

P.E.I. PROVINCIAL REPORT - JANUARY 30, 1984

1. CCLOW has worked in co-operation with the University of P.E.I. - Department of Extension to develop a seven week course titled "Women and Educational Leadership", course outline included. Based on P.E.I.'s statistical data of males/females in administrative positions:

Unit Administrators - 5 males, 0 females

Principals - 66 males, 5 females

Clearly women have been denied advancement since over 60% of the teaching profession in the province is female.

2. On November 28, 1983 I wrote Normand Dugas, Regional Director for New Brunswick, P.E.I., Secretary of State expressing my concern about the lack of funding in the Women's Program and the staffing situation at the Charlottetown office. I requested a meeting with him in conjunction with representatives from other women's organizations in P.E.I. We had our meeting on Monday, Jan. 15, 1984, five organizations were represented. Dugas announced the increase in funding and assured us the staffing problem would be resolved shortly.
3. C.C.L.O.W. contracted with Heather Irving (funded with monies left over from the Atlantic Regional Children's Conference) to carry out a feasibility study to simply determine if there was enough information about the lives and times of P.E.I. women. The approach would be a social history and not a biographical one to be used in conjunction with the existing history program at the grade 6 and 12 levels. The feasibility study determined that there was enough information albeit hidden, buried and almost forgotten and certainly ignored by mainstream i.e. male historians. The next step will be to seek Secretary of State funding to hire two full-time researchers to carry out Phase II.
4. C.C.O.W. is well represented in a newly formed ad hoc group against pornography. The group is very active and committed. In a three month period we have (1) developed and submitted a Secretary of State proposal for \$5000 to educate people on the issue of pornography, (2) lobbied to have a film "Chained Heat" ceased from a local cinema (pleas to be heard February 9, 1984), (3) took to the streets demonstrating January 18, 1984 to protest the first anniversary of Playboy Pay T.V. and the actions of the C.R.T.C. and (4) will cosponsor a 3 session workshop in March 1984 at the University of P.E.I. titled "Pornography: A Social Issue." Our approach is to look into the whole area of sex-role stereotyping and its worst extension, pornography.
5. A committee of C.C.L.O.W. will again sponsor a Federal Government outreach program funded by Canada Employment & Immigration, Women's Employment Development Program. This program offers a counselling service for entry and re-entry women and employs two full-time and four part-time staff.

H. Orford

Alberta Provincial Report/January, 1984

The major activity of C.C.L.O.W. in Alberta remains the Women's Education Research Project. The following is from a report by Christine Kulyk, one of the researchers on the Project which appeared in the newsletter of Everywoman's Place, the Edmonton women's centre.

THE WOMEN UPSTAIRS

For the past few months, EWP has been the home of the Women's Educational Research Project. This project was developed by the Alberta chapter of the Canadian Congress for Learning Opportunities for Women (CCLOW). There are seven women--including myself--employed in the project full-time, plus a part-time research consultant. We also receive advice and help from the members of CCLOW, who work on a volunteer basis to promote the aims of CCLOW.

I'm very pleased that the Women's Educational Research Project has been able to use two of the upstairs rooms at EWP for our office, and to contribute to the rent of EWP. This has proven to be a mutually beneficial arrangement: the presence of the project increases the activity at EWP and has brought many women to the Centre who weren't aware of its existence before; while the project is able to make use of the Centre's resources and contacts in the women's community.

The project began in August, and will continue until May, when the term of our funding expires. However, we are investigating other sources of funding so that the project may continue beyond May, in some form.

The project is studying learning opportunities for women in Alberta. We want to find out what opportunities do exist, both within educational institutions at all levels, and in less formal settings. We also want to document some of the historical changes in education in this province, and we especially want to know what changes need to be made in the present system to give women a more equal chance to use the existing opportunities, and to create new opportunities. We are also looking at employment opportunities and career counselling available, to see where these do or don't meet women's needs, and to see how employment does or doesn't relate to women's educational background.

To do this, we are using published reports of previous studies, and collecting available statistics which we will analyze from a feminist perspective. But the most interesting part of our work is the person-to-person interviews which we are doing, both with women and with men. In this interview process, we are asking as many women and men as possible to volunteer an hour of your time to give us your opinions on learning and employment opportunities, and to tell us your own personal experiences. We want to know "why" as well as "what"--to understand the process by which women (and men) make choices, or by which they are deprived of the opportunity to make choices.

I encourage all of you to call us at 488-4459, or drop in to our office in EWP, and arrange an appointment, to volunteer an hour of your time for an interview, and tell your friends about it as well. We would also be happy to come out and speak to any interested groups about our project, and interview the people present as a group.

We are currently working on a questionnaire which we can mail out to people around the province whom we would not otherwise be able to reach.

By the end of the project, we will have a written report, with a summary of our findings and a set of recommendations. This report will be made available to the general public.

I would like to take this opportunity to thank the women of Every Woman's Place for sharing the facilities of this wonderful Centre with us--my involvement with the Women's Educational Research Project has been a wonderful experience, thanks to the other women in the project, and thanks also to our location, in the Women's Centre.

The Edmonton chapter has continued to meet, has been involved in work around the national research project on the N.T.A., but is suffering by the need for re-definition and clarification of objectives. A meeting to this end is planned for early February.

Christine Kulyk

PROVINCIAL REPORT - MANITOBA

CLOW - Manitoba

Interest in CLOW-Manitoba continues to grow. Under the leadership of Marilyn Kenny and Heather Henderson recruitment of membership has become a priority. A second organizational meeting is scheduled for mid-February. Focus of the meeting will be Heather's report on the National Training Act.

CLOW-Manitoba members are active in a variety of ways:

1. working with the women's caucus of the Canadian Guidance and Counselling Association to ensure (a) inclusion of sessions relevant to women's issues and (b) an opportunity to address women's issues at the conference.
2. providing liaison to Elaine Adam's newly established University of Manitoba Continuing Education Program.
3. assisting Heather Henderson with CLOW. Regina study of the National Training Act.
4. planning a pre-conference workshop to be held May to generate interest in CLOW August Conference: "Educating for Change: Women in the Next Decade."
5. working with CBC TV (Research program delivery) on two programs re women and the future of work.

January 30, 1984

Ontario CLOW members have been active on a number of national projects. A number are on the Advisory Committees of the Adult Basic Education project and the Women's Learning Resource Centre. A group of members went before the Macdonald Commission on December 5 to discuss the issues raised in the CLOW brief on Women and The Labour Force: What Does The Future Hold?

The Waterloo and Ottawa caucuses have been meeting and working on issues related to the access of women to training and employment.

In November a Toronto caucus of CLOW women was formed, and a representative of this group attended the Regional meeting of the jobs for the Future Conference Sponsored of the New Ontario Women's Directorate. The meeting was very successful in focussing on women's training and education concerns, and resulted in a commitment from the employer representatives and from Robert Welch, Minister responsible for Women's Issues to expand the government Affirmative Action program.

Report on a Representative from the N.W.T.

As approved by the November Board Meeting, I contacted Barb O'Neill, a CLOW member in Hay River, N.W.T. We discussed at length various options for increasing the profile of CLOW in the Territories and for selecting a Territorial Director. She also up-dated me on the ins and outs and "who's who: of whats happening in the women's movement in the N.W.T. since I left in 1979.

Of the three other current members Barb knows only Sydney O'Sullivan from Ft. Smith. Sydney is the Co-ordinator of Adult Education in the Smith Region but is intending on leaving in May. Barb has been involved in women's issues in the Territories for many years but is not working directly with training, etc. She will become the Band Manager of the Hay River Dene Band in March.

We discussed my inclination to have a native woman if possible in the position of Director. There was some sense of agreement on this but only if that woman was well-informed and active in the area, not "just" a token native woman. Earlier I had called the Native Women's Association, but my friend there had recently left as Executive Director and I don't know her replacement personally. The new Executive Director is Violet Erasmus (920-4948).

Barb went on to list several individuals, most of whom I know, who might be possibilities including:

- Alisteen Andre - a native of Arctic Red River in the Mackenzie Delta, she is currently working for Indian and Northern Affairs in training in Yellowknife.
- Cindy Gilday - is not a native woman but is involved with the Dene Nation Education Committee, the Northern Women's Coalition and is an appointee to the new Territorial Advisory Council on the Status of Women.
- Diana Brockart - is not a native woman but is familiar with and well accepted by the native community. She is the Co-ordinator of Adult Education and Training in Hay River. She is often asked to attend meetings of the Native Women's Association.

- Gail Cyr - is a native woman employed by the Native Women's Association in the training area. She was instrumental in setting up the Native Courtworkers Association.
- Rosemary Cairns - is chairperson of the Northern Women's Coalition, works as the Public Information Officer of the Legislative Assembly, and is currently a City alderperson. She has been an active feminist in Yellowknife for years.

We then began to discuss that it might make better sense to establish contact with an organization and have them select a member. There are however at least three such major women's organizations.

1. Native Women's Association - based in Yellowknife, active in many areas, including education and training, with some contacts into the communities. President is Bertha Allen (Inuvik).
2. Northern Women's Coalition - based in Yellowknife, formed a year ago, with regional representation and lots of ideas for projects, but with limited funding. Chaired by Rosemary Cairns.
3. N.W.T. Advisory Council on the Status of Women - appointed by the Territorial Legislature last fall. Headed by Sheila Keet.

The mandate of each group includes education in some way. However, they do not necessarily work together and in fact the Native Women's Association boycotted the meeting of the Northern Women's Coalition. They feared that another women's organization would only serve to fractionalize the women's community and force a further division of already minimal funding available.

If CLOW is to have an effective role in the N.W.T. that is well connected to the women's community and the issues of training/education, the approach made to contact a Territorial Director must be well thought out and carefully undertaken. I would suggest that the Board give consideration to the following plan:

- a) Letters and full information packages be sent to the Native Women's Association and to the Northern Women's Coalition indicating that CLOW wishes to establish a working relationship with them on issues of mutual concern. Indicate to each that the other organization has been contacted and ask them to respond as to their interest. Our letter should be clear that CLOW wishes to generate a broad-based and co-operative connection

with the N.W.T.

b) These organizations should be asked as to how they think a director might be chosen for the N.W.T.

c) All of the individual women named above should be sent information on CCLOW as well.

Having worked in the Territories for a number of years I feel quite strongly that CCLOW's involvement should strengthen work already being done and that our involvement should be reflective of the native majority by population.

Sandy L Susua
January 13, 1984

CCLOW

Canadian Congress for Learning Opportunities for Women

CCPEF

congrès canadien pour la promotion des études chez la femme

November 1, 1983

Janet Armstrong
Adult Education
Pangnirtung, N.W.T.
XOA ORO

Dear Janet:

Thank you for writing to us about Pam Evans being the Board Representative for N.W.T. Until this year, we have not had any members from the N.W.T. We are delighted to now have five members. Our nominating committee is presently working on appointing an interim board member from N.W.T. until our next election period in the spring, during which the N.W.T. members will be asked to elect their own representative.

In the meantime, please do not hesitate to contact Pam Evans or me at the National Office as a contact.

I am sending you additional CCLOW brochures in case there are others in your area who might be interested in joining us.

Sincerely,

Susan

Susan McCrae Vander Voet
National Co-ordinator

SMVV/cm

cc: Lenore Rogers
Pam Evans
Leiba Aronoff
Sandra Susut ✓

MEMO TO: Sandy Susut

RE: BARBARA O'NEILL'S ADDRESS

FROM: CLOW - Toronto

Barbara O'Neill
P.O. Box 973
Hay River, N.W.T.
XOE ORO

cclow

Canadian Congress for Learning Opportunities for Women

ccpef

congrès canadien pour la promotion des études chez la femme

CCLOW MEMBERS IN THE N.W.T.

Jane Armstrong
Pangnirtung, N.W.T.
XOA 0R0

Barbara O'Neill
P.O. Box 973
Hay River, N.W.T.
XOE 0R0

Natasha Makeltzoff-Macvicar
General Delivery
Ft. Smith, Northwest Territories
XOE 0P0
Home: 872-2830
Bus : 872-7586

Sydney O'Sullivan
P.O. Box 772
Ft. Smith, N.W.T.
XOE 0R0

CLOW Quebec: Report to the Board.

1. Our most important event this past year was the planning and execution of our day of talks and workshops on the vexing subject: WOMEN AND POWER: MAKING A DIFFERENCE. [see attached account of our processes from an article to be printed in French in LA VIE EN ROSE fevrier/mars, 1984.] It was well attended and received excellent media coverage before, during and after. Our next problem is a quite simple one: what do we do for an encore?
2. We've been involved in correspondence with the appropriate federal ministers regarding changes in the Indian Act and in laws regarding the payment and benefits of part-time workers. We have received the usual acknowledgements and vague promises.
3. We have been lobbying with local Progressive Conservative luminaries about the replacement of Peggy Mason as permanent staff member responding to issues relating to women on the staff of the leader of the federal opposition, Brian Mulroney. Again we have received promises to "look into matters" by people in the know.
4. I represented the Quebec CLOW at the 10th anniversary celebration of the Canadian Advisory Council on the Status of Women in its Montreal Office. A joyous occasion.

Respectfully submitted,

Greta Hofmann Nemiroff.

CLOW YUKON PROVINCIAL REPORT

The Yukon group of CLOW has been meeting monthly over the past several months and has decided to work on a project, a resource book on non-traditional employment. The groups we are trying to reach are junior high school students and school counsellors. We are beginning discussions for guidance classes. The panel is composed of three of our members--one a carpenter, one in electronics and one a pre-trades instructor. We hope to follow with a resource book (if we can obtain some funding assistance) and then further panel discussions etc. if there is enough interest.

Developing a project we can work on locally is a real incentive and assist in increasing our membership as new people express interest in working on the project.

Janeane MacGillivray, one of our members, will be going to Russia for three weeks, leaving on April 10th, 1984, as the only Canadian delegate on an American tradeswomen group tour.

Pam Evans has been appointed an insured persons' representative on the CEIC Board of Referees for Whitehorse initially from Dec., 1983 to July 31, 1986 and was reelected in September, 1983 as an executive "member at large" of the Yukon Status of Women.

Pam Evans
Yukon/NWT Director

January, 1984

SASKATCHEWAN REPORT

C.C.L.O.W. Saskatchewan has been active over the past months with activities surrounding our proposal to the Skills Grant Fund for \$50,000.00 proposal development monies.

Our plan is to set up an "institute" (I use that word loosely) for women. This will use a brokerage model to access training and education of all kinds. It will have a large counselling component with vocational testing and, where necessary, funding advice for the women. Women will be helped, in one place, through the myriad hurdles that are now stopping them.

We encountered some difficulties with the local C.E.I.C. officials in charge of the fund. These are a result of a combination of incompetence in the individuals and communication problems from "Head Office."

On first submission the proposal was rejected because of a lack of information and some errors in the presentation itself. As well, there was some difficulty with giving funds to a project that didn't lead directly to specific jobs.

Though concerned that our idea did not fit into the restrictive regulations of S.G.F., we rewrote and re-submitted the proposal. We did decide that we would not change our proposal to fit the regulations because we believe that the project addresses real needs and should not be sacrificed.

We have been told that we will get the money and are awaiting notice.

C.C.L.O.W. / S.A.L.L. Conference

Along with the Saskatchewan Association of Lifelong Learning we sponsored a conference looking at new innovations in education and training in Saskatchewan held December 9, 1983.

The Director General of C.E.I.C. Sask Regina, Deputy-Minister of Advanced Education and Manpower, Lyn Wilkinson of the Paid Skill Development Leave Sask Force, Heather Henderson representing women's issues, Ray Ahenikew representing Native issues and others representing Labour and Business all spoke about the various programs now available.

(We sent a letter and invitation to join C.C.L.O.W. to all delegates attending the conference).

N.T.A.

Once the Board has okayed a set of recommendations for C.E.I.C. we will release this study to C.E.I.C. at a press conference February 6. The Director-General, Lyn Pearson has been supportive of all our activities and so we look forward to this.

Other Information

- we presented a brief to our Minister of Social Services as a respond to their Day Care Study.
- Saskatchewan is to have a new women's Secretariat responsible to the only woman minister. Its strength will only be determined by the quality of the appointments to the high level positions.

February 2, 1984

CLOW Quebec: Report to the Board.

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Respectfully submitted,

Greta Hofmann Nemiroff.

1. Organizational Activities

- a) Treasurer - Patricia Morris, Adult Educator, Dalhousie University has agreed to accept the position of Treasurer.
- b) Membership - Marial Mosher, Professor, Mt. St. Vincent University has taken responsibility of memberships. Planning for increasing membership has begun. A form encouraging a N.S. properties has been prepared which directs application through Marial Mosher and thence to the National Office.
- c) Program Committee:

A program committee was formed in January 1983, which will be headed by Kaireen Vaisson, Co-ordinator, Continuing Education, Dentistry Dept., Dalhousie University, Christine Ball McKeen, Institute for The Study of Women, MSVU has volunteered to develop a questionnaire and survey the membership for program preferences results to be available for program planning in September.

Four more programs will be planned for February through June. The February program will feature the YWCA Skills Growth Fund Computer Training Program for women. All programs will be preceded by an information sharing session.

2. Brief to the Royal Commission on Post Secondary Education.

Joan Brown-Hicks prepared the CLOW N.S. Brief which has been submitted to the commission. CLOW will be represented at the hearing February 18 by Marie Macdonald, Janet Eaton, Joan Brown-Hicks and Linda MacDonald.

3. Consultation, Secretary of State.

Janet Eaton, Joan Brown-Hicks, Marial Mosher all of Halifax and Margot Metcalfe of Sheet Harbour represented CLOW N.S. at the provincial Secretary of State Consultation held in Halifax in November 1983.

Groups were asked to present their organizations objectives, activities and dreams. CLOW N.S. is working toward a field worker/co-ordinator.

4. Meetings/Programs

- October 1983 - Information Sharing Meeting
Halifax Main Branch Library
- November 1983 - CLOW, Halifax Library MSVU Centre for Continuing Education co-sponsored Professor Beril As, in a public lecture on Women & Politics.

- December 1983 - Christmas social at home of Director.
- January 3, 1984 - Director Project Advisory Committee Meeting to deal with proposal to Secretary of State.
- January 18, 1984 - Combined Executive & Program Committee Meeting for long rang program planning in response to new and varied membership.
 - Skills Bank forms were issued to all present and members were urged to complete and return them.
 - The Director reported on national activities shared reports, minutes etc. as relevant.

5. Project to Secretary of State, Women's Program

A project Advisory Committee composed of Linda MacDonald, Miere Nyenhuis, J. Eaton have prepared and submitted a proposal to Secretary of State requesting \$1,900 to do a survey of learning needs of women in rural Nova Scotia. The project will entail design of a suitable questionnaire, utilization of local CLOW contacts to perform the survey, training session for the women involved in survey, analysis of data and follow-up session with community contacts re analysis implications. The information will be used to determine the geographic locations wherein to concentrate field worker services and the kinds of services most required in the individual communities.

6. Other

The Director for Nova Scotia as Vice-President of CLOW's, The Continuous Learning Association of Nova Scotia has assisted in the preparation of The CLANS Brief to the Post-Secondary Commission, among other responsibilities. She has been appointed as CLOW representative to a Provincial Council on Continuing Education which will advise the minister on developments, structure, policy and implementation strategies re continuing education in the province.



Minutes of Board Meeting January 27-30, 1984

Present: Leiba Aronoff (Chair), Diana Ironside, Martha Colquhoun, Sandra Susut, Lenore Rogers, Heather Orford, Lisa Avedon, Audrey Swail, Janet Eaton, Carol Ariano, Pam Evans, Susan Vander Voet, Greta Nemiroff, Lorraine Sutton, Ruth Harrington.

Present for Committee Reports The above and Shirley Brazer, Gheorghina Szasz, Liz Wood, Liz Cockburn, Paula de Coito.

