAP</p>
<p><u>Publications Committee-</u> Martha and Lenore will continue to serve, both would like to get a prospectus on each issue of the quarterly.</p>	<p>Contact last year's chairpeople</p>	<p>Susan</p>	<p>ASAP</p>
<p><u>February Board Meeting</u> dates were confirmed - FEB. 4-6. The board will be asked to send a formal thank you to Dorothy Morris at that time.</p>	<p>Send prospectus to Martha and Lenore</p>	<p>Susan</p>	<p>for each issue</p>
<p><u>Susan's Performance Appraisal-</u> as Susan's performance appraisal was to be done the following week, Lenore asked for written input from the Executive. A tentative job description was handed out and a rating scale.</p>	<p>Thank Dorothy Morris</p>	<p>Board</p>	<p>February</p>
<p><u>Telidon Proposal-</u> a letter and proposal from Research and Evaluation Group was reviewed, and approved to be pursued as part of the short-term objectives for next year.</p>			

BUDGET 1982-1983- Draft

FEES

INCREASE/ (DECREASE)

Coordinator's Fees	25,812	
Sec. fees	14,206	
Bookkeeping	1,080	
Research	800	(ww)
Translation	<u>1,000</u>	
	41,818	(6,032)
Newsletter	3,900	-

OFFICE

Supplies	2,000	
Printing & Xeroxing	5,000	
Postage	3,600	
Rent	5,150	
Telephone	<u>4,500</u>	
	18,250	950

BOARD EXPENDITURES

Board Meetings	17,000	
Executive Meetings	4,000	
Committee Travel & Mtgs.	<u>2,000</u>	
	23,000	2,000

NETWORKING

Provincial	2,520	
Travel President & Coord.	<u>1,000</u>	(14,980)
	3,520	

SKILLS BANK

INCREASE/(DECREASE)

Fees	10,000
Other	2,000
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	12,000

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MICRO-TECH

Planning	0
Conference	1,750
Pre-Conference	850
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	2,600

(760)

TOTAL 105,088

(18,822)

INCOME

Last year's left overs	6,847
Memberships	3,200
Publications	550
Interest earned	300
Secretary of State	90,000
Donations	400
Foundations	-
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	101,297

1983-1984 Budget - Draft

FEES FOR SERVICE

Expect from Sec. State

Coordinator (6%)	30,274	21,200
Secreatrial (6%) & Benefits	17,100	10,600
Bookeeping	1,200	1,200
Auditors	600	600
Research	2,500	-
Translation	<u>2,500</u>	<u>2,500</u>
	54,174	36,100

OFFICE

Supplies	2,500	
Printing & Zeroxing	5,400	
Postage	3,900	
Rent	5,550	
Telephone	<u>4,770</u>	
	22,120	16,900

BOARD EXPENDITURES

Board Meetings	20,000	
Executive Travel & Meetings	4,000	
Committee Travel & Meetings	<u>2,000</u>	
	26,000	12,900

NETWORKING

Provincial @ 1,000 each	11,000	
Travel President	2,500	
Travel Coordinator	<u>2,500</u>	
	16,000	12,500

SKILLS BANK

Fees	10,000	
Other	<u>2,000</u>	
	12,000	12,000

WOMEN'S Education	5,000	<u>5,000</u>
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95,400

<u>Total</u>	13,294	
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Other Income:

Memberships	? depends on fees and numbers
Publications	1,000
Donations	<u>800</u>
	1,800

Financial assessment for remainder of fiscal year-September 1st, 1982 to March 31, 1983

Our auditor's report indicates that we had a working capital balance of \$6,133 at the end of the previous year.

We have to date, August 31, received:

\$39,000.00	from Secretary of State
2,665.50	from memberships/Publications and donations
<u>6,133.00</u>	balance from previous year

<u>\$47,798.50</u>	CLOW Income to date* (August 31, 1982)
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As of the end of August, our expenses were \$50,526.54.

- \$ 2,728.04 was our deficit of expenses over income at the end of August.

Our "guaranteed" income to March 31, 1983 is as follows:

\$51,000.00	Secretary of State/donations
2,800.00	Memberships/publications/donations at the rates of \$400.00/month
	This is a conservative estimate as the monthly rate to the end of August was \$533 monthly.

<u>\$51,071.96</u>	assured income to March 31, 1983.
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Estimated Expenditures

\$ 4,500	I would estimate that \$4,500 will be the cost of executive committee meeting in October and \$7,000 the cost of the Board meeting in February, 1983. This leaves us with operating expenses for the next 7 months of \$5,653.14 per month.
<u>7,000</u>	
\$39,571.96	

Present salary commitments alone are \$4,108.96 per month

Rent & postage meter	359.80
Telephone (approx.)	300.00
Publications	333.00
Photocopying	100.00
Purchase/ Services	200.00
Office supplies	100.00
Postage	300.00

\$5,801.76

*Income to be used for CLOW activities. Additional Income (\$11,180) was received for translation at the Microtech Conference.