Regrets: Claudette Everitt, Carol Jones

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR</u>
Friday Jan. 27, 1984			
Provincial Reports were presented by the provincial directors present and are attached to the minutes. Lenore Rogers also gave an update on her participation on the National Advisory Panel on Skills Development Leave (see attached). Liz Cockburn announced that their would be a national conference on Women in Development held at the Univ. of Guelph in June, 1984. Susan will write for info.	Write for information and distribute to Board	Susan	A.S.A.P.
Saturday, Jan. 28,			
Board development was lead by Greta Nemiroff during the morning. A report will be prepared separately.			
<u>Committee Reports</u>			
<u>Social Issues Committee</u> (see attached report)			
<u>Skills Bank Committee</u> (see attached report) It was moved by Martha and seconded by Carol that membership in CLOW be a condition of employment with CLOW; that such membership be provided as a fringe benefit; that employees be invited to be listed in the Skills Bank. Carried	CLOW employees to be given membership as a fringe benefit	Office	ASAP
It was moved by Martha and seconded by Diana that the Skills Bank and Resource Centre activities be co-ordinated through a Skills Bank and Resource Centre Committee and that Shirley Brazer be appointed to the Skills Bank and Resource Centre Committee. Carried.	Coordinate Skills Bank/Resource Centre Activities through new committee;	Board	next meeting
<u>Funding Committee</u> (see attached report)			
<u>Publications Committee</u> (see attached report) It was moved by Greta and Seconded by Lisa that when articles are requested, a letter should be sent confirming the request and specifying length, deadline and other details. Carried.	Send letter to contributors	Office	When articles requested
Moved by Greta, seconded by Lenore that an Editorial Committee be established of not more than five or fewer than three to develop an editorial policy for Board. Carried	Establish an Editorial Ctte to develop policy to present to	Board	
		Greta	June, 1984

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR</u>
Greta moved and Heather seconded that the Board approve in principal the production of WEDF in magazine format and that it be used as a tool for a feasibility study of the advisability of switching permanently to that format. Carried.	Produce WEDF in magazine format for Aug.	Office	August/84
Recommended that a mailing of subscription information be done to libraries and school boards.	Mailing	Office	March
Greta moved and Martha seconded that all mastheads of WEDF contain the names of editorial committee members, the identification of its chairwoman; the names and functions of the editorial staff for each issue be identified. Carried	Include editorial Ctte. and staff on masthead	Office	next issue WEDF
<u>Membership Committee</u> (see attached report)			
<u>Sunday Jan. 29.</u>			
Sunday morning was occupied with discussions of the conference. (see attached report)			
<u>Business Meeting</u>			
Moved by Audrey, seconded by Sandy that the minutes of Oct. 14-16, 1983 be adopted. Carried.			
<u>Project Reports</u>			
<u>Resource Centre</u> Moved by Lenore and seconded by Carol that the Resource Centre Materials Selection Policy be accepted with the understanding that it be reviewed once a year. Carried.(written report distributed)	Review Resource Policy	Board	Jan./85
Recommended that a list of subject headings contained in the Resource Centre be made up and distributed to the Board.	Subject Heading List	Shirley	End of Feb.
Recommended that the Librarian make a list of periodicals in the Resource Centre with a sentence describing each and distribute to the Board.	Periodicals list	Gheorghina	ASAP
<u>Adult Basic Education Project</u> A written report was distributed at the Board Meeting. Liz and Paula reported on the questionnaire and progress of the project. They will inform provincial directors of persons they contact in their province. They were commended for their report, their work and that of the Advisory Committee. A copy of the final questionnaire will be sent to the Board.	Inform directors of contacts	Liz & Paula	when appropriate
	send copy of questionnaire	liz & Paula	when finalized

Next Board Meeting

ITEM	ACTION REQUIRED	BY WHOM	FOR
<p><u>Next Board Meeting</u> It was decided that the next meeting will be held June 16, 17, 18. The Annual Meeting will be held Friday June 16, 1984. The Board meeting will be for new board members only. An Annual Report will be prepared and include committee reports. Susan will inform the Board of deadlines for submission of reports.</p>	<p>Hold Board Meeting June Annual Meeting June 16 Prepare Annual Report Inform Board of deadlines</p>	<p>Board Susan Susan</p>	<p>June June ASAP</p>
<p><u>President's Report</u> (written report distributed with Board Information Package) Leiba reported on correspondence from Jeanne Sauve in response to a letter of congratulations which Leiba sent. Moved by Martha and seconded by Greta that the President's report be accepted. Carried</p>			
<p><u>Conference Committee's Report</u> The Conference Committee of the Board consisting of Audrey Swail, Diana Ironside, Martha Colquhoun, Heather Orford, Carol Ariano and Susan Vander Voet met at lunch. Audrey agreed to chair the committee and Greta will chair the program committee with Martha, Carol, Heather as regional representatives. The entire committee will meet in Toronto again, before the end of March. Board members will be asked to actively promote the conference and publicize it.</p>	<p>Chair committee Chair program Committee Regional Representation Meet in March Publicize conference</p>	<p>Audrey Greta Martha, Heather, Carol whole committee Board</p>	<p>March on-going</p>
<p><u>Personnel Committee</u> This committee also met over lunch. Discussion of job descriptions was deferred to Monday. Lenore moved and Martha Seconded that provincial directors use project money raised to purchase memberships for staff working on regional CLOW projects. Carried.</p>			
<p><u>Nominating Committee</u> This committee met over lunch. Recommended that job descriptions for Board Members and the President will be sent with calls for nominations. Lenore moved and Janet seconded that if nominations do not come forward from the membership the nominating committee will actively seek nominees. Re Executive Committee Appointments, Lenore moved and Carol seconded that the office inform the Nominating Ctte. of election results, the Ctte. will make recommendations to the President who will invite executive members to join the Executive. Carried</p>	<p>Send job descriptions with nominations call Seek nominations Executive Ctte. nominations process changed</p>	<p>Office Committee</p>	<p>Feb/Mar if none are forthcoming</p>
<p>Moved by Lenore and seconded by Diana that the by-laws be changed to allow for the appointment of a Treasurer from the area in which the national office is situated and that she be a voting member of the Board. Carried</p>	<p>Change by-laws</p>	<p>Membership</p>	<p>Annual Meeting</p>

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR</u>
<u>Monday Jan. 30, 1984</u>			
<u>Telidon Project</u> The report of the Telidon project was approved.			
<u>Job Descriptions</u> Job descriptions for board members, the Executive Director and the President were approved. Discussion of Committee guidelines was held and the matter of appropriate guidelines for Advisory Committees was referred to the Executive, as was Evaluation of programs.	Refer Advisory Cttee. Guidelines	Executive	Mon. p.m.
<u>N.W.T. Representative</u> Sandy Susut distributed a written report recommending the contacting of a number of organizations in order to identify a native woman for the position. Lenore as chair of the nominating committee will contact the organizations.	Contact Northern Organizations	Lenore	ASAP
<u>International Youth Year</u> Martha, Carol and Greta will discuss possible projects for I. Y.Y. and bring them to the June Board Meeting for discussion.	Identify possible projects	Martha, Carol Greta	June Board
<u>Additional Secretary of State Funding</u> Some provincial directors would like additional networking funds, especially in the prairie provinces to develop a regional pre-conference workshop. Sandy and Carol will write a proposal. Greta would also like to hold a workshop in Quebec. A request for funds will be made fro these activities in lieu of WEDF feasibility study to be done later in the year.	Include Networking funds in proposal for additional funding.	Susan	Feb. 13
<u>Executive Directors Report</u> Greta moved and Lisa seconded that the written report distributed at the Board meeting be approved. Carried.			
<u>Additional Social Issues Committee Report</u> Carol reported that a press conference is planned for Saskatchewan to release the research report done by Heather Henderson on the N.T.A. Recommendations will include: 1. increased status and staff for women's employment coordinators, 2. emphasis on bridging programs, 3. critique of recruitment practices for programs, 4. recommendations from the CLOW June/83 workshop, 5. recommendations from YWCA letter Jan/84, 6. that separate statistics be kept for the Yukon. A chart of which provinces responded will be included.			

ITEM

Board Development Project It was decided after much discussion to defer the project. Discussion will be continued at the June meeting and further plans developed for the fall. No funding will be sought as yet.

Treasurer's Report A written report was distributed at the meeting. Moved by Audrey and seconded by Janet that the report be approved. Carried.

ACTION REQUIRED

Defer to next meeting

BY WHOM

Board

FOR

June

Minutes of Executive Committee Meeting Jan. 30, 1984

<u>ITEM</u>	<u>ACTION REQUIRED</u>	<u>BY WHOM</u>	<u>FOR</u>
<u>Consultation Paper Secretary of State</u> Leiba reported that Lyse Blanchard, the new Director of the Women's Program will be producing a paper on consultations for us to react to. She is stressing, as are Joyal and Erola accountability of organizations. We need to begin counting the number of women covered by the activities we engage in, rather than just counting membership. They want to know on behalf of whom we speak.			
<u>Affirmative Action Advisory Committee</u> Martha moved and Audrey seconded that we ask Bette Pie to represent us on the Affirmative Action Advisory Committee to the Federal Government. Leiba will write her a letter.	Write Bette Pie	Leiba	ASAP
<u>Advisory Committee Guidelines</u> Leiba will do a draft of new Advisory Committee Guidelines for the next Board Meeting.	Draft guidelines	Leiba	June
<u>Evaluation Mechanisms</u> We need to establish evaluation tools for national programs. The following was decided: 1. evaluation will be yearly for on-going services, 2. new projects will set evaluatable objectives and have their Advisory Committees do evaluations at the end of the project or workshop. Project evaluations should be presented at annual meetings. Terms of reference for projects should also be evaluated at annual meetings.	Evaluate on-going services set clear objectives for new projects	Board	yearly before annual meeting
Recommended that a system of monitoring telephone calls be set up in the office to record the types of calls and kinds of information being requested.	set up monitoring system	office	ASAP
<u>U.N. Questionnaire</u> We have been requested by Status of Women Canada to provide input to the UN questionnaire on the women's decade. Susan and Leiba will do.	respond to questionnaire	Susan, Leiba	Feb. 15
<u>Letter of Support</u> Jeaning McGillivray has asked for a letter of support for a trip to the Soviet Union. A letter will be sent by Leiba, along with a request for a report on her trip.	Send letter	Leiba	ASAP

TASK LIST FROM BOARD MEETING Jan. 27-30, 1984 at O.I.S.E.

BOARD

1. Establish a permanent board conference planning committee June, 1984
2. Develop a mechanism to evaluate the efficacy of our workJune, 1984

PROVINCIAL DIRECTORS

1. In cooperation with the 1984 Conference Committee: AS SOON AS POSSIBLE
 - a. identify program resources for conference in learning modes, issue areas, cutbacks, unemployment, political decision making
 - B. PROMOTE THE CONFERENCE PROVINCIALY
 - c. mention the conference in speaking engagements
 - d. send out press releases
 - e. put up posters
 - f. distribute brochures
2. Have pre-conference activities in their regions and seek local funding for regional participants ASAP
3. Use local project money to purchase CLOW memberships for project staff..... On-going
4. Use discretion for special memberships at a reduced rate on-going

SOCIAL ISSUES COMMITTEE

1. Develop a set of recommendations to accompany the National Training Act Report ASAP
2. Develop action plan/ strategy for Board on NTA..... June/84

FUNDING COMMITTEE

1. Request monies to support the Conference and translation costs.....Feb/84
2. Develop a thank you letter for donations to CLOWOct/84
3. Follow-up letter to donors to contribute again..... on-going

PUBLICATIONS COMMITTEE

1. Greta, Liz Wood and Susan, plus two others form an ad hoc Editorial Committee Immediate
2. Develop guidelines for editorial procedures.....June/84
3. Develop an Editorial PolicyJune/84
4. Discuss feasibility of including regional repsJune/84
5. Examine and assess the quality of WEDF.....June 15/84

MEMBERSHIP COMMITTEE

1. Janet Eaton to send out renewal letter by..... March 1, 1984
2. Janet Eaton to develop a history of CLOW by..... Feb. 15, 1984

MARTHA, CAROL, GRETA

1. Develop project ideas for International Youth Year.....June/84

JANET, PAM, CAROL,

1. Develop new wording for CLOW objectives, goals and strategies; send to Leiba by April 30, 1984

JANET, LEIBA

1. Develop a paper on what networking is and how it can be operationalized....by April 30/84

NOMINATING COMMITTEE

1. Contact NWT members and organizations to ensure getting a board member ... Feb. 28/84
2. If nominations are not forthcoming for any position, actively seek out a candidate to be ratified by the Executive on-going
3. Once elections are complete, recommend Executive members to the President and President-Elect. May/84

GRETA

1. will send a bibliography to the Resource Centre on methods of Educating Women Feb/84
2. Will send information about French studies to Resource Centre..... Feb/84
3. will write a report on the outcome of the Board Development process March 1/84

CONFERENCE PROGRAM COMMITTEE

1. Send out theme area ideas to Provincial Directors Jan. 30/84

COMMITTEE CHAIRPERSONS

1. Send committee reports for the year to Susan for inclusion in Annual Report..... April 30/84

NATIONAL OFFICE

SUSAN

1. Seek end of year monies from:
 - a. CEIC
 - b. Secretary of State Feb. 15/84
 - c. COED
2. Conduct call for nominations and elections for President-Elect and slated Provinces.....Start Feb 28/84
3. Inform Nominating Cttee. Chair of Election ResultsMay/84
4. Discuss change of by-laws with Lawyer For Annual Meeting

RUTH

1. Handle any discrepancies in membership fees and consider special category on-going
2. Send Membership cards with existing membership package on-going
3. Mail list of updated memberships to Provincial Directors June 1 and Dec. 1 of each year
4. Send Membership renewals March 1/84

LIZ WOOD

1. Investigate typesetting and designing of new format for WEDF by June /84
2. Work towards developing a magazine format for Conference issue for Aug/84

Gheorghina

1. Develop a brochure on how to access information in the Resource Centre and how to donate materials April/84
2. Develop a list of subject headings in Resource Centre and send to Board March 15/84
3. Develop a list of periodicals with short description Mar. 15/84

GENERAL

1. Mail out membership renewals and conference brochures by March 15/84
2. Send out 200 flyers to promote additional subscription sales of WEDF Mar. 15/84

MEMBERSHIP COMMITTEE REPORT - JANUARY 28, 1984

Present: Janet Eaton, Chair
Leiba Aronoff
Lisa Avedon
Ruth Harrington, Staff member responsible.

Follow up October Recommendations:

Membership cards have been printed as recommended at the last Board meeting. Photocopies of all membership application forms are being sent to Directors as received by the national office.

New items considered:

1. When membership application is accompanied by insufficient funds the national office will determine whether to request the balance. In cases where the cause is obvious such as an out dated membership form it would be justified. In most other instances it would be waived.
2. Provincial Directors shall have the prerogative of advising women whom they know to be on limited income to join under the student category or to forward an amount that they can afford. The National Association of Women and The Law membership category for low incomes will be considered at the meeting. For possible addition to our own membership categories.
3. The office procedure for cancelling procedural memberships was reviewed and considered very adequate. Membership cards will be added to the list of items sent to new members. This was noted by Ruth Harrington and will begin immediately.
4. Provincial Directors should continue to receive updated lists and addresses of all members in their province - including the previous years members who may not have renewed.
5. A recommendation from The Adult Basic Education committee was received and rejected. "That in exchange for some providers filling out the questionnaire, 2 hours of work, they be given a complimentary CLOW membership.
 - . It was deemed in the realm of some providers professional responsibility to complete the questionnaire. A better incentive suggested would be a promise of a summary of the results.
6. Re membership renewals, a suggestion was received that a special letter go to those individuals who make special donations, acknowledging their contributions while encouraging their continued support.

It was decided that such a letter should be the responsibility of the Funding Committee. It was suggested that a separate file be maintained

on those who make financial contributions to CLOW and that they be contacted in November of each year.

7. Recognition of Service. Honorary Membership.

The notion of Honorary membership was explored as a means of recognizing special contribution of volunteers, past executive and visiting scholars and educators.

Other means of recognition discussed were silver CLOW pins; a certificate of recognition and letters from The President.

The Board recommended that any of these means could be used at the discretion of The Directors and Executive.

Leiba urged Directors to forward names to her of any volunteers whose service should be recognized by the President.

8. The Chairperson of the Membership Committee will draft a letter by Feb. 15 to encourage renewal of memberships. The letter will be accompanied by a renewal card which can be returned with cheque.
9. The Chairperson will draft a letter by February 15, introducing CLOW and encouraging membership for use of Provincial Directors in expanding membership.

TASK LIST FROM BOARD MEETING, OCTOBER 14 - 17, 1983

<u>TASK</u>	<u>DEADLINE</u>
<u>MINI EXECUTIVE</u>	
1. Investigate the devision of functions of President, President-elect and Executive Director with regard to government funding.	Oct.17
2. Decide how reporting of projects to the Board will be done.	Oct.17
3. Decide on representation of CLOW when requested by other groups.	Oct.17
4. Develop mechanism for watchdoging Secretary of State's management of funds.	Oct.17
5. Treasurer and executive to redo revised budget.	Oct.17
6. Deal with question of retaining staff.	Oct.17
7. Deal with Financial Assessment.	Oct.17
<u>PRESIDENT</u>	
Leiba/Susan: 1. Write letter to Joyal re; intent to go to cabinet for money and staffing of Women's Programs and send copies of this letter to all other Women's Groups meeting with Joyal.	Oct.18
2. Write letter to Conservatives telling them that Women's Groups are meeting with Joyal re: \$12.3M and send copy to Joyal.	Oct.18
3. Write Joyal protesting end of year funding for duplication of activities when we have been held to last year's funding.	Oct.18
<u>PAST-PRESIDENT</u>	
Lenore: 1. Meet with Ardelle Dudley in Edmonton to decide to do something for board development.	Nov.15
<u>PRESIDENT-ELECT</u>	
Lisa: 1. Develop an "umbrella preamble" for the proposal to Secretary of State.	Oct.31
<u>PROVINCIAL DIRECTORS</u>	
1. Read Heather's report, review recommendations for final approval at January Board Meeting.	Jan.27
2. Find people as Conference Presenters; tell people about the conference.	Dec.15
3. Re: Resource Centre of CLOW.	
a) Identify areas of need, nationally and proviacially in which materials should be collected.	Nov.30
b) Identify Resource Centre Collections throughout Canada which focus on women and show their areas of focus.	Nov.30
4. Re: Adult Basic Education Project of CLOW.	
Identify ABE programs in provinces to locate resource persons of curriculum materials.	Nov.30
5. Where applicable, to obtain lists of continuing education co-ordinators of school boards, library coordinators and any others. Forward to Susan.	Nov.30

TASK LIST FROM BOARD MEETING, OCTOBER 14 - 17, 1983

<u>TASK</u>	<u>DEADLINE</u>
<u>PROVINCIAL DIRECTORS (Cont'd)</u>	
6. Martha to look after printing of covers for CLOW documents.	
7. Increase membership.	on-going
8. Consider encouraging a local member to assume responsibility for membership and correspondence.	Jan.27
9. Sandy to contact Barb O'Neil in N.W.T. with information to explore increase of membership in N.W.T.	Jan.27
10. Consider a differential funding system for provincial networks.	Jan.27
<u>COMMITTEES</u>	
1. Personnel Committee to develop a personnel policy by the next board meeting for approval by the board.	Jan.27
2. Publications Committee to energetically solicit articles up up-coming theme issues of WEDF and profiling of activities across the country.	6 wks. prior to publication
3. Present Conference Committee to draft a design for a poster for use for provincial directors at conference.	Jan.27
4. Membership Committee - Janet Eaton to draft a letter of introduction of CLOW for recruitment.	Nov.30
<u>OFFICE</u>	
1. Susan will call in Board Members, Mini-Executive, etc. to do staff development with staff.	ongoing
2. Draw up forms regarding travel arrangements to be sent to board members who will fill in their dates and return forms to the office.	Dec.17
3. Add to guidelines for expenses for Board Members "The overall principle is that Board Members are not to be out of pocket in conducting business of CLOW."	Dec.15
4. Check with Convention Bureau to find a suitable centralized location for accommodation for future board meetings.	Oct.31
5. Add to proposed guidelines that hotels will be pre-paid as a general rule and if varied from that rule, Board Members will be informed well in advance.	Dec.15
6. Contract with hotel for payment of accommodation i.e. deleting charges.	A.S.A.S.
7. Begin process of arranging next board meeting as soon as this one is over.	A.S.A.S.
8. That Friday night of each board meeting be structured for formal Provincial Reports and an informal session and that Provincial Reports be brought in writing.	A.S.A.P.
9. Susan write letter to P.M.'s office to let them know further what is happening in the lobby re: funding between women's Groups and Joyal.	A.S.A.P.
10. Re: materials being sent from CLOW office. Put deadline dates on the task lists. Pay attention to quality including xeroxing and typing.	ongoing

TASK LIST FROM BOARD MEETING, OCTOBER 14 - 17, 1983

<u>TASK</u>	<u>DEADLINE</u>
<u>OFFICE (Cont'd)</u>	
11. Susan send Lisa the list of participants of dinner guests from corporations and foundations at dinner initiated by Erola.	Oct.21
12. Send board members names of committee regarding Charter of Rights Activities.	Oct.21
13. Put the Charter of Rights issue on the Agenda for next Board Meeting to report what's been happening.	Dec.15
14. Solicit articles for Dec.'83 and Mar.84 issues of WEDF.	Oct.15 & Jan.15
15. Keep track of requests for various publications.	Nov.30
16. Keep a file of memberships for each province and mail out new memberships in regular provincial mailings.	Oct.21
17. Have membership cards printed with next year's expiry date.	A.S.A.P.
18. Give each Provincial Director 2 or 3 pages of mailing labels so we can share in each others activities. Martha will provide the labels at cost to CLOW office.	Nov.30
19. Susan, get in contact with Secretary of State funded groups and consult about "turning around" protesting etc. the agenda for the Federal consultations with women's groups. If it is not changed, this is press release stuff. Reason for getting together is accountability.	Oct.18
20. Check address list.	Done.

PUBLICATIONS COMMITTEE - MOTIONS JANUARY 10, 1984

1. That CLOW in principle consider changing the format of WEDF to a magazine format while still maintaining its newsletter-like character and openness to "non-professional writing" and that it focus on educational methodology and content rather than theoretical research.

- a) and that the August issue be a special "Conference" magazine issue with the proviso that the recipients be informed that this is an exceptional case;
- b) That a feasibility study regarding such a change-over be made and financed by Secretary of State surplus funds.

- passed.

2. a) That there be an editorial Board of WEDF of a minimum of three people and a maximum of 5;
- b) That the Executive Director and Chair of the Board's Publications committee be ex-officio members and choose the remaining members;
- c) That this committee set an editorial policy for WEDF.
- d) That regional editorial representatives be appointed as liaison between regions and the Editorial Committee and editor, if/when such a position is established;
- e) That the job descriptions for these Regional Representatives be formulated by the Publication Committee and presented to the Board of CLOW for ratification;

approved in principle

contingent in funding

3. It was recommended that an energetic effort be made to send out brochures of WEDF with a covering letter soliciting subscriptions (and/or advertisements in their publications) from national professional organizations. Where possible, this should be sent to appropriate libraries, agencies, and schools for their subscriptions.

- recommended.

4. That all mastheads of WEDF contain the names of editorial committee members, the identification of its chairwoman; and then the names and functions of the editorial staff for each issue be identified.

- passed.

EXECUTIVE DIRECTOR'S REPORT TO THE BOARD FOR OCTOBER 18 - JANUARY 20/84

This report is written using the categories of the proposed job description. Your comments on the usefulness of this format would be appreciated.

Board Activities and Policy Formation

Since the last Board meeting, two mini-executive meetings were held, as well as two meetings between the mini-executive and the conference planning group, and one with the President and Mini-Executive. Weekly telephone "meetings" have been held between Leiba and myself. We have also met twice; in Montreal in October, to discuss the federal consultation with Secretary of State; in December for two days to plan the Board Agenda and work on job descriptions.

Meetings and consultations have been held with the treasurer regarding finances and with the chair of the Funding Committee re funding matters. The nominations process has been discussed with Lenore as nominations chair and materials sent her. The March issue of WEDF has been partially planned with Greta as Publications chair and the N.T.A. report and its distribution were discussed with both Carol Ariano and Heather Henderson.

Correspondence and other information of interest on policy development has been sent to Board members as it comes in. The board information package was prepared and sent.

Contact has been maintained with the three advisory committees via delegated staff. I also attended the first meeting of the Telidon Advisory Committee.

FINANCIAL PLANNING AND FUND-RAISING

Finances - Audrey Swail and I have met and consulted a number of times on budgeting, both for this year and next and on revising our accounting system. To aid in the latter, a meeting was held in December with our auditor and bookkeeper to discuss revamping our bookkeeping system. A method was devised and will be set up for the new fiscal year.

Considerable misunderstanding occurred again, with Secretary of State over financial reporting procedures; i.e., a balance sheet is now required quarterly, although the wrong information about it was sent initially. The result was a good deal of time wasted and considerable discussion before a portion of our third installment was released.

A great deal of time was spent in December, writing our submission to Secretary of State, Women's Program. A draft was presented to the mini-executive for comment and then had to be rewritten when we received the Guidelines from the Women's Program on December 16. The submission was sent to them December 22 in time for their December 23 deadline. The submission has been well received by Secretary of State.

Income has been duly recorded and payment of expenses authorized.

Meetings with Secretary of State, Ontario Women's Directorate were held and a COED Proposal prepared. A good deal of work was done in attempt to obtain additional funding for the Telidon project; none of which have been successful to date.

LIAISON AND PUBLIC RELATIONS

Considerable liaison and coordination has occurred with other National Women's organizations (particularly N.A.C. and CRIAW) in regard to the Funding lobby of Secretary of State. Telephone discussions have also been held with the NAC chairs of the Employment and Education committees, although meeting arrangements have fallen through. I also met with Marylou Murray - the new NAC coordinator and provided some consultation to her and Doris Anderson on their Secretary of State funding application.

Consultation to members has occurred through Skills Bank requests and through contact at conferences.

I have been fortunate, also to meet with three CLOW networks over the past months - in Edmonton, Ottawa and with a developing Toronto Caucus. I maintain regular contact with the Ottawa network.

I have been delegated to attend the following conference or consultations:

- Skills Development Leave - CEIC October 25-27.
- International Youth Year Consultation Secretary of State - December 8.
- Human Rights Coalition Caucus - December 9-11.
- Macdonald Commission Hearing did a workshop on Education Rights - December 5.
- CRIAW - presented 1 paper and wrote another which Sandy presented.

Administration

After writing a job description, interviews were held for the Executive Secretary position in November and Ruth Harrington was hired. Ruth brings with her four years of experience as Executive Secretary for Organized Working Women, an Ontario union women's organization. I feel we are extremely fortunate to have her. During December I spent a considerable amount of time on orienting Ruth to the organization, office systems and procedures. One of the results has been an office procedures manual and refinement of some office systems.

Regular group staff meetings have been held (approximately every 2 weeks) as well as many meetings with individual staff members. Almost daily telephone contact has been maintained with Heather Brown regarding the Telidon project. Regular discussions have taken place with our bookkeeper, auditor, Secretary of State and COED about numerous financial matters.

Correspondence and telephone calls has been dealt with daily and letters and matters of interest sent to the board and President for information.

Regular liaison is maintained with World Literacy about administrative matters. Discussions were held with Janet Stewart about the feasibility of holding our annual meeting in August.

Our brief to the Macdonald Commission was written entirely by volunteers with whom regular meetings and telephone discussions were organized and held.

COMMUNICATION AND INFORMATION LINKS

Writing included a report to Secretary of State, an Editorial for WEDF, a paper on S.D.L. for CRIAW conference, a draft job description for Leiba and a conceptual framework for conference, as well as various pieces of correspondence.

One issue of Women's Education Des Femmes was published on which Liz Wood did most of the Editing and Production. One brief has been written - for the Macdonald Commission.

It has not yet been possible to re-do our publications with a uniform cover, but photocopy quality has been upgraded and monitored.

Information has been sent regularly to Board members.

Other Activities

I attended a reception and burial for the Ontario Women's Bureau.

I met with CLOW members at the Metro YWCA to draft a letter to John Roberts regarding the CEIC Plan of Action for Women (follow-up to the June workshop on the NTA).

I have continued liaison with the Chart of Rights Coalition regarding production and funding of the audio visual package.

1. CLOW TIME SCHEDULE

1984-85

OBJECTIVE	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
I Networking												
Liaison & Coord. with other org's.	* x	x	x	x	x	x	x	x	x	x	x	x
Provincial Networks	x	x	x			x	x	x	x	x	x	x
Skills Bank	x	x	Update Mailing forms	x	x	Mailing of forms				Membership Mailing		Mailing of forms
II Barriers & Change												
Public Ed'n & outreach	x	x	x	x	x	x	x	x	x	x	x	x
III Support Train'g.												
Women's Learning Resource Centre	Publicity	Lending Policy	Evaluation Process designed	On-going service	x	x	x	x	x	x	x	x
Microtech. Info. Access	Distrib. of gral. info package	x	x	x	x	x	Local info packs.distr.	x	x	First Update →		x
IV Unmet Needs in Adult Education												
A.B.E.			Report on Research	Funding Proposal				Further Research	x	x	x	x
ABE Consultants	x	x	x	x	x	x	x	x	x	x	x	x
Promote Innovative Learning												
WEDF	Redesign format & Production	x	1st Redesign-ed issue Women's Stds.	Publicity	x	2nd issue Women & Insts.	Publicity	x	3rd issue Women's Learning	Publicity	x	4th issue Women's Health Ed

2.

OBJECTIVE	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
CONFERENCE	Brochure design	Printing & Mailing	Pre-registration goes out	Pre-registration etc.	Conference	Follow-up Activity	Production of videos & other mtrls. →		Publicity for materials	Distribution of materials	x	x
VI Papers on Current Issues												
Papers	as needed through		the year	-	-	-	-	-	-	-	-	-
Consultations with government agencies	as requested and organized throughout the year.											
<u>GENERAL ACTIVITIES</u>												
Board/Executive & Committees					meetings			meetings			meetings	
National Office	Membership renewals	Annual Elections	Audit End of COED Project	x	Conference Annual Mtg. Annual Report	x	x	x	Sec. of State funding proposal	x	x	Notice of Membershi Renewals

* x represents on-going activities throughout the year.



Canadian Congress for Learning Opportunities for Women



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AGENDA, Board Meeting Jan. 27-30, 1984

<u>Items</u>	<u>Documents Enclosed</u>	<u>Schedule</u>
1. Provincial Reports	--	Fri. Jan. 27 7:00-9:00 Rm. 7-210
2. Committee Meetings	Committee Agendas	Sat. Jan. 28 OISE Rm. 7-210 9:00-10:30
3. Committee Reports	CR 1 Skills Bank	OISE Rm. 7-210 10:30-12:00
4. Lunch at CCLOW office		692 Coxwell Ave. 12:30-1:30
5. Committee Reports		OISE Rm. 7-210 2:00 -3:00
6. Board Development Session	--	3:15 - 6:00 OISE Rm. 7-210
7. Minutes of Previous Board Meeting		Sunday Jan. 29 OISE Rm. 7-210 9:00 - 10:30
<i>task list . . .</i>		
8. Business Arising from Previous Board Meeting		<i>Annual Conference</i> ✓
✓ a. N.W.T. Representative	BAB 1	
✓ b. Sec. State Funding	BAB 2	
✓ c. Consultations '83	BAB 3	
✓ d. Affirmative Action	BAB 4	
✓ e. Materials Selection Policy	BAB 5	
9. Business Arising from Executive Meeting		
✓ a. Annual Meeting Date	BAE 1	
10. President's Report	Report Enclosed	OISE Rm. 7-210 10:45 - 12:30
✓ 11. Executive Director's Report	--	
✓ 12. Treasurer's Report	--	
13. Project Reports		
a. Resource Centre	--	
b. Telidon	--	
c. Adult Basic Education	--	
d. National Training Act Report	Sent previously	



Canadian Congress for Learning Opportunities for Women



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P. 2 Board Agenda Jan. 27-30 , 1984

<u>Items</u>	<u>Documents Enclosed</u>	<u>Schedule</u>
Lunch		12:30 - 2:00 anywhere
14. Board Development Session	--	2:00 - 6:00
✓ 15. New Business		Monday Jan. 30 OISE Rm. 7-210
a. Conference Planning	NB 1	9:00 - 12:30
b. Job Descriptions/ Ctte. Struct.	NB 2	
c. International Youth Year	NB 3	
d. Sec. State Additional Funding	NB 4	
e. Future Board Development	NB 5	
f. Charter of Rights	NB 6	
16. Executive Committee Meeting		OISE Rm. 7-210 2:00 - 5:00

COMMITTEE AGENDAS FOR JANUARY 28, 1984

Saturday A.M.

1. Membership Chair: Janet Eaton
Members: Claudette Everitt
Leiba Aronoff

Agenda Membership renewals
- develop a letter and review other materials.
2. Publications Chair: Greta Nemiroff
Members: Pam Evans, Lenore Rogers
Liz Wood

Agenda: 1) Plan for next issue of WEDF on Adolescent Women
2) Develop rationale for what goes into the publication
3) Develop strategy for liaison with chair
4) Discuss other publication projects.
3. Social Issues Committee Chair: Carol Ariano
Members: Sandra Susut, Heather Orford

Agenda: 1) Report on N & A
2) Follow-up on report.
4. Skills Bank Committee Chair: Martha Colquhoun
Members: Betty-Ann Taylor, Sema Aksoy,
Shirley Brazer

Agenda: To be provided.

Saturday Lunch Time

5. Personnel Committee Chair: Lenore Rogers
Members: Leiba Aronoff, Lisa Avedon

Agenda: 1) Review proposed job description
2) Review proposed personnel policy.
6. Funding Committee Chair: Diana Ironside
Members: Martha Colquhoun, Susan Vander Voet,
Liz Cockburn

Agenda: 1) Funding for various CLOW projects: (a) Conference
(b) Telidon
(c) Other.

NO. CRI

FROM: (name) Sema Aksoy

DATE: January 11, 1984

AGENDA WORKSHEET

SUBJECT OF PROPOSAL: Skills Bank Operation until January 1984

BACKGROUND INFORMATION: 1. Annual January mailing

2. Skills Bank Statistics

3. Skills Bank Committee Report

RATIONALE: Based on the Skills Bank Coordinator's Report of activities up to
January 1984.

PROPOSAL: _____

ACTION REQUESTED:

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

Is the proposed action within the authority of the groups? YES NO

Referred to:	Date	Final Outcome	Date

SKILLS BANK STATISTICS - APRIL 1, 1982 TO JANUARY 1, 1984

Skills Bank Registry	94
Total number of the requests:	222
Telephone requests:	112
Written requests:	105
In person:	5

REQUEST BY PROVINCE:

N.W.T./Yukon	4
B.C.	6
Alberta	7
Saskatchewan	8
Manitoba	4
Ontario	166 (Toronto: 110)
Quebec	9
N.B.	2
N.S.	8
P.E.I.	3
NFLD	2
International	3

BACKGROUNDS OF THE USERS OF THE SKILLS BANK

Co-ordinator of women's programmes (includes Emp. Immg.C)	51
Higher education faculty and staff	39
Consultant	16
Community programme co-ordinator	15
Graduate Student	15
Job search related	10
Not recorded	9
Researchers	7
Writer and editor	7
Professional (lawyer, business women/executive women)	7
Teacher	6
Librarian	6
Adult Educator	5
Social worker	4
Artist	3
Labour related	3
Ministry of Education/Board of Education	3
Literacy	2
Government	2
Housewife	2
Aging related occupations	1
Treasurer	1
Human rights programme co-ordinator	1
Museologist	1
Staff Trainer	1
Religion	1
Outreach	1
Business School	1
Trades	1
Microtechnology	1
Underwriter	1

REQUESTED SKILLS

Skills Bank/WEDF	26
Micro-technology related	14
Library	14
Conference participation	14
Fund raising and grants	11
Women as minority (immigrant, native, aging and disabled)	10
Employment related information	9
Adult development and education	7
Affirmative action/Sex role stereotyping	7
Women to serve on advisory boards	6
Literacy	7
Lobbying	6
Re-entry	6
Counselling (personal and career)	5
Setting up a skills bank / Resource Centre	5
Networking	5
Non-traditional programmes	5
National training act	4
Training packages	4
Women returning to school	4
Sexual harassment	3
Professional women	3
Feminist research/Academic women's studies	3
Continuing education/Life skills	3
Community development	3
Human rights education	2
Women and Health	2
Educational leave	2
Daycare related	2
Office automation and clerical workers	2
Economy and education for women	2
Distance education/ Outreach	2

Sewing co-op/Textilist	2
Youth employment programmes	2
Sole support mothers	2
Rural women	2
Pornography	1
Public School System	1
Child care/day care	1
Part-time opportunities	1
Employee benefits	1
Occupational Health	1
Parental Health	1
Stress	1
Management consulting	1
Public speaking	1
Job satisfaction	1
Ergonomics	1
Secretaries	1
Multiculturalism	1

NO. BAB 1

FROM: (name) Sandra Susut

DATE: Jan. 4/84

AGENDA WORKSHEET

SUBJECT OF PROPOSAL: Board Representative from the N.W.T.

BACKGROUND INFORMATION: It was agreed at the previous board meeting that contact would be made with members from the N.W.T. to try to recruit a native woman as a future Board member.

RATIONALE: We do not presently have a board member from the N.W.T.

PROPOSAL: Results will be reported at the Board meeting.

ACTION REQUESTED:

review for information

submitted for decision

evaluation of progress or task

delegation of responsibility

provide me (us) with recommendations

Is the proposed action within the authority of the groups? YES NO

Referred to:	Date	Final Outcome	Date



Canadian Congress for Learning Opportunities for Women



congrès canadien pour la promotion des études chez la femme

January 12, 1984

Sandy Susut
236 Corbett Hall
University of Alberta
Edmonton, Alberta
T6G 2G4

Leiba Aronoff
4607 Michel Bibaud Avenue
Montreal, Quebec H3W 2E1

Dear Leiba,

It is with much thought, consideration and pain that I have drafted this letter many times in my mind over the past few weeks and now finally and formally on paper. For many reasons I feel that I must resign as Alberta Director of CLOW. That decision has not been made easily nor without reluctance, yet I know 'deep down inside' that it is the right one.

Let me say first that my resignation is a comment on myself, my health, my work and work-load, not a comment on CLOW as an organization. In fact I shall miss the national perspective and contact and certainly shall miss seeing the Board members who have become friends not just colleagues. However, I made the decision entering into 1984 that I would not undertake another year like 1983 where I felt far too over-extended to the point that clearly my physical health suffered, if not my mental health.

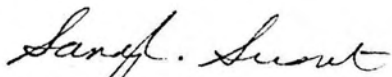
It is important to me to do a first-rate job of whatever I decide to take on. I feel that I haven't been able to devote the time necessary to do a good job with CLOW in the past few months nor could I in future months. One sentence from Greta's report on the Women and Power Conference really struck home to me ie. "...characteristically we are apt to chastise ourselves for not having 'done it all'". I do not want to continue to feel guilty about a growing pile of papers from CLOW that I simply don't have time to get to.

I plan to attend the January Board Meeting and will contribute whatever I can at it. I will continue to serve as a liason here in Alberta until such time as a replacement can be elected or appointed. I intend to stay involved with our CLOW local group in Edmonton and will continue to work with our CLOW Women's Education Research Project until its conclusion in June.

I am sorry for the inconvenience which will be caused by my resignation, but as I said earlier, it is the decision which I feel I must take. I would also like to thank you Leiba, and all the other Board Members for the opportunities which CLOW has afforded me for learning, for sharing in creating change for women and for meeting all of you.

We can talk more at the Board meeting of how to handle the transition to a new director.

Yours truly,

A handwritten signature in cursive script that reads "Sandy Susut".

Sandy Susut
Alberta Director, CLOW

NO. BAB 3

FROM: (name) Leiba Aronoff

DATE: Jan. 4/84

AGENDA WORKSHEET

SUBJECT OF PROPOSAL: Consultations' 83

BACKGROUND INFORMATION: I attended consultations with CACSW and Status of Women Department in November.

RATIONALE: to represent CLOW

PROPOSAL: I will report on the consultations at the Board meeting. Please see attached information.

ACTION REQUESTED:

review for information

submitted for decision

evaluation of progress or task

delegation of responsibility

provide me (us) with recommendations

Is the proposed action within the authority of the groups? YES NO

Referred to:	Date	Final Outcome	Date

AGENDA

Public Archives Building
Room 156
395 Wellington Street
OTTAWA, Ontario

OCTOBER 30 TO NOVEMBER 2, 1983

ORDRE DU JOUR

Édifice des Archives publiques
Salle 156
395, rue Wellington
OTTAWA (Ontario)

30 OCTOBRE AU 2 NOVEMBRE 1983

SUNDAY, October 30

EVENING RECEPTION

Sponsored by the Prime Minister's Office,
The Honourable Judy Erola and
The Honourable Serge Joyal.

20:00

Railway Committee Room
Centre Block

DIMANCHE, 30 octobre

RÉCEPTION EN SOIRÉE

Parrainée par le Cabinet du Premier ministre,
L'honorable Judy Erola et
L'honorable Serge Joyal.

La Salle du comité des chemins de fer
Édifice du centre

MONDAY, October 31

REGISTRATION AND COFFEE

08:00-09:00

STATUS OF WOMEN CANADA

N.B. Discussion periods are scheduled
for each session.

Opening Session:
The Honourable Judy Erola,
Minister Responsible for the Status of Women

Chairperson: Maureen O'Neil, Co-ordinator
Status of Women Canada

Status of Women at the UN:
Julie Loranger, former Director
UN Social and Humanitarian Affairs Division
External Affairs

09:30-10:05

LUNDI, 31 octobre

INSCRIPTION ET CAFÉ

CONDITION FÉMININE CANADA

N.B. Des périodes de discussion sont prévues
pour chacune des séances.

Séance d'ouverture :
L'honorable Judy Erola,
Ministre responsable de la Condition féminine

Présidente : Maureen O'Neil, coordonnatrice
Condition féminine Canada

Statut de la femme à l'ONU :
Julie Loranger, ancienne directrice
Direction des Affaires sociales et humanitaires
des Nations Unies
Affaires extérieures

MONDAY, October 31 (Cont'd)

STATUS OF WOMEN CANADA

Voluntary Fund for the UN Decade for Women: 10:05-10:40
Margaret Snyder, Senior Officer
Voluntary Fund for the UN Decade for Women

COFFEE BREAK

10:40-11:00

Managing the process of change at the Canadian 11:00-11:45
International Development Agency:
Elizabeth McAllister, Director
Integration of Women in Development

NGOs in the UN Decade for Women: 11:45-12:30
Anne Walker, Director
International Women's Tribune Centre Inc.

LUNCH (Free time)

12:30-14:00

Canadian Preparations for the 1985 World 14:00-14:30
Conference:
Maureen O'Neil, Co-ordinator
Status of Women Canada

The Conceptual Framework for the New National 14:30-14:45
Plan of Action:
Lindsay Niemann, Senior Adviser
International Relations
Status of Women Canada

The New National Plan of Action: Panel Discussion 14:45-15:45
The panelists are:

Louise Holmes, Director
Social Policy and International Relations
Status of Women Canada

LUNDI, 31 octobre (suite)

CONDITION FÉMININE CANADA

Fonds de contributions volontaires pour la
Décennie des Nations Unies pour la femme :
Margaret Snyder, agent principal
Fonds de contributions volontaires pour la
Décennie des Nations Unies pour la femme

PAUSE-CAFÉ

Administrer les changements au sein de l'Agence
canadienne de développement international :
Elizabeth McAllister, directrice
Intégration des femmes dans le développement

ONG au sein de la Décennie des Nations Unies
pour la femme :
Anne Walker, directrice
International Women's Tribune Centre Inc.