These are bare bones commitments leaving us with a deficit of \$1,040 at the end of the year and no money for the remainder of the year for provincial networking expenses, contingencies, lobbying, trips, committee expenses and work. It will also leave us with no money for the first 3 months of the next fiscal year for anything.

We must increase revenues to provide us with a cushion into the next year and to meet additional commitments for provincial networking this year.

Our new publication, WOMEN'S EDUCATION DES FEMMES, provides us with one opportunity to raise money if we circulate an announcement flyer to selected libraries and institutions and if we sell subscriptions to it. Our cost per copy for this issue will be approximately \$2 including mailing, but excluding staff and volunteer time. Costs per copy will likely rise to \$2.50 over the year as improvements in production and printing are made. A subscription of \$15 per year to individuals and \$20 to institutions would cover costs and give us a \$5 - \$10 "profit" on each. I think a subscription list of at least 200 (mostly colleges and universities) could be developed this year and would grow over the years. This year additional income would be low (\$1,00 - 2,000) but would begin to provide a growing base of alternate funding. As Women's Studies Journal does, we could also begin to sell advertising as our subscription list grows. To build subscriptions, I suggest we purchase or exchange ads with Women's Studies Journal - maximum cost \$150 and that we piggyback an announcement flyer on other mailings. i.e. CAAE, AUCC, Library Associations, CRIAW, NVO, etc. We do it for others and I'm sure we can arrange it with them. Cost of a flyer - good quality - \$500.

Now that we have a decent product, I think we can also apply to a Foundation for a grant to further upgrade its quality and size.

Our present budget from Secretary of State for the publication is:

contract writer	\$3,000
printing	2,600
postage	1,400
typing	500
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	\$7,500

Present printing and postage costs (500 copies) are covered by this budget, the \$3,500 for contract writer and typing are used to cover the time Lori spends in typing and actual production - lay-out etc. To upgrade the publication and print double the number, we would need additional funding. I am confident this could be obtained through a foundation grant.



Canadian Congress for Learning Opportunities for Women



congrès canadien pour la promotion des études chez la femme

Agenda Mini-Executive

Nov. 2, 1982

1. Subscription rates
2. Application for second class mailing
3. Call for Nominations President Elect
4. Outreach response
5. Caral Request
6. CMTF Chrysler
7. November Work Objectives
8. Insurance Coverage

Minutes of Mini-Executive Meeting, Nov. 2, 1982

Present: Bette Pié, Lisa Avedon, Susan Vander Voet

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR (DATE)</u>
<u>Subscription Rates</u> - Projected costs for Women's Education des femmes were reviewed. As a result, the subscription rate was set at \$12 for 1983.	Membership and others will be informed in the Dec issue.	Newsletter Ctte.	Dec. 1
<u>Application for 2nd Class Mailing</u> - these mailing rates would save us considerable money. Application will be made.	Apply for 2nd Class mailing	Susan	ASAP
<u>Call for Nominations - President Elect</u> - Proposed by Susan that the call for nominations go out with the Dec. publication in order to save about \$150 in extra mailing costs and considerable staff time. Approved.	Send out call for nominations for President-Elect Dec. 1	Susan	Dec. 1
<u>Outreach Response</u> - as the resquest for input into the Outreach review was not dealt with at the Executive Committee meeting, Susan proposed that we use past positions on outreach (Lenore concurred) as the basis of our position. Approved.	Respond to Outreach review	Susan	Nov. 15
<u>CARAL request</u> - Caral is requesting that National Women's Organizations support their opposition to the Borowski case being tried in Saskatchewan, by issuing a press release. Susan will issue a release.	Issue press release	Susan	Nov.
<u>Chrysler- CMTF</u> - At a recent meeting, Susan was informed that CEIC had signed a 5 million training contract with Chrysler, without including affirmative action or contract compliance in it. Outside pressure would be helpful to ensure this does not happen again. Approval given to write a letter to Lloyd Axworthy with copies to Flora Macdonald, Margaret Mitchell and Judy Erola.	Write letter with copies	Susan	ASAP
<u>Insurance Coverage</u> - We have had a second break-in at the office. Only \$23 in petty cash was stolen, but we realized we did not have insurance to cover office equipment, liability or fire. Approval given to purchase insurance at the cheapest rate possible. Estimated cost \$150-200 per year.	Purchase insurance for office.	Susan	ASAP
<u>Work Objectives</u> - Susan's Objectives for Nov. were reviewed and approved.			