DÉJEUNER (Temps libre)

Préparatifs canadiens pour la Conférence
mondiale de 1985 :
Maureen O'Neil, coordonnatrice
Condition féminine Canada

Le cadre conceptuel pour le nouveau plan
d'action national :
Lindsay Niemann, conseillère principale
Relations internationales
Condition féminine Canada

Le nouveau plan d'action national :
Réunion-débat. Les invitées sont :

Louise Holmes, directrice
Politique sociale et relations internationales
Condition féminine Canada

MONDAY, October 31 (Cont'd)

STATUS OF WOMEN CANADA

The panelists are: (Cont'd)

14:45-15:45

Angela Sutcliffe, Head
Parliamentary Relations
Status of Women Canada

Christine Blain, Director
Economic Policy
Status of Women Canada

Lindsay Niemann, Senior Adviser
International Relations
Status of Women Canada

COFFEE BREAK

15:45-16:00

The New National Plan of Action: Open Discussion

16:00-17:00

EVENING RECEPTION

18:00-19:00

Sponsored by Her Worship Mayor Marion Dewar
Mayor's Office
City of Ottawa
2nd Floor
Ottawa City Hall
111 Sussex Drive
OTTAWA, Ontario

***WOMEN'S PROGRAMME**

Address:
The Honourable Serge Joyal,
Secretary of State and
The Honourable Judy Erola,
Minister Responsible for the Status of Women

19:00-20:30

*For groups currently supported by the Programme.

LUNDI, 31 octobre (suite)

CONDITION FÉMININE CANADA

Les invitées sont : (suite)

Angela Sutcliffe, chef
Relations parlementaires
Condition féminine Canada

Christine Blain, directrice
Politique économique
Condition féminine Canada

Lindsay Niemann, conseillère principale
Relations internationales
Condition féminine Canada

PAUSE-CAFÉ

Le nouveau plan d'action national : Discussion

RÉCEPTION EN SOIRÉE

Parrainée par Son Honneur le maire Marion Dewar
Bureau du maire
Ville d'Ottawa
2ème étage
Hôtel de ville d'Ottawa
111, promenade Sussex
OTTAWA (Ontario)

***PROGRAMME DE PROMOTION DE LA FEMME**

Discours :
L'honorable Serge Joyal,
Secrétaire d'État et
L'honorable Judy Erola,
Ministre responsable de la Condition féminine

*Pour les groupes actuellement subventionnés
par le Programme.

TUESDAY, November 1

NORTH-SOUTH INSTITUTE

COFFEE

08:30-09:00

The Special Role of Women's Organizations on
Disarmament and Development:
Inga Thorsson

09:00-10:00

COFFEE BREAK

10:00-10:15

Presentation on the North-South Institute's Report
on Women and International Development Co-operation

10:15-11:00

Panel Discussion: Issues arising from the previous
two presentations. The panelists are:

11:00-11:45

Maryon Brechin
Theodora Foster
Marta Samper
Sharon Channer

CANADIAN ADVISORY COUNCIL ON THE
STATUS OF WOMEN (CACSW)

LUNCHEON

11:45-12:30

In the Foyer adjoining the Conference Room

Opening Remarks:
Lucie Pépin, President
Canadian Advisory Council on the Status of Women

12:30-12:40

Address: THE CANADA HEALTH ACT
The Honourable Monique Bégin,
Minister of Health

12:40-14:00

Questions and discussion

MARDI, 1^{er} novembre

INSTITUT NORD-SUD

CAFÉ

Le rôle spécial des organismes féminins
concernant le désarmement et le développement :
Inga Thorsson

PAUSE-CAFÉ

Présentation portant sur le rapport de l'Institut
Nord-Sud sur la femme et la coopération en
matière de développement international

Réunion-débat : Questions relatives aux deux
présentations précédentes. Les invitées sont :

Maryon Brechin
Theodora Foster
Marta Samper
Sharon Channer

CONSEIL CONSULTATIF CANADIEN DE LA
SITUATION DE LA FEMME (C.C.C.S.F.)

DÉJEUNER

Au foyer attenant à la salle des conférences

Mot de bienvenue :
Lucie Pépin, présidente
Conseil consultatif canadien de la situation
de la femme

Discours : LA LOI SUR LA SANTÉ (CANADA)
L'honorable Monique Bégin,
Ministre de la Santé

Questions et discussion

TUESDAY, November 1 (Cont'd)

CANADIAN ADVISORY COUNCIL ON THE
STATUS OF WOMEN (CACSW)

COFFEE BREAK 14:00-14:15

PANEL: CANADA HEALTH ACT 14:15-15:15

Chairperson: ~~Lucie Pépin~~

Marylee Stephenson CACSW, Ontario

Michèle Harding, President
Ontario Health Coalition

Dr. Debbie Copes

Family Physician *Toronto, Medical Reform Group*

Dr. Helen Glass, President

Canadian Nurses' Association

COFFEE BREAK 15:15-15:30

Questions and discussion arising from
previous presentations 15:30-17:00

ADJOURNMENT 17:00

PERSONS AWARDS CEREMONY 20:00

Government House

1 Sussex Drive
OTTAWA, Ontario

MARDI, 1^{er} novembre (suite)

CONSEIL CONSULTATIF CANADIEN DE LA
SITUATION DE LA FEMME (C.C.C.S.F.)

PAUSE-CAFÉ

Débat : LA LOI SUR LA SANTÉ
(CANADA)

Présidente : Lucie Pépin

Michele Harding, présidente
Coalition ontarienne de la santé

D^r Debbie Copes

Médecin de famille

D^r Helen Glass, présidente

Association des infirmières du Canada

PAUSE-CAFÉ

Questions et discussion relatives aux
présentations précédentes

AJOURNEMENT

CÉRÉMONIE DES PRIX PERSONNES

Résidence de Son
Excellence le Gouverneur général

1, promenade Sussex
OTTAWA (Ontario)

WEDNESDAY, November 2

CANADIAN ADVISORY COUNCIL ON THE
STATUS OF WOMEN (CACSW)

COFFEE 08:30-09:00

Panel: CANADIAN CHARTER OF RIGHTS AND FREEDOMS 09:00-10:20

Chairperson: Lucie Pépin, President
Canadian Advisory Council on the Status of Women

Jennifer Stoddart, Director of Research,
CACSW

Ann Bayefsky, Lawyer, Ottawa

Claire Beckton, Lawyer, Halifax

* Beth Symes, Lawyer, Toronto

Presentation: 10:20-10:30
Nancy Jackman, Chairperson
Charter of Rights Coalition

COFFEE BREAK 10:30-10:45

CONSULTATION: A handbook on the 10:45-12:00
Economic role of Women

The panelists are:
Jennifer Stoddart, Director of Research
CACSW

Julie White, Researcher
CACSW

Janet Siltanen, Reséarcher
CACSW

MERCREDI, 2 novembre

CONSEIL CONSULTATIF CANADIEN DE LA
SITUATION DE LA FEMME (C.C.C.S.F.)

CAFÉ

Débat : CHARTE CANADIENNE DES
DROITS ET LIBERTÉS

Présidente : Lucie Pépin, présidente
Conseil consultatif canadien de la situation
de la femme

Jennifer Stoddart, directrice de la Recherche
C.C.C.S.F.

Ann Bayefsky, avocate, Ottawa

Claire Beckton, avocate, Halifax

Beth Symes, avocate, Toronto

Présentation :
Nancy Jackman, présidente
Charter of Rights Coalition

PAUSE-CAFÉ

CONSULTATION : Un manuel sur le rôle
économique des femmes

Les invitées sont :
Jennifer Stoddart, directrice de la Recherche
C.C.C.S.F.

Julie White, recherchiste
C.C.C.S.F.

Janet Siltanen, recherchiste
C.C.C.S.F.

WEDNESDAY, November 2 (Cont'd)

**CANADIAN ADVISORY COUNCIL ON THE
STATUS OF WOMEN (CACSW)**

NEW BUSINESS 12:00-12:20

Madeleine Dubuc, Thérèse Casgrain Foundation 12:20-12:30

LUNCH (Free time) 12:30-14:00

WOMEN'S PROGRAMME - SECRETARY OF STATE

Workshop on procedures relating to requests
for funds 14:00-16:00

Huguette Labelle, Under Secretary of State

Lise Lavoie, Director

AJOURNMENT 16:00

MERCREDI, 2 novembre (suite)

**CONSEIL CONSULTATIF CANADIEN DE LA
SITUATION DE LA FEMME (C.C.C.S.F.)**

NOUVELLES AFFAIRES

Madeleine Dubuc, Fondation Thérèse Casgrain

DÉJEUNER (Temps libre)

**PROGRAMME DE LA PROMOTION DE LA
FEMME - SECRÉTARIAT D'ÉTAT**

Atelier sur les processus relatifs aux
demandes de financement

Huguette Labelle, sous-secrétaire d'État

Lise Lavoie, directrice

AJOURNEMENT

SUGGESTIONS SOUGHT ON THE PROJECT

"WOMEN AND THE ECONOMY"

The Canadian Advisory Council on the Status of Women is undertaking a project concerned with the economic aspects of women's lives in Canada. The intention of the project is to produce a handbook for women and women's groups which would serve as a reference text and lobbying/organizing guide on economic issues. The project is in its formative stages and we are gathering suggestions from various sources concerning the range and type of issues covered by the handbook, as well as arguments to be presented concerning possible strategies for overcoming the disadvantaged economic circumstances of many women in Canada today.

A preliminary outline of the handbook is presented below. If there is anything you would like to see added, or if there is an issue/argument you feel requires especial attention, we would appreciate hearing from you. More general comments on the format and overall usefulness of the handbook, including ways in which its effectiveness may be improved, would also be of benefit to those involved in its final production. Please address comments and suggestions to Julie White or Janet Siltanen, c/o Canadian Advisory Council on the Status of Women, Box 1541, Station B, Ottawa K1P 5R5 (telephone 613-9924975).

PRELIMINARY OUTLINE OF WOMEN AND THE ECONOMY HANDBOOK

"INTRODUCTION"

The many ways in which women's lives are affected by economic concerns - from the cost of living to tax to micro-technology - may seem fragmented and unrelated. The purpose of the introduction is to make the connections between diverse aspects of the economic realities of women's lives, and place them within an overall perspective.

The introduction will briefly outline general features of the circumstances which shape women's access (or lack of access), to economic resources, security and independence. Particular attention will be given to the dramatic changes in women's experiences of work in the home and the paid labour force, and the pressing concerns about the impact of the current economic recession on women's economic position.

Part One

Part one of the handbook is organized around a woman's workcycle in relation to both the home and the paid labour force. It discusses problems arising throughout the typical pattern of child rearing and employment for women, and presents information on women's economic circumstances during four main stages in their lives. Where appropriate the discussion will consider the particular circumstances of certain groups of women (for example, immigrant women, native women, rural women and single parents). The four stages, and an indication of the problems/issues raised within each, are as follows:

- a) Younger women
Discusses economic issues facing women roughly up until they have their first child. These include the quality and range of education and training for young women; part-time employment among young women; difficulties gaining entry into full-time employment; and links between education/training and job segregation.
- b) Having children
Discusses three different situations of women with children. The first is the transition from full-time employment to full-time motherhood, and the economic circumstances of married women who are full-time mothers. This includes a consideration of how many women leave paid work for full-time child rearing; the conditions under which this occurs; how long women are full-time mothers; and what this means in terms of the loss of economic independence, changes in household financing and the distribution of economic resources in households.

The second situation is women who do not leave paid work when they have children. The different ways in which continuous employment and child care are combined will be discussed (for example, paid homework, part-time employment, full-time employment).

The third situation to be considered is the economic position of lone mothers, including the difficulties they face with regard to, for example, government benefits, employment and child care.

c) Back into the labour force

Discusses general employment options and disadvantages resulting from an interrupted employment pattern. Includes a consideration of part-time employment, unemployment, trade union protection and membership among those re-entering paid work, training, and re-training facilities, and the impact of technological change on women's re-entry into paid work.

d) Older women

Describes the economic position of women who are retired and living on pension income. Issues raised concern the compound effects of the typical nature of women's work cycle on their economic position at this point in their lives. The situations of married, divorced, and widowed older women will be compared and the particular problems each group faces will be outlined.

Part Two

This section of the handbook draws together issues concerning economic aspects of women's lives which require further explanation and more detailed information. In addition, it presents arguments for and against particular types of social policy and directions for social change. The economic issues are listed below:

are listed below:

1. Education
 - training;
 - government programs;
 - apprenticeships;
 - cutbacks.

2. Pay
 - effect of job segregation, full-time and part-time work, piece work;
 - low earnings and impact on earnings - related benefits;
 - effect of wage controls on women;
 - collective bargaining;
 - equal pay legislation;
 - minimum wage policies;
 - what would a feminist income policy look like.

3. Employment legislation
 - a) employment standards legislation;
 - b) labour relations legislation.

4. Technological change
 - job change, job loss, health and stress;
 - technology at home, for the consumer.

5. Hours of work
 - overtime, shift work, part-time work, job sharing, work sharing, flexi-time, compressed work week;
 - domestic hours of work.

6. Day care and parental leave
 - provision and availability;
 - legislation on both;
 - negotiated provisions;
 - looking at alternatives, legislated and negotiated.

7. Economics of marriage and divorce
 - how finances are arranged/shared in marriage;
 - finances of divorce, matrimonial property laws, support payments.

8. Money
 - a) Tax system
 - spousal deduction;
 - child care deduction;
 - child tax credit vs. family allowances;
 - tax system in lieu of family policy.
 - b) Credit
 - mortgages, personal loans, business credit;
 - effect on rural women.

9. Housing
 - public housing, non-profit housing and use by women;
 - private rental and purchase, economic position of women in housing market.

10. Unearned income

- a) unemployment benefits
- b) workers' compensation
- c) welfare
- d) pensions

A General Note on the Format of the Handbook

Information contained in Parts 1 and 2 will be presented in as varied and accessible a form as possible. For example, colourful, easy-to-read graphics and other visual displays will be used. Parts one and two will be cross-referenced so that the reader will be able to refer easily both to the general context and more detailed information on any issue. Finally, each section will refer the reader to additional sources of information including printed material, video tapes and films.

National Women's Group Meeting: Ottawa Consultations
October 30th, 1983 - November 2nd, 1983

The three days of meetings were sponsored by Status of Women Canada, Secretary of State, and the Advisory Council on the Status of Women and were attended by representatives of over sixty women's groups. While the agenda was not planned to receive input from the groups, it did provide an opportunity to hear about the government's activities at international and national levels, and provided an indication of its five priority areas: women and violence, women in the economy, communication, education and research.

As well, meetings with the Secretary of State, attended by the sixteen funded Women's groups, aimed to clarify the status of government action to increase funding to women's programmes as well as procedures to access these funds.

International Context related to Women's Issues

Several global themes emerged from the various talks which highlighted world wide common concerns related to the status of women everywhere which provided a framework for the consultations:

- feminization of households and poverty is growing everywhere and steadily increasing in the U.S. and Canada. (One in six are female headed in Canada);
- powerlessness of women everywhere unites us in terms of our impact on the system: international development assistance and trade has a negative effect on women because they are not included;
- if economic independence is used as the criteria, there is evidence that the status of women is deteriorating world wide because women have no power;
- in developing Third World countries, new jobs are going to men because of the impact of technology, the barter system has changed to a money system, women have lost jobs and must turn to the informal sector jobs (jobs created by the individual) including prostitution. Here in Canada the debate on prostitution is just beginning;
- in developing countries and in the Third World, women's issues are health, nutrition, education and employment;
- "without peace there can be no development, without development there can be no peace, women are the solution to the problem";
- past theories of economic development and the trickle-down effect must be replaced by a more integrated approach.
- Inga Thorsson, Under Secretary of State for Foreign Ministry of Sweden on U.N. Disarmament Commission, provided encouragement for women to continue to work towards peace and develop-

ment, calling for women - as the majority members of pressure groups - to use their power. She called on women to become very knowledgeable, very involved, and to persevere. The next decade will be crucial.

Canada and the U.N. Decade for Women - 1985

Status of Women Canada has developed a conceptual framework as a basis for its activities related to the Decade on Women. It will include a process of consultation with women's groups to develop a national report for presentation to the World Conference in 1985. The subject matter will be organized under three Core Topic Groups:

- the Economic Independence of Women;
- Women in Public life;
- Women as Persons: the Right to Security of the person and the Integrity of the Individual.

The Honourable Judy Erola, in her address, asked women's groups to monitor all levels of provincial, federal and territorial actions and also to contribute their ideas, (e.g. day-care and transition houses begin at the municipal level).

- Canada is currently a member of the U.N. Commission on the Status of Women which meets every two years, (thirty-two members) and plans to run again until '85.

Canadian Issues:

(1) Canada Health Act, and (2) Canadian Charter of Rights and Freedoms

1. Canada Health Act

A panel exposed the myths on which arguments for extra billing and user fees are based. Beyond preserving the present system, the Canadian Nurses Association and the Canadian Health Coalition are lobbying to strengthen Medicare by re-aligning resources so as to expand services to include homecare, mental hospital services, chronic care, and to establish a less costly community based health system. They use the World Health Organisation's definition of health as:

"state of complete physical, mental and social well-being which is more than the absence of disease or infirmity"

- Geneva, Switzerland, World Health Organization 1946.

Within this context "societal causation" of ill-health are recognised (i.e. external to our human systems are environmental causes) which can serve as the basis for advocacy to deal with stress, unemployment, pollution.

(2) Canadian Charter of Rights and Freedoms

In general the status of the new Charter is not clear and several sections were highlighted for particular attention.

Section 15 which provides equality for women under and before the law does not come into effect until April 17, 1985, in order to allow Provincial Governments the time to bring their laws in line with the Charter. To date few changes have been made in those cases which have been forwarded and women have been alerted to question the quality of these audits and to undertake to review provincial legislation themselves.

Entrenching equal rights is likely to involve litigation as one strategy. Women were urged to lobby to ensure that our view of equality prevails by speaking, writing and adopting litigation strategies supported with funds raised for this purpose.

C.C.L.O.W. is already a member of the Charter of Rights Coalition to plan and strategise actions in anticipation of April, 1985.

Meetings with Women's Programmes October 31st and November 2nd, 1982
(see attached documents)

Lobby efforts by the groups involved with the support of Aisla Thompson of CRIAW, succeeded in setting the agenda and the process to address the issues related to the Cabinet Document to increase funding for women's programmes, the need to strengthen the Women's Programme, and to establish clear guidelines for applications for funding.

At the conclusion of meetings:

1. We were assured that increased funding was forthcoming, but not when or how much;
2. that the appointment of a Director of Women's Programmes was in process;
3. Huguette would meet with us to work on guidelines;
4. another consultation was set for December 13th, 1983, which was later cancelled and rescheduled for January 17th, 1984.



President
of the Treasury Board

Président
du Conseil du Trésor

Ottawa, Canada
K1A 0R5

RECEIVED DEC 21 1983

December 15, 1983

Leiba Aronoff,
President,
Canadian Congress of Learning
Opportunities for Women,
692 Coxwell Avenue,
Toronto, Ontario.
M4L 3B6

Dear Ms. Aronoff:

RE: Advisory Committee on
Affirmative Action

Thank you for ensuring that your Association was represented at the August 8th meeting, to discuss the implementation of affirmative action in the federal Public Service. I regret the tardiness of this follow-up to that meeting; however, I and my officials have been very busy meeting the early targets for operationalizing the program. As you are no doubt aware, I announced, as promised, a numerical target for improving the representation of women in the Management Category of the Public Service; that target is to double the number of women by 1988. In addition, the Treasury Board has developed and is providing training to departmental affirmative action staff.

As agreed at our August meeting, I now offer some proposals for the continuing participation of women's groups in affirmative action, as well as information regarding other advisory groups on equal opportunity.

Canada

6&5
working travaillons
together ensemble
Canada

There is both a Joint Council on Indigenous Participation and an Advisory Committee on Employment of the Handicapped. The Joint Council is composed of the Presidents of the five national Indigenous associations, plus officials of the Treasury Board Secretariat and the Public Service Commission. It is co-chaired by representatives of these latter two organizations. The mandate of the Joint Council is to provide a forum for continuing discussion of the implementation of the Indigenous Participation policy, so that the Public Service program will be workable and effective, as well as positive and responsive to the needs and aspirations of Indigenous people. A working level group which also has representatives from the five national Indigenous associations, the Treasury Board Secretariat and the Public Service Commission, assists the Joint Council in formulating recommendations. In the past, as necessary, the Joint Council has met with the President of the Treasury Board and jointly with the Secretary of the Treasury Board and the Chairman of the Public Service Commission.

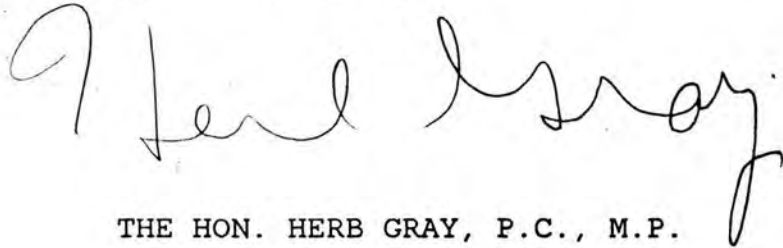
The Advisory Committee on Employment of the Handicapped does not have a working level group similar to the Joint Council, but directly advises officers of the Treasury Board on existing and anticipated problems related to the policy to increase employment opportunities for handicapped people in the Public Service. The terms of reference for this Committee are attached for your information.

I propose, for your consideration, the establishment of an advisory committee composed of the presidents or representatives of major women's groups across Canada, as per the attached list. The mandate of this committee, similar to that of the Joint Council and the Advisory Committee on the Handicapped, would be to provide a forum for the continuing discussion of government initiatives, in this case to improve the situation of women in the Public Service. More specifically, the Committee could advise concerning the implementation of affirmative action; assist in the identification of systemic barriers confronting women in the Public Service or wishing to join it, and advise about means to overcome them. This would include advising on existing personnel policies affecting women, such as part-time work, and more general concerns such as job classification. Since in the present restraint situation it is not realistic to suppose that we can move on all fronts at once, the Committee's advice concerning priority issues would be of assistance to the government.

I believe it would be best for the Committee to meet as necessary, with Margaret Cottrell-Boyd, the Assistant Secretary of the Human Resources Division, which is responsible for affirmative action. The Joint Council meets irregularly and the Advisory Committee on the Handicapped meets twice annually. I would, of course, be happy to meet with the Committee when this is requested. Travel and out-of-pocket expenses would be refunded by the Treasury Board Secretariat and an honorarium provided.

Once again, thank you for the interest and concern that you have expressed in ensuring the effective implementation of affirmative action in the federal Public Service. I look forward to receiving your comments as to the nature of your continued participation.

Yours sincerely,

A handwritten signature in cursive script, reading "Herb Gray". The signature is written in dark ink and is positioned above the typed name.

THE HON. HERB GRAY, P.C., M.P.

PROPOSED LIST OF PARTICIPANTS
WOMEN'S ADVISORY COMMITTEE ON AFFIRMATIVE ACTION

Canadian Advisory Council on the Status of Women

National Action Committee on the Status of Women

National Association of Women and the Law

Canadian Federation of Business and Professional Women's
Clubs

Canadian Federation of University Women

La fédération des femmes du Québec

Native Women's Association of Canada

Canadian Congress of Learning Opportunities for Women

Canadian Association of Women Executives

Canadian Research Institute for the Advancement of
Women

ADVISORY COMMITTEE TO THE PRESIDENT OF THE
TREASURY BOARD ON EMPLOYMENT OF THE
HANDICAPPED (ACE) TERMS OF REFERENCE

Individuals have been selected from the names proposed by a number of handicap organizations. Selection was made to provide the best mix of experience with respect to various handicaps, geographic distribution and personal expertise in subjects related to the employment of those with handicaps in the federal Public Service.

The Committee will act as advisor to the President of the Treasury Board through officers of Treasury Board Secretariat. Its members will provide advice on existent and anticipated problems, especially from the perspective of the handicapped. They will assist officers in Treasury Board Secretariat and elsewhere in the Public Service, who are responsible for the program, to better understand and analyze such problems; and, to develop means of dealing with such problems, which are practical and effective and which reflect sensitivity.

The Committee will be responsible for ensuring that the diverse problems encountered by those with different kinds of disabilities are given the necessary consideration. The members will be requested to obtain opinions on specific questions from the consumer group they represent. They will assist officers of Treasury Board Secretariat in deciding on priorities within approved projects (e.g., which modifications are the most effective or require the earliest attention). The Committee will also be available for consultation by other federal government departments on specific topics upon request.

It is anticipated that there will be a maximum of three meetings per fiscal year. Meetings will be held in Ottawa and last a maximum of three days. Travel and out of pocket expenses will be refunded by Treasury Board Secretariat. An honorarium (\$100/day) will also be provided. Those who incur significant personal expenses on behalf of the Committee (e.g., long distance telephone calls from a private phone) will be reimbursed in specific cases.

An officer of the Treasury Board Secretariat will serve as permanent secretary to the Committee.

October 1982

January 1984

CLOW RESOURCE CENTRE
MATERIALS SELECTION POLICY

GENERAL PHILOSOPHY AND PURPOSE

CLOW is a national, non-profit, voluntary organization concerned with the development and promotion of learning opportunities for women.

CLOW is the one organization in Canada which functions as an advocate for women who require education or training to obtain jobs, hold on to them, advance in them, and to assume leadership positions in their communities. It is also concerned with helping service providers develop innovative programs which supply the training and education women need.

The purpose of the Resource Centre is to gather, organize and share materials and information related to women's learning, education, and training and to fulfill the need for a centralized set of resources with this focus.

CLIENTELE

The materials and information on such topics are to be gathered as needed for CLOW's policy and project research as well as on an ongoing basis for the requests of government researchers and policy analysts, academics, union educators, community developers, the media, students, women searching for transition programs, and many other clientele.

SELECTION CRITERIA

The following criteria are applied to items under consideration for purchase:

1. Relevance to the activities of the organization.
2. Currency - Timeliness.

Maintaining current information is essential. However, the continuing usefulness and relevance of the content has higher priority than publication date alone.

3. Adherence to a feminist viewpoint with use of a variety of sources to select materials which are not readily available in mainstream libraries.
4. Availability - True need supercedes any inconvenience of acquisition.
5. Response to an expressed need within the organization.
6. Support for a new area of activity within the organization.
7. Cost.
8. Networking and Referral Value - Identification of other collections relating to women.
9. Focus on women who are no longer participating in the primary and secondary school systems.
10. Scope - Within the CLOW mandate, to select comprehensively for Canadian Provinces and Territories and selectively for other countries.
11. Priority - That there be a 3 tier priority in selection:
 - a) Materials which we actively solicit e.g. materials needed to pursue the ongoing work of CLOW.
 - b) Materials which we may solicit e.g. submissions in a related area may require backup materials on an ad hoc basis.
 - c) Unsolicited materials which if useful would be kept e.g. a feminist magazine which might not deal directly with education but would enhance our feminist perspective.

TYPES OF MATERIALS

CLOW will collect materials in any type of format which will fulfill its selection criteria. Content, not format is the primary consideration. Type of materials could include:

1. PRINT

- Monographs
- Pamphlets
- Research Reports
- Serials
- Newspaper Clippings
- Statistical Information
- Canadian and Provincial Government Documents
- Other Government Documents
- International Organization Documents, e.g. United Nations
- Kits

2. NON-PRINT

- Audio Cassettes
- Video Cassettes
- Films
- Recordings
- Computer Software

1. BRIEF NARRATIVE STATEMENT ABOUT PROJECT

The purpose of the Resource Centre is to gather, organize, and share materials and information related to women's learning, education and training, and to fulfill the need for a centralized set of resources with this focus.

2. OBJECTIVES OF THE PROJECT

Phase I of the project which was projected to take a year to complete involves forming a collection of materials on women's learning, training and education, establishing procedures for its usage and beginning the circulation of materials.

3. WHO IS INVOLVED IN THE PROJECT

RESOURCE CENTRE ADVISORY GROUP

- | | |
|---|---|
| 1. Frieda Forman
Research Officer
Women's Educational Resource Centre | OISE
252 Bloor St. West
Toronto M5S 1V6
923-6641, Ext. 244 |
| 2. Joan Fulford
Assistant to the Program &
Public Relations Manager | North York Public Library
35 Fairview Mall Drive
North York M2J 4S4
494-6923 |
| 3. Judy Tobin
Research Officer
Office of Development Research | T.V. Ontario
Box 200, Station Q
Toronto M4T 2T1
484-2600, Ext. 2360 |
| 4. Shirley Brazer
Librarian | CLOW
692 Coxwell Ave.
Toronto M4C 3B6
461-9264 |
| 5. Gheorghina Szasz
Librarian | CLOW |

Began October 1983 and continues to meet on an ad hoc basis to work on specific projects.

CLOW STAFF

- | | |
|----------------------------------|---|
| 4. Shirley Brazer
Librarian | 32 weeks
begin July 11, 1983, finish Feb. 17, 1984 |
| 5. Gheorghina Szasz
Librarian | 32 weeks
begin Oct. 24, 1983, finish June 10, 1984 |

Gheorghina reports directly to Shirley and Shirley reports to Susan.

4. TIME LINES FOR THE PROJECT

The actual COED project which began in July and ends June 1984, although CLOW has applied for funds to continue the Resource Centre on an ongoing basis as a regular service of CLOW.

5. WHERE THE PROJECT IS AT THE TIME OF REPORT

The cataloguing and classification of materials is in process and outdated, non-relevant materials have been discarded.

Also new materials are being actively solicited especially provincial government documents, statistics, and periodicals which we did not automatically receive previously.

Reference service is being offered on request and there has been a regular small number of requests.

The next step in the evolution of the resource centre is to publicize its existence to members and to describe the kinds of materials and services we can offer.

6. WHERE IT WILL BE AT END

It is projected that by the end of June, the cataloguing will be finished, circulation policy will be developed and the services of the resource centre publicized and in use. Assuming the Secretary of State proposal is accepted and funded, a part-time librarian will be hired to operate and maintain the Resource Centre.

SOME FACTS ABOUT THE RESOURCE CENTRE OF OUR ORGANIZATION

Being a national organization concerned with the development and promotion of learning opportunities for women in Canada, the purpose of the R.C. is to organize and share materials and information related to women's education and training opportunities to obtain jobs, hold on to them, and to assume leadership positions in any area.

Since women as a group perceive themselves as having been denied equitable access to educational and career opportunities because of sex-role stereotyping, the R.C. is indeed serving a disadvantaged group. The variety of material gathered here contains mainly publications not readily available in mainstream libraries.

The overall strategy of service involves offering appropriate assistance to each user, according to her particular needs.

Our major collections of materials from a feminist viewpoint include :

- Affirmative Action for Women
- Equal Opportunity in Education
- Equality of Employment Opportunities
- Equal Pay for Work of Equal Value
- Sex Discrimination
- Non-traditional Jobs
- Labour Supply
- Violence Against Women (Pornography)
- Women's Employment Reentry
- Women in Business
- Women and the Constitution
- Feminist Politics

Some of the subject areas in which our Resource Centre is currently gathering materials on EDUCATION and WOMEN' S LEARNING include:

- Illiteracy
- Adult Education & Adult Basic Education
- Post Secondary Education
- Skills Development
- Educational Leave & Occupational Training

More general references include:

- Human Rights
- Economic Policies - Feministic Perspective
- Networking
- Science & Technology
- Statistical Information on: Women in the Labour Force and Women
in Educational Institutions
- Native and Immigrant Women
- Social Services for Women

Cont'd

2.

Annual Reports
Organizations
Conferences workshops and courses
Leisure, Recreation
Retirement

Vertical files with reports, articles, pamphlets, info-study kits, papers on educational development issues and on curriculum materials in English and some French, are arranged alphabetically by subject headings in vertical file and boxes on the shelves.

The material is filed in a card index by subject, title and author.

We are happy to deal with all general enquiries made either in person or by telephone.

Being a new Resource Centre, we may not have everything people require, but we are ready to consider acquiring it or referring the user elsewhere for the desired information.

RESOURCE CENTRE ADVISORY GROUP

Minutes of meeting held at CLOW, January 9, 1984

Group Members present:

- | | |
|---|---|
| 1. Frieda Forman
Research Officer
Women's Educational Resource Centre | OISE
252 Bloor St. West
Toronto M5S 1V6
923-6641, Ext. 244 |
| 2. Joan Fulford
Assistant to the Programs & Public
Relations Manager | North York Public Library
35 Fairview Mall Drive
North York M2J 4S4
494-6923 |
| 3. Judy Tobin
Research Officer
Office of Development Research | T.V. Ontario
Box 200, Station Q
Toronto M4T 2T1
484-2600, Ext. 2360 |
| 4. Shirley Brazer
Librarian | CLOW
692 Coxwell Ave.
Toronto M4C 3B6 461-9264 |
| 5. Gheorghina Szasz
Librarian | CLOW
692 Coxwell Ave.
Toronto M4C 3B6 |

The meeting was held to complete the Materials Selection Policy which will be submitted to the January board meeting.

The committee also discussed the 'Guidelines for Board and Advisory Committee Structure, Accountability and Responsibilities'. The members did not feel they knew the organizational aspects of CLOW well enough to offer comments.

The present members are willing to remain on the committee on an ad hoc basis and meet as needed to work on particular projects. However, none of the members feel that they can spare enough time to act as chairperson and attend board meetings.

BUDGET FOR WOMEN'S LEARNING RESOURCE CENTRE JULY, 1983-JUNE, 1984

Salaries

Librarian (32 weeks)	\$11,200
Library technician (32 weeks)	<u>8,800</u>
	19,000
Benefits	<u>1,900</u>
	20,900

Other

Equipment rental	1,800
Materials & Supplies	1,800
Transportation	<u>240</u>
	3,840
TOTAL	\$24,740

Expenses to-date (approximate)

Salaries

Librarian	\$10,150
Librarian technician	<u>3,850</u>
	14,000
Benefits	<u>1,400</u>
	15,400

Other

Equipment Rental	900
Materials & Supplies	1,050
Transport	<u>150</u>
	2,100
TOTAL	\$17,500
Balance (all from COED Funds)	\$ 7,240

REPORT ON A.B.E. PROJECT FOR THE PERIOD

SEPTEMBER 6, 1983 to JANUARY 27, 1984

C O N T E N T

1. a) Background Information on Project
b) Objectives of Project
2. a) Project Staff and length of Contract, and Reporting Procedure
b) Members of Advisory Committee
3. Progress Report on A.B.E. Project
 - a) Work done to date
 - b) Work in progress
4. Work Remaining to be done (with time frame)
5. Expected Final Product(s) of Project

1. ADULT BASIC EDUCATION PROJECT: CLOW 1983/84

a) Background Information

No governmental jurisdiction in Canada has legislated responsibility for providing Adult Basic Education services. An estimated 26% of the adult population of Canada is functionally illiterate as defined by having achieved eight or fewer years of formal schooling. A variety of factors contribute to the fact that Adult Basic Education services are provided sporadically and vary tremendously in quality and format. In many areas they are not provided at all. Where services do exist, they are often inaccessible to the women who need them most.

Women who are most likely to require Adult Basic Education and who do not have access to it, are: those who work variable shifts or night shifts, those who do not have access to child care, those who live in remote communities, those on public assistance, those who have been displaced from clerical jobs due to technological developments in the work place, native women, and women whose native language is not English.

When services are provided, the content of the materials used is often irrelevant to women's experiences. It usually does not have confidence-building components and does not encourage them to view themselves in other than traditional female vocational realms. The need for appropriate materials for use with women and for different program models to meet women's needs and schedules has been identified by many educators across Canada.

b) Objectives of Project

General:

To examine the provision of A.B.E. programs in Canada, to evaluate to what extent these programs are of relevance to the needs of women, and to make appropriate recommendations for ways in which A.B.E. programs can be of relevance to the needs of women.

Specific:

1. Identification of the needs of women who require A.B.E.
 - learning needs
 - learning - related needs
2. Description of A.B.E. programs in Canada:
 - curricula
 - program delivery models (including supplementary services)
3. Development of evaluation criteria, procedure and instruments which can be used to examine the extent to which A.B.E. programs in Canada are of relevance to the needs of women who require A.B.E.
4. Examination of the extent to which A.B.E. programs in Canada are of relevance to the needs of women who require A.B.E.
5. Provision of appropriate recommendations based on findings in 4 above.
6. Creation of a resource bank of A.B.E. materials, program information, etc.

2. STAFF MEMBERS - A.B.E. PROJECT

Paula De Coito Contract expires end of June 1984
National Office

Liz Wood Contract expires mid April, 1984
National Office

Reporting Procedure

We report to our Advisory Committee with respect to our work tasks and schedule.

We report to the National Co-ordinator and the Board of CLOW all matters pertaining to the project, and all matters on which we require initial input, guidance and confirmation concerning work strategies and the assistance of the membership.

Generally, we take our guidance from the Advisory Committee, after first preparing drafts of our planned procedures. We act as the CLOW staff liaison to the Board, and take further guidance and advice from it when appropriate.

Members of Advisory Committee on CLOW's A.B.E. Project

Ethel Anderson
Education Officer
Ontario Ministry of Education
Correspondence Education
909 Yonge Street
Toronto, Ontario M4W 3G2

Dorothy MacKeracher
Research Officer
Curriculum Department
Ontario Institute for Studies in
Education
252 Bloor Street West
Toronto, Ontario M5S 1V5

Grace Benson
Graduate Student (Ph. D)
252 Bloor Street West
Toronto, Ontario M5S 1V5

Gladys Watson
Co-ordinator, World Literacy, Canada
692 Coxwell Avenue
Toronto, Ontario M4C 3B6

Elaine Gaber-Katz
Program Director
East End Literacy
265 Gerrard Street East
Toronto, Ontario M5A 2G3

Marianne Williams
St. Christopher House Older
Adult Centre
761 Queen Street East
Toronto, Ontario M6J 1G1

Jenny Horsman
Graduate Student (Ph. D)
Department of Adult Education
252 Bloor Street East
Toronto, Ontario M5S 1V5

3. Progress Report

a) Work done to date

- i) Development of a Research Design for Project .
- ii) Composition of a letter which informed providers of A.B.E. programs in Canada about the Project and which requested from them, information about the content and program delivery models of their programs.
- iii) Development of a filing system for project.
- iv) Development of an administrative classification system or recording and monitoring correspondence mailed out and received as well as our follow-up to the latter.
- v) Development of criteria for sample selection.
- vi) Identification of programs to be included in sample. (This is on-going as we receive new information almost every day on programs.)
- vii) Identification of interviewers outside of Ontario. (This is on-going.)
- viii) Completion of first draft of first chapter of Final Report. What is Adult Basic Education?
- ix) Completion of first draft of second chapter of final report: Theoretical perspective of the project. (The need for making adult basic education programs relevant to the learning and learning related needs of women, and the current reality of the labour market situation faced by women, etc..)
- x) Development of questionnaire for providers of A.B.E. programs in Canada .
- xi) Pretesting of above questionnaire.

b) Work in Progress

- i) Modification of questionnaire for providers (based on feedback from pretesting of questionnaire).

- ii) Development of questionnaire for students in A.B.E. programs in Canada.
- iii) On-going research on major components of A.B.E. programs, the learning and learning-related needs of women who require A.B.E.
- iv) On-going development of subject bibliography.

4. Work Remaining to be done

<u>Task</u>	<u>Time</u>
a) Administration of questionnaires (by mail, by personal interview)	February 6 - March 9/84
b) Chapter Three of Final Report: Methodology)	
c) Typing up administrative loose ends of project)	March 12 - 30/84
d) Reminding respondents to complete and return questionnaires)	
e) Organization and analysis of data received	April 2 - 27/84
f) Development of evaluation instrument for providers.	April 30 - May 31/84
g) Writing of Final Report	June 4-29/84
	(End of Project)

Expected Final Products of Project

- a) Final Report (includes recommendations for policy that can be used in lobbying activities).
- b) An Evaluation Instrument or Guide that can be used by providers of ABE programs to assess the relevance of their program's content and format to the learning and learning-related needs of women.

Post Script

The above information can be used to develop a pilot community program for women. It can also be used to develop concrete suggestions for further areas of needed research in abe. e.g. a comparative study of different types of program delivery approaches in abe, (and so on).

BUDGET FOR A.B.E. PROJECT

Salaries

(1) Adult Educator (32 weeks)	\$ 9,600
(2) Adult Educator (32 weeks)	<u>9,600</u>
	19,200
Benefits	<u>1,920</u>
	21,120

Other

Equipment rental	600
Materials & Supplies	600
Transport	<u>240</u>
	1,440
TOTAL	22,560

Expenditures (approximate)

(1) Adult Educator	6,600
(2) Adult Educator	<u>4,200</u>
	10,800
Benefits	<u>1,080</u>
	11,880

Other

Equipment Rental	250
Materials & Supplies	250
Transport	<u>150</u>
	650
TOTAL	\$12,530

Balance (from COED) \$10,030

REPORT ON A.B.E. PROJECT FOR THE PERIOD

SEPTEMBER 6, 1983 to JANUARY 27, 1984

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6. Creation of a resource bank of A.B.E. materials, program information, etc

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761 Queen Street East
Toronto, Ontario M6J 1G1

3. Progress Report

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d) Reminding respondents to complete) and return questionnaires)	
e) Organization and analysis of data received	April 2 - 27/84
f) Development of evaluation in- strument for providers.	April 30 - May 31/84
g) Writing of Final Report	June 4-29/84
	(End of Project)

Expected Final Products of Project

- a) Final Report (includes recommendations for policy that can be used in lobbying activities).
- b) An Evaluation Instrument or Guide that can be used by providers of ABE programs to assess the relevance of their program's content and format to the learning and learning-related needs of women.

Post Script

The above information can be used to develop a pilot community program for women. It can also be used to develop concrete suggestions for further areas of needed research in abe. e.g. a comparative study of different types of program delivery approaches in abe, (and so on).

CANADIAN CONGRESS FOR LEARNING OPPORTUNITIES FOR WOMEN

PRESIDENT'S REPORT

BOARD MEETING - JANUARY 27TH to JANUARY 30TH, 1984

Introduction

As President, my involvement in C.C.L.O.W. activities has greatly intensified since my report last October. As a result, I have had the opportunity to learn about national issues which are of importance to women as well as areas which may not only be relevant to women in the future, but may also provide us with a sense of direction in our planning for the next few years. Another area to which I have paid particular attention, is how we as a national women's organization work, plan, set policy, and carry out our programmes, and I expect to contribute these perspectives as we work through the agenda of this Board meeting - especially in our Board development sessions and the discussion on job descriptions as an item of new business. It is time for us to consider, and deal with, the issue of programme evaluation.

In order to effectively carry out the functions of President, I have been in touch with our Executive Director by telephone on a weekly basis. In addition I have spent an extra day in the Toronto office following each Board Meeting and one or two days between meetings. When in Toronto, I have also tried to meet at some point with members of the Mini-Executive. As well, I spent three days in Ottawa to attend the Consultations '83 and lobbying with the Secretary of State. (See Attached)

Membership

As President, I feel that it is my task to carry out a public relations function on behalf of the Board, with respect to recognising

the volunteers and members who help us to carry out the work of the organization. I have written individual letters on behalf of the Board to ten volunteers who have helped us with various Head Office tasks. (See attached list)

C.C.L.O.W. also sponsored a wine and cheese reception for the workshop presenters and the organizers of the Montreal Conference "Women and Power" November 26, 1983: Workshop presenters were also asked if they would like a membership in lieu of an honorarium, and five responded.

Funding (Report attached)

Lobby efforts with the Secretary of State continued during the Ottawa Consultations, October 30th - November 2nd 1983. Although increased funding is expected, at this time, we do not know how much. The follow-up meeting scheduled for December 13th, 1983, was changed to January 17th, 1984.

The need to access private funding becomes increasingly important in light of the upcoming federal election. As the Funding Committee has already pointed out, we must sharpen our goals and objectives if we are to successfully compete for these funds.

National Issues: Women's Organization Networking

C.C.L.O.W. already has a high profile in the area of women's education and our upcoming conference will provide an opportunity to highlight the educational issues for the next decade for both the individual and the network of women's organizations.

The economic, political and social issues of the decade will have an important impact on the role, responsibility and content of education. Many of these issues were included in the Ottawa Consultations, such as the Canadian Charter of Rights and Freedoms; the Canada Health Act; women's economic independence; women in public life; and women as persons. (See attached report).

Just as we have a leadership role in the area of women's education, we also have a responsibility to work with other women's organizations to identify and combine our efforts on common issues.

C.C.L.O.W. REPRESENTATION AND ACTIONS

Since last October, we were represented at the Consultations '83 in Ottawa, the CRIAW Conference in Vancouver, the Canada Tomorrow Conference in Ottawa, the Human Rights Coalition and the International Year on Youth 1985 in Ottawa, and we have presented a brief to the MacDonal'd Commission in Toronto.

CANADA TOMORROW CONFERENCE

C.C.L.O.W. was represented by two members of the Ottawa network. On their recommendation, we protested to the Honourable Donald Johnston, Minister of Science and Economic Development, following the Conference, that groups such as Women, Natives, Youth and the Unemployed, were not well represented in contrast to business, industry, academia and government. As well, the Conference essentially re-affirmed the status quo, and largely ignored the social issues affecting the lives of millions of Canadians.

Appointment of the new Governor General

On behalf of the Board, I have congratulated Madam Jeanne Sauvé on her recent appointment as Canada's first woman Governor General.

Board Development

In preparation for our sessions on Board Development and as a member of the Personnel Committee, I have developed job descriptions for the Executive Director, President, the Committee Chairpersons as well as committee guidelines including the Mini-Executive.

It is my hope that this Board Meeting, which has been planned to include Board Development, will provide us with an opportunity to not only sharpen our organizational goals and objectives, but will also initiate a process of performance and programme review and evaluation so that we may determine our effectiveness as an organization. C.C.L.O.W. has moved to a new stage of organization development which must be recognized.

Leiba Aronoff,
President.

January, 1984

VOLUNTEERS

✓ Marie Wallace
5 Brahm Ave., #1003
Toronto M2H 1H2

for her enormous help in keeping the office together
in (the spring after Lori left).

✓ Nancy Meyer
304 Spadina Road
Toronto M5R 2V6

for her tremendous assistance from day one with WEDF.
She designed it and has done a lot of art work for it
as well as lay-outs.

✓ Niyaz Aksoy
1039 College Street
Toronto M6H 1B1

for her great assistance with the June issue of WEDF.
She did all the lay-out and some art work.

✓ Pat Marshall
261 Heath Street East
Toronto M4T 1T3

for her assistance in helping me organize the June 18
workshop and writing the press release.

✓ Carmen Paquette
234 Boul ~~Street~~
(St. Laurent), Ottawa
K1K 2Y8

for representing CLOW with the Human Rights Coalition.

✓ Betty-Ann Taylor
1039A College St.
Apt. A
Toronto M6H 1B1

for her long standing work with the S.B. Committee.

✓ Reta O'Donnell
42 Patricia Drive
Toronto M4C 5K3

for her writing the resources section and upcoming
and current events for WEDF.

✓ Margaret Anderson
54 Keshatch Blvd.
Scarborough M1S 3V1

for her assistance in the office and with WEDF.

✓ Crista Van Daele
1277 Bloor St. West
Toronto M6H 1N2

for her assistance in designing and planning for the
production of WEDF and for her editing assistance.

✓ Joyce Devouge
1244 York Mills Rd.
Apt. #401
North York M3A 1Y7

for her assistance in the office.

*all recognition
sent early Nov/83.*

RECEIVED JAN 19 1984

Dear Susan & Group:

Just a short note to let you know I won't be able to make the January meeting.

I've been appointed to a Special Project till March 31st & have to train & supervise a staff of 5.

I'm really feeling that I'm going to miss a lot of "good stuff" but I will rely on your usual package of information to keep me up to date.

I have sent personal notes to all new members since last June & am starting to get some good feedback.

I also have a mail-out to all other members as told Leiba I'm trying very hard to get those BC numbers up.

Sorry I missed CRIAW but I had a very rich husband at the time. I received blow by blow accounts however from a friend at Camosun College who attended.

Tell Greta I loved her Women & Power conference & would certainly like any info she has been able to gather on it.

We'll see you in June & keep those "cards & letters" coming!

Regards to all
A. Rudette

NO. N.B. 1

FROM: (name) Lisa Avedon

DATE: Jan. 9/84

AGENDA WORKSHEET

SUBJECT OF PROPOSAL: Conference Planning.

BACKGROUND INFORMATION: CLOW is planning a conference for August 19-22/84.

RATIONALE: To highlight issues for women's learning in the next decade, to assist CLOW in setting directions for the future, to develop strategies for interventions and change.

PROPOSAL: To be presented at the Board Meeting. Input from the Board requested for the program.

ACTION REQUESTED:

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

Is the proposed action within the authority of the groups? YES NO

Referred to:	Date	Final Outcome	Date

NO. N.B. 2

FROM: (name) Leiba Aronoff

DATE: Jan. 9/84

AGENDA WORKSHEET

SUBJECT OF PROPOSAL: Job Descriptions and Committee structures

BACKGROUND INFORMATION: In order to facilitate the work of CLOW I have been develop-
ing job descriptions for Board members, the President and Executive Director, as well
as Committees and their chairs.

RATIONALE: To provide additional clarity of responsibilities and accountability within
the organization.

PROPOSAL: Please see attached descriptions.

ACTION REQUESTED:

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

Is the proposed action within the authority of the groups? YES NO

Referred to:	Date	Final Outcome	Date

GUIDELINES FOR BOARD AND ADVISORY COMMITTEE STRUCTURE,
ACCOUNTABILITY AND RESPONSIBILITIES

I COMMITTEE

- ROLE: In order to carry out the decisions of the Board, three kinds of committee structures are utilized:
1. Standing Board Committee which function on an on-going basis
 2. Ad Hoc Committees which are established to handle a specific mandate
 3. Advisory Committees which may be time limited are established to provide special support or expertise to a programme or project mandated by the Board.

ACCOUNTABILITY: to the Board through the President

BOARD RESPONSIBILITIES:

- appoints the Chairperson of all Committees
- approves all Committee action plans and budget allocations
- establishes the terms of reference for Standing, Ad Hoc, and Advisory Committee including:
 - the role and function of the committee
 - recommends the number of committee members
 - establishes tentative budget allocations
 - proposes time lines
 - in addition, for Ad Hoc Committees, defines the outcome expected of the committee (e.g. report, brief, conference, workshop, etc.) and defines specific time lines
 - for Advisory Committees, defines the nature of the support/expertise required of committee members
- evaluates committees on a regular basis.

COMMITTEE RESPONSIBILITIES:

- within the established terms of reference develops its structure and process most appropriate to its function.

- invites the participation of CLOW members and other resource persons according to the committee's needs and their ability.
- Executive Director and President are members of all committees ex-officio. President is a voting member. Executive Director non-voting.
- minutes are written of all meetings of committees and are distributed promptly to all participants and others as required.
- submits progress reports to the Board at its regular meetings or as required.

II CHAIRPERSON

The Chairperson of any committee is appointed by the Board and is a member of CLOW. When the Chairperson is delegated by the Board, she serves in an ex-officio capacity on the Board for the duration of her chairpersonship.

The Chairperson is expected to be informed about the role and function the committee is expected to play in furthering the organization's goals and objectives, and to have the ability to work with the organization leadership and membership.

ACCOUNTABILITY: to the Board

FUNCTIONS:

Board

- provides information to the Board about committee activities and progress through correspondence, reports, consultations, meetings.
- works with the Executive Director or delegate to carry out the committee's assignment where possible.
- relates to other CLOW committees as appropriate through correspondent, meetings, consultations.
- interprets the organization and the Committees function or assignment to the community at meetings, conferences etc.
- consults regularly with the Executive Director and President regarding the work of the Committee.

Committee Chairperson

- presides at meetings of the committee, defines and states the issues, facilitates discussion and problem solving, assures that decisions are made as to plans of action.
- assigns responsibility to Committee members
- sees that minutes are kept and are distributed
- helps committee members see how their work relates to the organization's goals and objectives.
- represents CLOW in other community groups related to the committee's function with the approval or assignment by the President.
- where possible, may work with the Executive Director or delegated staff to: plan agendas; distribute materials to members; formulate issues for discussion; strategize; prepare reports of activities and/or recommendations to the Board; consult on carrying out and channeling committee decisions or actions.

POSITION: President of C.C.L.O.W.

TERM: One year beginning at the Annual Meeting

ACCOUNTABILITY: To Board of Directors. As a Board member is accountable to
- the membership, the community, funding sources, government
in compliance with legal requirements.

ROLE: The President has the opportunity to contribute to the development of individuals, the organization, and the community as well as the responsibility to ensure effective functioning of the Board of Directors. As Presiding Officer, the President represents the organization in the community and maintains an overview of the organization, initiates policies and projects where appropriate and is ex-officio member of all Board Committees and Advisory Committees with voting privileges.

RESPONSIBILITIES:

Areas of responsibility relate to the organization, the Board of Directors, the membership, community, funding sources and government. By working with the Executive Director and maintaining contact with her, the President carries out these functions.

FUNCTIONS:

- the President acts as official representative of CCLOW and may delegate these responsibilities when necessary to a Board Director, the Executive Director, or member-at-large.
- ensures that an adequate number of meetings of the Board of Directors is held with prior due notice.
- sets agendas for Board and Executive meetings.
- presides at meetings of the Board of Directors, Executive Committee, Annual Meeting, and attends meetings of the Mini Executive where possible.
- ensures that the Board of Directors carries out policies and priorities according to its by-laws and objectives and that the organization meets all legal requirements.

- fulfills all legal responsibilities including signing of contracts and agreements as required.
- ensures that the Board has adequate information in order to fulfill its responsibilities, make decisions, plan for the future.

Where unable to attend meetings,

- is informed by Committee Chairpersons of all activities in order to ensure effective functioning and accountability to the Board.
- maintains liaison with all committees which meet on an on-going basis i.e. outside of board meetings.
- facilitates policy development by encouraging full participation and expression of differing points of view at meetings.
- initiates the appointment of committee Chairpersons and committee members (in consultation with committee Chairpersons)
- as a member of the Personnel Committee, initiates and participates in the evaluation of the Executive Director; acts as Chairperson of the search Committee to select an Executive Director; acts as a member of the search Committee; sends a letter of employment to the new Executive Director.
- ensures that the organization is represented in community groups and organizations in order that the organization promote its expertise in relation to women's learning opportunities and to work co-operatively with other groups to further the organization's goals and objectives.
- facilitates the participation of membership in program development and selection of leadership.
- officially recognizes volunteer contributions to the organization.
- interprets Board actions to the membership through the WOMEN'S EDUCATION DES FEMMES on a regular basis and in other ways as appropriate.
- initiates evaluations of the Board and its Committees; orientation of new Board members; and on-going Board development.

POSITION: Executive Director

ACCOUNTABILITY: Board of Directors through the President

ROLE: The Executive Director is responsible for the overall administration, co-ordination, and support of organizational activities within the framework of Board determined policies and she has the authority to make decisions within established policy and budget. As chief Executive officer of the organization she is a signing officer and is an ex-officio member of the Board and all Board and Advisory Committee - non-voting.

RESPONSIBILITIES:

Areas of responsibility relate to: Board activities and policy formation; Financial planning and fund-raising; Operations and procedures; Liaison and public relations; Communications and information.

Board Activities and Policy Formation

General: Provides the necessary support services and input so that the Directors of CLOW are able to carry out the objectives of the organization.

Specific:

- facilitates meetings of the Board of Directors, the Executive Committee of the Board, and the Mini-Executive by making all necessary arrangements prior to meetings including distributing information, reports, supporting documents, financial statements, correspondence and memos.
- attends meetings of the Board of Directors, Executive Committee of the Board, and the Mini-Executive, is responsible for writing minutes and distributing minutes to all participants promptly along with other pertinent information subsequent to the meeting.
- follows through with the development and monitoring of projects and activities initiated by the Board and/or its mandated committees or delegates.

Specific: (cont'd) - provides support and services to various committees as well as the President and other Board members in the conduct of their various offices.

- as, Executive Director, contributes the perspective of her office to policy formation by bringing information about trends, activities, community projects etc. based on networking activities on behalf of CLOW with other women's organizations, institutions, and government.
- participates in discussion related to policy formation through questions, comments, reports, raising issues which might otherwise be overlooked.
- in consultation with the President and the Mini-Executive on a regular basis, ensures that activities and projects carry out the objectives and goals of CLOW to promote learning opportunities for women in the community and that sound policy is established by the Board.
- as member ex-officio of all committees and advisory committees, work with committees to see that decisions are carried out and policies are adhered to.

Financial Planning and Fund-raising

General: Administers, manages, and oversees the finances of the organization including activities related to the overall financial planning, budgeting, and fund-raising.

Specific:

- in consultation with the Treasurer, prepares the annual budget, budget revisions, and financial statements
- preparation and submission of funding proposals to government and other funding source
- enlists professional consultation services to ensure financial accountability to funders as well as the Board
- overseeing the recording of all income including grants, membership fees, subscription and publication sales etc.
- authorizing payment of salaries and payments to Board of Directors and Committees for expenses and budget allocations as well as payments for the purchase of office supplies and inventory.

Liaison and Public Relations

General: Enhance the profile and expertise of CLOW as well as promote national and provincial initiatives which further the goals and objectives of the organization on behalf of women.

Specific: Assist in the co-ordination of CLOW advocacy initiatives, provincially and nationally, by providing necessary background information and linking with other organizations and groups.

- Liaising with the network of women's organizations and community groups on behalf of CLOW to: share mutually reciprocal information and services; identify areas of mutual concern and recommend joint community action to the Board; strategize and organize on national joint actions decided by the Board.
- Provide information, consultation and services to CLOW membership and potential members within the mandate of the organization.
- Assist Provincial Directors to develop provincial networks, as requested.
- Represents the organization at conferences, consultations, meetings etc. if delegated.

Administration

General: Ensures the day to day operation of the organization through the establishment of technical procedures and the delegation of work assignments.

- Specific:
- In consultation with the Personnel Committee or delegate, hires and releases all staff, in compliance with CLOW personnel policy and relevant labour codes.
 - Supervises part-time and full-time personnel as well as provides for their on-going support and development.
 - Workload planning and delegation and monitoring of tasks to staff or volunteers.
 - Oversees the preparation of staff reports to Board and Executive Committee as well as Mini-Executive, if appropriate.
 - Developing and overseeing adequate record-keeping systems and office equipment maintenance including: membership lists, subscriptions, publication sales and inventory, bookkeeping, filing, office supplies and inventory.
 - Ensuring that correspondence is promptly handled and that telephone requests for information and/or services to members and others are responded to promptly and professionally.
 - Refers promptly all matters requiring action by the Board of Directors, President, Executive Committee, Mini-Executive or other appropriate persons.
 - Establishing liaison to facilitate work with Provincial Directors to develop provincial networks.
 - Provides opportunities, for the involvement, development and support of volunteers who wish to participate in the on-going work of the organization, in accordance with CLOW guidelines.

Communication and Information Links

General: Ensures dissemination of pertinent information to facilitate Provincial Director's effort in networking activities as well as ensures the development of quality publications which reflect the organizations philosophy, goals and objectives.

Specific: Keeps Provincial Directors informed of relevant activities in other provinces and national developments by soliciting and disseminating to the Board on an on-going basis pertinent information about women in Canada.

- ensures the quality of publications issued by the organization including newsletter, briefs, reports, financial statements.
- production and editing of the quarterly, WOMEN'S EDUCATION DES FEMMES.
- assisting in the development of position paper, briefs, background papers and supervising the distribution and sales of such documents to the membership and community.

QUALIFICATIONS, ROLE, ACCOUNTABILITY, AND FUNCTIONS OF C.C.L.O.W.
BOARD MEMBER

QUALIFICATIONS:

- Commitment to and understanding of the purpose, policies, and programme of the organization.
- Commitment to promote the growth of the organization within the community.
- Commitment to represent CLOW in the community to further its goals and objectives.
- Willing to acquire an understanding of the organization's financial position.
- Demonstrated commitment to women's issues.
- Demonstrated involvement in voluntary organizations.
- Demonstrated ability to work and participate with others in groups situations.
- Agrees to serve in a voluntary capacity without remuneration.

ROLE: Elected by the voting members of each Province or Territory, the Board Member agrees to act as their representative for 3 year term according to established procedures.

ACCOUNTABILITY:

- to membership which elected her
- to the community and funding sources
- to the President and Board as a whole.

FUNCTIONS:

National Organization

1. commitment to actively participate in the management of the affairs of the organization contributing a provincial/territorial and national perspective
2. promote the growth of the organization through networking activity and the recruitment of new members

National Organization (cont'd)

3. lobbying on a national level
4. promote and encourage research relevant to CLOW objectives
5. attends Board meetings regularly and if unable to attend gives early notice to the President
6. knows and understands the roles and responsibilities of the Board and the staff
7. knows and maintains the lines of communication between the Board and the staff
8. supports and participates in fund raising where possible
9. knows and understands the by-laws, policies, manual, procedures, guidelines etc. developed by the organization and utilizes them as needed.

Board meetings

- attends all meetings regularly and punctually. If unable to attend, notifies the President as soon as possible.
- actively participates in the affairs of the organization, contributing personal and provincial/territorial perspective.
- actively involved in one or more Board committees.
- forwards written agenda items and documentation for Board meetings at least two weeks in advance.
- reads minutes and background materials prior to Board meetings
- maintains confidentiality on Board business; where problems arise, discussed with the President.

Provincial Functions

Self development and growth opportunities

- acquires familiarity with the community at national and provincial/territorial levels, community resources, changing trends and social issues of concern to the organization
- keeps informed about CLOW projects and services
- participates in related community functions at the appropriate level of involvement
- practices leadership and administrative skills.

Provincial Functions

1. promote and initiate learning opportunities for women in their own province.
2. promote organization and its goals in the province/territory.
3. develop networks and recruit new members.
4. communication with provincial members (responsibility to members)
5. awareness of provincial advocacy needs re : learning opportunities for women.
6. lobbying on provincial and regional levels.
7. information liaison with board $\leftarrow\rightarrow$ provincial dir. $\leftarrow\rightarrow$ CCLOW members
non members
agencies, groups,
government
8. publicizing and promoting
 - a) publicizing organization and membership; - CCLOW publications
 - b) to communicate and contribute information to the newsletter person

ROLE AND RESPONSIBILITY OF MINI-EXECUTIVE

ROLE: Mini-Executive is a collaborative body working with the Executive Director to carry out decisions of the Board and Executive Committee relating to the Head Office function and also ensures the day to day operations.

The President is a member ex-officio and attends where possible.

ACCOUNTABILITY: to the Board

RESPONSIBILITIES:

- meet with the Executive Director on a regular basis to offer assistance, support, and advice
- monitors on-going activities including: budget control and reporting; office procedures and management; newsletter; special projects
- assists the Executive Director with the planning and technical arrangements for Board and Executive meetings
- recommends to the Board and Executive Committee on matters of policy and programme
- appoints one member to serve on the Personnel Committee and work with the Executive Director on personnel matters according to CLOW Personnel Policy.

INTERNATIONAL YOUTH YEAR - 1985
PARTICIPATION, DEVELOPMENT, PEACE

The United Nations (UN) has designated 1985 as International Youth Year: Participation, Development, Peace. While the UN has not defined "youth" the age range 15-24 is widely accepted as a definition; it is the one used by Statistics Canada for data collection.

In preparing for International Youth Year the UN Secretariat has written a series of documents as guidelines for member nations. The following excerpts from these papers outline the objectives of the Year, suggest priorities among measures that may be undertaken to mark IYY and examples of activities that may be considered in this context, and provide a brief definition of the themes of participation, development and peace.

A. Objectives of the draft Programme of Measures and Activities

The objectives of the draft Programme of Measures and Activities are: to provide guidelines for national, regional and international actions as part of a sustained long-term effort to:

- (a) Broaden and enhance the understanding among policy makers, development planners and people at large of the strategy and objectives of International Youth Year;
- (b) Enhance the awareness of the situation of youth and the recognition of their needs and aspirations on the part of decision makers and the public;
- (c) Promote recognition of the fact that policies and programmes relating to youth should be an integral part of economic and social development plans, with a view to achieving, in both the long-term and short-term, sustained activities for the benefit of youth at all levels;
- (d) Bring together the energy and efforts of youth with other groups in society with the common objective and task of achieving development both in the economic and social spheres and of improving the quality of life for every individual member of the community.

Under these broad objectives, the draft Programme of Measures and Activities aims at:

- (a) Encouraging Governments, non-governmental organizations and international agencies and offices to review the situation of youth;
- (b) Evaluating ongoing policies and programmes on youth;
- (c) Stimulating action at the local, national, regional and international levels to mobilize efforts in order to promote the best educational, professional and living conditions for young people, to ensure their active participation in the over-all development of society and to encourage the preparation of new national and local policies and programmes in accordance with each country's experience, conditions and priorities;
- (d) Making commitments of the required manpower, technical personnel and financial resources; and
- (e) Exchanging information on the above to all concerned groups and the public.

B. Suggested priorities of the Programme of Measures and Activities

The wide scope of the problems confronting the effective integration and active participation of youth in development suggests numerous areas for action. Although circumstances differ from region to region, priorities within a common strategy may be established. The following priorities are identified on the basis of past experience and the prevailing situation of youth:

- (a) To expand the base of youth participation at the national and subnational levels through mobilization and provision of services;
- (b) To increase employment opportunities through formulation of effective programmes, policies and plans to reduce unemployment and to eliminate discriminatory employment conditions among youth;
- (c) To ensure access at every level of education, and to make available technical and vocational training, particularly in rural areas;
- (d) To focus on concerns and the role of young women in development;
- (e) To develop and promote intersectoral community based activities for health education, sanitation, nutrition, family life education, family planning and other welfare services for youth with an aim to encourage and facilitate self-care;
- (f) To create an appropriate cultural environment which facilitates the participation of youth in development;
- (g) To support the efforts of national regional and international youth organizations in their development activities.

C. Guidelines for International Action

International Youth Year activities at the international level should be primarily supportive of activities undertaken relative to national, local and regional youth issues. Suggested guidelines are as follows:

- (a) The international community should make a clear commitment to accord importance and priority to measures which would improve the situation of youth, both as a means of achieving the goals of social progress and development and as a goal with its own merit.

- (b) International organizations should review the implications of the Programme of Measures and Activities in the context of their existing and new programmes. All concerned organizations of the United Nations system should take separate and joint action to implement the recommendations of the Programme of Measures and Activities for the preparation and observance of the Year. Also concerted efforts are needed to be made to ensure a comprehensive and co-ordinated approach to youth policies and programmes within the United Nations system.
- (c) International action should, subject to the availability of the necessary resources, support the following areas of activity;
 - (i) Research, data collection and analysis;
 - (ii) Identification of possible areas for technical assistance in the field of youth to be provided by the United Nations and the specialized agencies;
 - (iii) Assisting Governments, at their request, in analysing systematically the situation of youth within the context of their over-all development strategies and policies, especially from the viewpoint of how youth could contribute to the attainment of some economic and political goals and objectives;
 - (iv) Assisting Governments in determining their own national youth policies and programmes on the basis of such analysis;
 - (v) Dissemination and exchange of information and liaison with non-governmental organizations and other groups;
 - (vi) Review and appraisal, including monitoring of progress made in achieving the aims and objectives of the Programme of Measures and Activities;
 - (vii) Preparation of an appropriate international instrument (e.g. convention on the rights and duties of youth).
- (d) Research and action programmes in the field of peace education should be undertaken and strengthened during the Year. United Nations bodies concerned with youth issues, education and peace should co-operate with research institutions and universities in all regions in such programmes.

- (e) International organizations and non-governmental organizations should consider supporting international youth cultural events during the preparation for and observance of the Year, such as:
- (i) An International Cinema Festival with films made by youth and on youth subjects shown throughout the world;
 - (ii) A World Theatre Festival, in which youth theatrical groups would participate;
 - (iii) An International Music or Dance Festival with young composers, conductors and performers;
 - (iv) A travelling photography exhibition on the theme of International Youth Year: Participation, Development, Peace;
 - (v) A selection of important books of youth interest, which would be encouraged to be published by every Member State of the United Nations;
 - (vi) A poster contest among secondary school students to design posters for the Year;
 - (vii) Special postage stamps and postcards in commemoration of the Year;
 - (viii) An international contest on such themes as youth solidarity with other age groups, and youth views on the New International Economic Order.
- (f) United Nations organs and bodies could, should Governments so request, assist in the preparation and scheduling of an international symposium or conference on specific youth-related subjects, including employment and work orientation, the health situation and problems of youth, and cooperation among research and documentation centres concerned with youth issues and problems.

D. Definition of the themes of the International Youth Year:
Participation, Development, Peace

The General Assembly, in its resolution 34/151 of 25 January 1980, *inter alia*, decided to designate 1985 as International Youth Year: Participation, Development, Peace. The three themes are distinct, yet closely interrelated. The guidelines for the Programme of Measures and Activities should therefore be treated in an integrated manner. The following are broad definitions on the major themes - Participation, Development, Peace:

- (a) Participation implies that a person is recognized as potentially able to judge and decide on matters which concern his/her life and has the opportunity to do so as a member of a social group. Participation implies that the person is aware of this opportunity, has access to the means necessary for taking advantage of it (information, "conscientization", guidance, training, structure) and feels satisfied that his/her contribution has been recognized, particularly in the decision-making process. Participation cannot take place if there is alienation or exploitation.
- (b) Participation in development should be based on principles and the practice of social justice between and within nations. Participation should be understood as an over-all concept of social integration and should be an integral part of the philosophy and practice of development which contributes to the benefit both of society and of the individual. Participation should cover all areas of development and all phases of planning, decision-making, implementation and evaluation.
- (c) The concept of development as it relates to youth incorporates two major aspects: the growth of the total personality of an individual and the total entity of local and national development. Development should be seen as a process of enhancing the capability of individuals for the betterment of social life.
- (d) Development could be defined as the process of social, economic and political change which increasingly enables all people to realize their full human potential. Development refers to a dynamic or evolutionary process of improving the quality of life at the grass-roots level. Within the context of the International Development Strategy of the Third United Nations Development Decade, development goals should be expressed in terms of the progressive reduction and eventual elimination of malnutrition, disease, illiteracy, unemployment, inequality and other symptoms of poverty. There must be a focus on greater social justice, equal distribution of income and services, an emphasis on integrated rural development, opportunities for employment and fulfilment for all people, and concern for the quality of life and the values that make life worth living which would enhance the role of youth in society. Development policies and programmes that would effectively attack the problems of poverty and directly benefit the great masses of low-income people must not only provide them with basic physical needs, but with opportunities to advance and to share in the determination of their own future.

- (e) Peace is an essential prerequisite for development. The chances of peace could be improved if conditions were created to enhance international understanding and co-operation and individual rights and national sovereignty were respected. There is a need to educate youth for peace. All efforts must be expended to bring up youth in that spirit in order to promote equal rights for all human beings and all nations, economic and social progress, disarmament and the maintenance of international peace and security. The potential of young people in securing peace should also be recognized and encouraged. These efforts may include promotion of international co-operation, strengthening of international peace and disarmament and the combating of colonialism, neo-colonialism, foreign domination and alien subjugation, apartheid and racial discrimination.

NOTE: These excerpts are taken from Draft programme for the preparation and observance of the International Youth Year, March 17, 1981. A/AC. 209/2.

NO. N.B.6

FROM:(name) Leiba and Susan

DATE: January 9/84

AGENDA WORKSHEET

SUBJECT OF PROPOSAL: Charter of Rights Activities

BACKGROUND INFORMATION: The Audio-Visual (slide-tape) presentation will be ready and available early February. It will focus on women's participation in its development, the equality clause and equality rights section (15) and their potential meaning for women.

RATIONALE: As an educational network, CLOW has an important role to play in utilizing the AV as an educational tool with women.

PROPOSAL: Provincial directors agree to use the AV in their networks and encourage other members to do so.

ACTION REQUESTED:

review for information

submitted for decision

evaluation of progress or task

delegation of responsibility

provide me (us) with recommendations

Is the proposed action within the authority of the groups? YES NO

Referred to:	Date	Final Outcome	Date

PROPOSAL
FOR
THE WOMEN'S PROGRAM
SECRETARY OF STATE

FOR: FISCAL YEAR 1984-85

SUBMITTED: DECEMBER 22, 1983

TABLE OF CONTENTS

	<u>Page No.</u>
The Organization	1
The Context	2
<u>Activities Related to Overall Objectives</u>	
Board and Committees	3
Operation of a National Office	5
<u>OBJECTIVE I Networking</u>	
1. Liaison and Coordination with other organizations	7
2. Intra-Provincial Development and Communications	8
3. Skills Bank	8
<u>OBJECTIVE II Barriers and Change</u>	
1. Public Education	10
<u>OBJECTIVE III Support Learning and Training for Women</u>	
1. Resource Centre	11
2. Telidon	14
<u>OBJECTIVE IV Investigate Unmet Needs in Adult Education</u>	
1. A.B.E.	16
<u>OBJECTIVE V Assess and Promote Innovative Learning Programs</u>	
1. Publication of WEDF	18
2. Conference on Women's Learning	20
<u>OBJECTIVE VI Publicize Critical Issues - Briefs and Position Papers</u>	
1. Briefs and Position Papers	28
2. Liaisons and Consultations with Government	29
TOTAL BUDGET	30
Budget Rationale	34

THE ORGANIZATION

The Canadian Congress for Learning Opportunities for Women is a national network of women concerned with the provision of learning educational and training opportunities for women in Canada.

The objectives of the organization are to:

1. Promote networking of individuals and organizations involved with learning opportunities for women.
2. Identify barriers to learning and promote change.
3. Support and encourage learning and training for women.
4. Investigate unmet needs in adult education programs and services.
5. Assess and promote innovative learning programs for women.
6. Publicize critical issues in women's learning through briefs and position papers.

CCLOW has a national board of directors with provincial directors elected by the membership in each province and territory for a three year term. A President-Elect is elected annually by the full membership and assumes the presidency the following year, becoming past-president the subsequent year. A mini-executive, two women residing in the National office area, are appointed annually by the Board. Their role is to supervise the daily operations of the national office on behalf of the Board.

There are several standing committees of the Board which meet during Board meetings. They are: Nominating Committee, Membership Committee, Social Issues Committee, Funding Committee, Personnel Committee, Skills Bank Committee, Publications Committee.

Ad hoc committees are appointed on occasion. Committee chairs are appointed to the Board as non-voting members, if they are not elected representatives. The executive committee of the Board is composed of the three presidents (Past, Present and Elect), regional representatives, the Treasurer, the mini-executive

and the Executive Director.

Not elected members of boards and committees are non-voting.

Provincial Territorial Networks generally operate in coordination with national activities, but act also, on their own behalf.

CLOW where feasible, operates in the two official languages and provides services in both.

SERVICES

CLOW offers a number of services to its membership and to the public. Formal membership for 1982-83 is approximately 400, with services provided to many more. Our primary services for 1984-85 will be the Skills Bank, the Women's Learning Resource Centre, quarterly publication of Women's Education Des Femmes, the Women's Learning Conference, a 'Telidon' information package, public education, publication of briefs, consultation on Adult Basic Education for Women, consultation to government agencies on women's learning, operation of a national organization.

THE CONTEXT

CLOW has, since its inception, been advocating learning opportunities for women. The organization has been working to improve women's access to education and training which enables women to participate fully in Canadian Society.

Women's participation in all facets of society has been increasing rapidly in the last decade. 51.6% of adult women are working outside the home. Projections indicate that by the year 2000, 85% of all women will be in the labour force i.e. in the same proportion as men. Still, working women earn, on average, only 60% of men's earnings, and are concentrated in a narrow range of occupations. Many more women than men are part-time workers.

The patterns of women's participation in the labour force is repeated in the education and training systems. While women's overall participation in post-secondary education has been increasing rapidly, women are concentrated in a much narrow range of programs than their male classmates. Women are now almost half of post-secondary registrants. They are, however, much more likely to be part-time students than men.

The training system, particularly that sponsored by the Canada Employment and Immigration Commission under the National Training Act, is showing a substantial decrease in the number of women participation. This downward trend has occurred over the past two years particularly, despite the upward trend in women's labour force participation.

The urgency of providing relevant learning educational and learning opportunities for women has increased dramatically due to the economic and technological changes being experienced in this country. The economic recession and the wide spread introduction of microelectronic technology into the workplace have combined to eliminate many women's jobs. The sectors in which women have traditionally worked - clerical, sales and service, have been particularly hard hit by these two factors.

The urgency to provide adequate learning opportunities is further compounded by and felt by women because they are more likely to be poor, the heads of single parent families, holding low-paying impermanent jobs and lacking the prerequisites required by the education and training systems to access training or upgrading for technologically oriented jobs.

CLOW is the only national women's organization in Canada which focuses exclusively on learning, education and training opportunities for women and related issues. The emphasis of activity is on helping service providers develop innovative education and training programs which women need. As a result of this focus, CLOW has developed considerable expertise in the field and this expertise has become more widely recognized. The demand for our services, by government agencies, educational institutions and other voluntary organizations

has increased greatly. We are endeavouring to meet the demand and fulfil an expanded role by widening the scope of our activities.

ACTIVITIES RELATED TO OVERALL OBJECTIVES - BOARD OF DIRECTORS AND COMMITTEES

The Board of Directors will meet three times during the 1983-84 period for at least two days each time. Board committees will meet during each board meeting to develop policy proposals and to plan their activities. The Board at its meetings, conducts the business of the organization and sets policy and directions for C.C.L.O.W. It receives and comments on reports about all the organization's activities.

The Executive Committee meets following each Board Meeting to deal with matters referred to it by the Board. It also meets on an emergency basis to deal with urgent matters when it is not possible to convene the entire Board.

This year (1984-85) the Board will embark on a process of organizational development. For this purpose, a consultant will be contracted.

The process will assist the organization to:

- (a) clarify goals and objectives;
- (b) develop long range plans and strategies;
- (c) examine and redesign the structure; and
- (d) develop and implement evaluation mechanisms.

The developmental process will be documented and a report written which could serve as an organizational development model for other women's organizations. An extra day will be added to board meetings to allow time for this process.

BUDGET FOR BOARD ACTIVITIES

Board Meetings	\$24,000.00
Committee Travel Expenses	2,000.00
Organizational Development Consultant	9,000.00
Travel for Consultant	<u>2,000.00</u>
	\$37,000.00

OPERATION OF A NATIONAL OFFICE

The National Office houses the staff and services of CCLOW. The National Office is responsible for the management of finances and the coordination of fund-raising activities. Administrative duties handled by the office include processing of memberships, subscriptions and publication sales; the handling of annual nomination and election procedures and annual membership renewals.

Most national project are developed by the National office under the direction of the Board and with the assistance of locally based advisory committees. National services such as the Skills Bank and Women's Learning Resource Centre operate out of the Toronto location. The office coordinates all activities of the organization and acts as liaison with many government agencies, other voluntary organizations and the media.

The National office serves as a focal point for members from all over the country in their search for resources and assistance. All publications, including WOMEN'S EDUCATION DES FEMMES are produced through the office.

Board and Executive Meetings are organized from the office.

BUDGET FOR THE NATIONAL OFFICE

Salaries/Fees for Service

Executive Director	\$31,800.00
Executive Secretary	20,000.00
Benefits (Exec. Secretary only)	3,000.00
Auditor	1,000.00
Bookkeeper	2,500.00
Lawyer	300.00
Translation	1,600.00
	<u>1,600.00</u>
	\$60,200.00

Office Operations

Rent	\$ 5,100.00
Postage	4,800.00
Printing/Xeroxing	6,400.00
Supplies	4,800.00
Telephone	8,000.00
Equipment rental	<u>3,500.00</u>

\$32,600.00

Annual Meeting	<u>1,500.00</u>
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TOTAL \$94,300.00

OBJECTIVE I PROMOTE NETWORKING OF INDIVIDUALS AND ORGANIZATIONS INVOLVED WITH LEARNING OPPORTUNITIES FOR WOMEN

A continuing goal and modus operandi for CLOW is networking. The achievement of this objective will be assisted in 1984-85 through three major activity areas.

Sub-Objective 1. Liaison and Coordination with other organizations

Activities

CLOW will exchange information and coordinate activities on a regular basis with:

- a) Other national and provincial and local women's organizations;
- b) Organizations with an interest in adult education; and
- c) Organizations involved in issues of concern and interest to CLOW.

Increasingly, our efforts will focus on establishing on-going liaison with other organizations. As recognition of CLOW's expertise in the area of women's learning grows, we are requested to provide consultation to other organizations working in the education and training area.

Where feasible, we will be coordinating more of our activities with other organizations in the field. For example, we will be working more closely with the Education and Employment Committee of the National Action Committee on the Status of Women and with literacy organizations on Adult Basic Education for women.

Budget for Liaison

Travel \$3,000

Sub-Objective 2. Intra-Provincial/Territorial Development and Communications

Activities

CLOW will continue through its elected provincial directors, to develop and maintain provincial networks. In areas where networks are already functioning, the emphasis will be on communication amongs network members and development of their joint activities. In provinces where networks are small or inactive, emphasis will be on the recruitment of additional members through travel of the director and the establishment of mechanisms for meetings and communication amongst members. We anticipate developing a new network in the NWT in 1984-85.

Budget for Intra Provincial/Territorial Development

Network	\$12,000
Travel	<u>3,000</u>
	\$15,000

Sub-Objective 3. Operation of the Skills Bank

The Skills Bank provides a service to our membership across Canada, by linking individuals or organizations seeking contact with others working on specific problems or issues in women's education.

Activities

During 1984-85, additional publicity of Skills Bank activities and services will be undertaken. The inventory of members has been word processed which will enable more consistent updating. A further update will be undertaken and be completed by June, 1984.

A promotional poster and other materials will be developed for display at conferences and meetings, to publicize the Skills Bank. An annual Skills Bank mailing to the membership will be undertaken in January, 1985. Requester forms will be sent to the membership with each mailing of WOMEN'S EDUCATION DES FEMMES

as a reminder.

Emphasis this year will be on the development and promotion for use of the Skills Bank by Provincial Directors and provincial networks in their home provinces. A special Skills Bank information package will be prepared for provincial directors at each Board meeting to assist them in developing regional usage of the Bank.

BUDGET SKILLS BANK

Skills Bank

Coordinator	\$10,500
Publicity	1,500
Committee Expenses	1,000
Updating and Skills Bank Expenses	<u>2,500</u>
	\$15,500

OBJECTIVE II IDENTIFY BARRIERS TO LEARNING AND PROMOTE CHANGE

A constant concern of the organization is the identification of the barriers to women's learning. The identification of the variety of barriers, from the women who experience them, enables CLOW to research and publicize the factors creating the barriers. Public Education is one of the ways CLOW promotes and effects change.

Sub-Objective 1. Public Education and Outreach

In 1984-85, CLOW will continue a program of public education and outreach. The outreach will target women who are both service providers and consumers in the education and training systems.

As a part of the outreach in our Adult Basic Education project, women delivering programs and registered in literacy programs will be interviewed. Contact with them will be maintained by CLOW. Our Women's Learning Resource Centre will be publicizing and providing services to a number of constituencies. The target for this outreach activity will be primarily service providers, and policy researchers in education. Our growing collection of adult basic education materials relevant to women will be unique, and a primary focus for service. The operation of the Skills Bank provides additional opportunities for outreach.

During the year, more of an effort will be made to publicize issues of concern through a variety of media in a effort to inform more women. The CLOW Conference on Women's Learning will serve as a focal point for this publicity.

Provincial/Territorial CLOW networks, through their projects and activities will be reaching out to more women in their local communities. While some networks will be providing direct services, others will be offering an educational forum on barriers and issues of concerns.

This wide variety of public education and outreach activity brings women together to develop strategies to promote change. There is no budget item attached

specifically to these activities. They are highlighted here to emphasize that they are an integral part of all CLOW activities.

OBJECTIVE III SUPPORT AND ENCOURAGE LEARNING AND TRAINING FOR WOMEN

Many of the endeavours of the organization support and encourage learning and training for women. In particular, for 1984-85, our efforts will focus on two activities: the continued development of our Resource Centre, and the development of a Telidon information package for women returning to school and to work.

Sub-Objective 1. Development and Operation of the CLOW Women's Learning Resources Centre

Activities

By the beginning of the 1984-85 fiscal year, the existing materials in the Centre will have been catalogued. In April 1984 we will begin to publicize the centre and the services it has to offer. A lending policy will be developed to facilitate access to materials by May 1984.

A selection policy for acquisition of materials will be in place by April 1, 1984, based on three orders of priority: (a) materials needed to facilitate the ongoing work and objectives of the organization and its members will be actively solicited and sought out;

- (b) materials to support special projects of the organization may be actively solicited
- (c) unsolicited materials will be kept if deemed useful to the organization and to the users of the Centre.

An inventory of other women's Resource Centres across Canada and the major areas of their collections will be developed.

This information will be coordinated with our own to:

- a) avoid duplication of collections
- b) be able to inform users from other areas of the counter where materials may be obtained in subject areas of interest.

A mechanism for monitoring and evaluating the use of the Centre will be developed by June 1984 and implemented during the year.

BUDGET FOR WOMEN'S LEARNING RESOURCE CENTRESTAFF

Librarian $\frac{1}{2}$ time	\$13,000
Benefits	<u>1,950</u>
	\$14,950

OTHER

Resource Materials	\$10,000
Equipment Purchase	<u>1,000</u>
	\$11,000
	<hr/>
	\$25,950

Sub-Objective 2: Assisting women to use Microelectronic Technology to Access Information (Telidon)

Activities

By April 1984, a general information package on education and employment designed by CLOW, will be available for distribution through Telidon information networks. The package is targeted at women re-entering the education and employment systems.

Subject to further funding, a program will be developed on local information regarding financial and community services available for returning to school or work. This program will be developed for each community in which the General Information package is to be distributed.

Both the general and local information will be distributed in Ontario initially on a trial basis through the TVO Telidon Network. CLOW members will be involved in the development of local information packages.

The program, once available, will be publicized through a wide network of educational and social services. Usage of the Program in various centres will be monitored and evaluated.

Budget

Software lease	\$ 1,500
Fees	28,283
Telecommunications	12,500
Travel	2,000
Advisory Committee Expenses	<u>500</u>
	\$44,783

OBJECTIVE IV INVESTIGATE UNMET NEEDS IN ADULT EDUCATION PROGRAMS

For several years, CLOW has been involved in investigating and publicizing women's needs for adult education programs and services. This focus will continue through 1984-85 with particular attention to the area of Adult Basic Education for women.

Activities

In early summer of 1984, a report will be published as a result of the research project undertaken in 1982-83. The report will make recommendations which will be the focus for follow-up activity through 1984-85. The report will highlight policy issues which will be followed up by consultations and advocacy with various levels of government.

Recommendations to service providers based on the research will lead to the need for further consultation. These consultations will focus on the need to redesign programs, curricula and supplementary services to better address the needs of adult women.

A decision may be made to pursue funding in order to establish a 'model' pilot program of ABE for women, based on the recommendations and guidelines in the report.

As a result of the initial survey, funding may be sought to do further recommended research on curriculum or to do a comparative evaluation among various modes of delivery ABE. (Example: distance education compared to one-to-one tutor programs compared to institution based programs).

BUDGET FOR ADULT EDUCATION PROJECTSalaries

Staff (Full-time)	\$26,000
Benefits	3,900
Travel	<u>3,000</u>
	\$32,900

OBJECTIVE V ASSESS AND PROMOTE INNOVATIVE LEARNING PROGRAMS FOR WOMEN

In working towards achievement of this goal for 1984-85, two major activities will be undertaken: a major national conference on women's learning and the quarterly publication of WOMEN'S EDUCATION DES FEMMES (WEDF).

Sub-Objective 1. Quarterly Publication of WOMEN'S EDUCATION DES FEMMES

WOMEN'S EDUCATION DES FEMMES will continue to be published quarterly during 1984-85. We are moving to a theme focus for each issue during the year.

Themes will be:

- (a) Women's Studies and Sexism in Curricula
- (b) Women and Institutions
- (c) Women's Learning
- (d) Women's Health Education

Activities

It is our intention starting with the June 1, 1984 issue to upgrade the format and production of WEDF to magazine format. This will require a move to typesetting the publication and to higher quality offset printing. This will enable us to utilize photographs in the publication.

With the upgrading of W.E.D.F., we will be aiming at substantially increasing the circulation of the magazine. A publicity campaign will be undertaken for this purpose.

BUDGET FOR WEDFStaff

Managing Editor $\frac{1}{2}$ time	\$13,000
Benefits 15%	<u>1,950</u>
	\$14,950

Production

Typesetting	\$ 5,000
(Negative) Camera work	2,000
Graphics and Design	1,000
Printing	<u>3,500</u>
	\$11,500

Other

Publicity	\$ 1,500
Postage	<u>1,800</u>
	\$ 2,300
	<hr/>
	\$28,750

THE WOMENS LEARNING CONFERENCE

Rationale

The last national conference held by CLOW was in collaboration with three other national women's organizations. THE FUTURE IS NOW, WOMEN AND THE IMPACT OF MICROTECHNOLOGY was held in June 1982, in Ottawa.

A number of changes have taken place since that time which affect women's learning. Canada has a new national training act which increases access to training for some women, and sets up greater barriers for others.

Changes in unemployment patterns because of economic and technological changes are requiring women to upgrade their skills or retrain.

Women constitute the majority of part-time learners, and the numbers continue to increase, yet few educational institutions gear programs to their learning needs or provide the support services they require.

Women are concentrated in lower echelon jobs, and therefore have less access to in-service training programs. Because such jobs tend to be in female ghettos, they have few opportunities for the kind of informal learning from role models which men have. With survival in the job market requiring flexibility of skills to adapt to changes in work requirements, women are seldom in winning positions.

In addition, the cutbacks in government spending have resulted in the elimination of programs and services important to women. Many programs and services which still exist have had their funds either decreased or held at previous levels.

A critical women's learning need is gaining understanding of how institutions work and knowledge of how to convince them to provide the funds and/or services which women need.

Women are disadvantaged because we are usually excluded from the networks of decision makers. All learning for women, whether it is basic literacy, vocational skills, or managerial decision making, eventually affects our relationship with societal institutions. It is important for those of us who provide that learning to be vigilant in regard to both the process and content of learning so that women's consciousness of our power is constantly raised. Only through learning how we can have impact on those institutions will there be any equity for us.

GOAL

The goal of the Conference is to help women learn to deal effectively with the educational, social, health, political, and economic institutions which affect us at all stages of our lives. CLOW is concerned that women learn to have a positive impact on those institutions and to lessen the negative impacts.

We have established the following objectives for the Conference:

1. the demystification of institutional structures enveloping and directing women
2. the clarification of women's learning processes based on recent theoretical research and practical developments
3. the building and enhancing of women's networks to facilitate women's learning
4. the celebration of women's creativity as enhancement to our learning and affirmation of our capabilities.

AUDIENCE

The audience for the Conference are those women who are administrators, teachers, and counsellors in formal educational institutions, community agencies, and government - the funders and providers of formal and informal adult education.

The conference is being planned for approximately 350 participants of which, it is assumed, about one-third will be from the Toronto area, and two-thirds from other parts of Canada.

STRUCTURE

The Conference will be held from August 19th to 22nd. The facilities of the Ontario Institute for Students in Education will be used, including the auditorium, classrooms of various sizes, lounge areas, and the cafeteria. Housing for the conference will be at St. Hilda's College, University of Toronto, and the Park Plaza Hotel.

There will be a keynote address at the beginning of the Conference which will focus on women's learning processes. The purpose of this session is to examine the distinctive characteristics of women's learning so that presentors and participants can keep these in mind while exploring a specific subject area in workshops.

The conference will have three components:

1. The sessions, through presentations and workshops, will focus on learning issues in relation to specific topics of concern. Sessions will be held concurrently, three times a day. Each of the topics will be in sequential sessions so that participants may attend all the sessions bearing on one topic, if they choose to do so.
2. Time in between sessions will be for discovering resources. Two resources areas will be established: one, a central lounge area will be the Networking Centre, and will serve to put people with common interests and concerns in touch with one another, and connect people in much the same way the CLOW Skills Bank does.

Another lounge area will be reserved for resource displays which are relevant to women's learning, including printed materials, audio-visual aids, and computer systems. Also available will be the tapes of the sessions, so that someone interested in several sessions which were scheduled concurrently, will be able to benefit from as many sessions as possible. We hope also, to have tapes available from resource people who because of travel restrictions or conflicting schedules were not able to attend the conference to present in person.

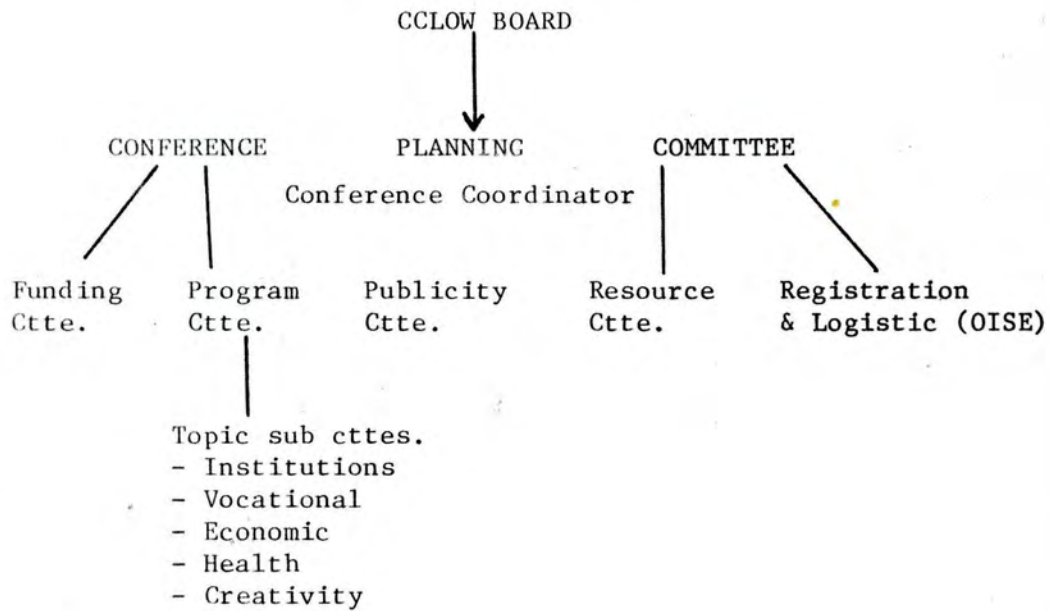
3. Celebrations of women's creativity will be held throughout the Conference and will include displays of visual arts in the resource areas and performances during some of the meals, after the keynote address, and the summing-up sessions.

	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>
Morning		Concurrent sessions	—————→	
		Resource time	—————→	Summing-up Entertainment
		LUNCH with entertainment	—————→	
Afternoon		Concurrent sessions	—————→	
		Resource time	—————→	
Evening	Registration Introduction to Conference Keynote address Reception	Dinner speaker Social Entertainment	sessions social	

TOPICS

- Major topics -
1. concepts and experiences of women's learning
 2. understanding of institutional structures and strategies for working with them
- Sub topics -
- Health
 - maintaining control of our health
 - physical health
 - mental health
 - learning and the aging woman
 - helping young women establish healthy life styles
 - understanding what is fad and what is health in fitness programs
 - Institutions
 - understanding and engaging the political process
 - learning to survive in institutions
 - marketing women's programs to educational institutions
 - women as consumers of learning
 - examples of successful advocacy
 - Vocations
 - examples of successful vocational and pre-vocational learning programs for women of different ages
 - Economic
 - examples of successful programs which help women to learn economic independence
 - women's learning in cooperatives

PLANNING STRUCTURE



Follow-Up

It is intended to audio or videotape all sessions including the keynote address, dinner speech, and summing-up. The tapes will be made available through the CCLOW Resource Centre.

Conference proceedings will be published in the form of an annotated resource catalogue which will provide precise information on the contents of each tape and how to order them.

Evaluation of the Conference will be done through a questionnaire at the end of the three days. The questionnaire will concentrate on the objectives of the Conference, learning by participants and the structure of the Conference.

OBJECTIVE VI PUBLICIZE CRITICAL ISSUES IN WOMEN'S LEARNING THROUGH
BRIEFS AND POSITION PAPER

Sub-Objective to Preparation of Briefs and Position Papers on Current Issues

Activities for Women's Training, Learning and Education

CLOW in recognition of the numerous issues facing women in education training and learning has produced a series of briefs and position papers on major concerns. The majority of these papers have been prepared on an "ad hoc", "volunteer" basis and have been produced on a 'shoe-string' of both time and money. This same lack of resources has often meant that in depth follow-up on recommendations with relevant government agencies has not been possible.

The focus, therefore, in 1984-85 will be on:

- a) contracting feminist experts in relevant fields to prepare papers on current issues;
- b) quality production of the papers for distribution and sale;
- c) follow-up consultations with government agencies.

While it is not possible to pinpoint issues on which we may be asked to respond in 1984-85, CLOW will be prepared to develop papers when requested by government agencies and commissions. The areas of response are these stated in the objective, as well as issues negatively affecting women's access to training and education.

BUDGET FOR BRIEFS AND POSITION PAPERS

Research Contracts	\$13,000
Printing of Publications	<u>4,000</u>
	\$17,000

Sub-Objective 2. Consultation and Liaison with Government Agencies

Increasingly, CLOW is being asked to consult with a variety of government agencies on a wide range of issues. On the national level, consultations take place regularly with federal government departments, including Status of Women Canada, Canada Employment and Immigration Commission, Secretary of State (on Human Rights and International Youth Year as well as the Women's Program), Department of Communications, Treasury Board Secretariat, The Prime Minister's Office, Health and Welfare Canada. In addition to requested consultations, CLOW seeks out Ministers and officials from a number of departments to consult on specific issues of concern to the organization.

Activities:

CLOW will attend a number of consultations through 1984-85 when requested by federal government departments. We will also be seeking out meetings with Cabinet Ministers and federal officials on national issues of concern, as a follow-up to our briefs. CLOW will be seeking consultations with provincial Ministers and officials on provincial concerns, particularly related to education and social services.

BUDGET FOR CONSULTATION AND LIAISON WITH GOVERNMENT AGENCIES

President and Coordinators Travel Expenses	\$ 8,500
Executive Committee Expenses and Travel	<u>4,000</u>
	\$12,500

BUDGET

Conference staff		
- coordinator	\$10,000	
- support	6,000	\$16,000.
Publicity - printing	5,000	
mailing	3,000	8,000.
Resources - A-V materials	2,000	
technicians	2,000	
tape editing	3,000	
catalogue production	2,500	
translation	12,000	21,500.
Travel subsidies	20,000	20,000.
Facility rental	3,000	5,000
Conference administration (OTSE)	5,000	<u>5,000</u>
		\$75,500.

CLOW EXPENDITURES FOR 1984-1985FEEES FOR SERVICE

1. Executive Director (F.T.)	\$ 31,800.00
2. Skills Bank coordinator (2/3)	10,500.00
3. Organizational Development Consultant	9,000.00
4. Research Contracts	13,000.00
5. Auditor	1,000.00
6. Bookkeeper	2,500.00
7. Lawyer	300.00
8. Translator	1,600.00
9. Telidon Researcher	23,283.00
10. Graphic Designer	1,000.00
11. Conference Coordinator	<u>10,000.00</u>
	103,983.00

SALARIES

12. Executive Secretary (F.T.)	20,000.00
13. Librarian (1/2 time)	13,000.00
14. Adult Educator (F.T.)	26,000.00
15. Editor (1/2 time)	13,000.00
16. Conference Support (P.T.)	<u>6,000.00</u>
	78,000.00
17. Benefits (15%)	<u>11,700.00</u>
	89,700.00

OPERATIONS

18. Rent	5,100.00
19. Postage	6,600.00
20. Printing/Xeroxing	13,900.00
21. Supplies	4,800.00
22. Telephone	8,000.00
23. Equipment Rental/Purchase	6,000.00
24. Typesetting/Production W.E.D.F.	7,000.00
25. Resource Materials	<u>10,000.00</u>
	61,400.00

INTER-REGION COMMUNICATIONS AND DEVELOPMENT

26. Board Meetings	24,000.00
27. Committee Travel/Expenses	7,500.00
28. President's & Executive Director's Travel Expenses	8,500.00
29. Other Travel	13,000.00
30. Intra-Region Networking	<u>12,000.00</u>
	65,000.00

CLOW EXPENDITURES FOR 1984-1985 - Page 2

OTHER EXPENSES

31. Annual Meeting	1,500.00
32. Publicity	3,000.00
33. Telecommunications	<u>12,500.00</u>
	17,000.00

CONFERENCE BUDGET (EXCLUDING STAFF)

34. Operations	18,000.00
35. Travel Subsidies	20,000.00
36. Resources and Translation	<u>21,500.00</u>
	59,500.00

TOTAL - \$396,583.00

CLOW REVENUE FOR 1984-1985

Canada Ontario Employment Development	15,800.00
Province of Ontario (Telidon)	5,000.00
T.V. Ontario (Telidon)	14,000.00
Department of Communications (Telidon)	25,700.00
Conference Registrations	31,500.00
Charitable Foundations	10,000.00
Memberships	8,000.00
Publication Sales	3,000.00
Subscriptions	3,000.00
Donations	<u>1,000.00</u>
	117,000.00
Deficit before Secretary of State Grant	279,583.00
Request from Secretary of State	279,583.00

BUDGET RATIONALE

1. Executive Director - fees for full-time contract to administer the organization.
2. Skills Bank Coordinator - 2/5 time contract to operate the Skills Bank.
3. Organizational Development Consultant - a contract to organize and implement a process of development.
4. Research Contracts - a fund to contract researchers to prepare briefs and position papers - equivalent to a half-time salary.
5. Auditor - to cover annual audit and financial consulting fees.
6. Bookkeeper - fees for contract bookkeeping.
7. Lawyer - to cover legal fees for annual processing of charitable registration papers and revisions to by-laws.
8. Translator - fees for translation of general correspondence and materials for W.E.D.F.
9. Telidon Researcher - fees for development and page creation of a Telidon information package for re-entry women.
10. Graphic Designer - fees to re-design format of W.E.D.F.
11. Conference Coordinator - fees to organize and coordinate Women's Learning Conference for 6 months.
12. Executive Secretary - full-time salaried position to assist in the coordination and implementation of all CCLOW activities.
13. Librarian - a half-time position to operate the Women's Learning Resource Centre.
14. Adult Education - a full-time position to carry out further research and provide national consultation on Adult Basic Education for women.
15. Editor - a half-time position to manage, edit and produce W.E.D.F.
16. Conference Support Staff - a full-time position for 6 months to provide clerical support to Conference activities.
17. Benefits - 15% of salaries to pay for employee benefits.
18. Rent - for premises to house CCLOW staff and services.
19. Postage - 1,800 for W.E.D.F. postage
 700 for special Telidon mailing
 4,100 for general operations mailings
 6,600

20. Printing/Xeroxing
 3,500 for printing of W.E.D.F. - 4 issues
 4,000 for printing of present and future briefs and position papers
 6,400 for general operations printing (brochures, flyers, etc.) and
 _____ photocopying
 13,900
21. Supplies - to cover office supplies for all activities.
22. Telephone - to cover telephone expenses for all activities. Note, all long-distance calls made by Board members are charged to the National Office.
23. Equipment Rental/Purchase includes:
 1,000 to purchase equipment for the Women's Learning Resource Centre
 1,500 for lease of software for page creation for Telidon
 3,500 for office equipment rental - desks, word processing equipment.
 6,000
24. Typesetting/Production of W.E.D.F. includes:
 2,000 for Camera work
 5,000 for Typesetting
 7,000
25. Resource Materials - this amount is needed for acquisition of basic information materials for the Women's Learning Resource Centre.
26. Board Meetings - to cover the cost of travel, accommodation and expenses for 3 board meetings.
27. Committee Travel/Expenses includes:
 2,000 for Board Committee travel and expenses for special meetings
 1,000 for the Skills Bank Committee expenses
 500 for the Advisory Committee to the Telidon project
 4,000 for Executive Committee Travel and Expenses
 7,500
28. President's, Executive Director's Travel Expenses
 8,500 used primarily for consultation and liaison with Government agencies by any of the three Presidents and Executive Director.
29. Other Travel includes:
 3,000 for Adult Educator for consultations
 2,000 for Telidon Researcher for travel to develop local information packages
 3,000 for travel by Directors to develop provincial networks
 3,000 for travel to liaise with other organizations through conferences and annual meetings
 2,000 for travel of Organizational Development Consultant
 13,000

30. Intra-Region Networking
12,000 for activities and development of regional networks.
31. Annual Meeting
1,500 to cover organizational and hospitality expenses of annual meeting.
32. Publicity
1,500 for preparation and distribution of Skills Bank publicity kit
1,500 for publicity for W.E.D.F.
3,000
33. Telecommunications
12,500 for page creation and distribution of a Telidon information package
34. Conference Operations includes:
5,000 for publicity
3,000 for postage
5,000 for facility rental
5,000 for conference administration
18,000 charged by O.I.S.E.
35. Conference Travel Subsidies
20,000 to pay for travel and accommodation of resource persons and to subsidize travel and accommodation for conference participants to ensure good representation from across the country.

RECEIVED JAN 26 1984

CLOW BOARD WORKSHOPS: Toronto, January 28-29, 1984.

Proposal by Greta Nemiroff, Montreal.

Like all national women's organizations in Canada, CLOW tries to accomplish a great deal over a large territory and population largely through the work of volunteers. Board members in particular must be highly motivated, develop inordinate patience, and be willing to give up precious free time several times a year. Board meetings often mean that the members will have to make difficult personal arrangements and to work two straight weeks without a day off. Traveling is often arduous and sapping of energy. The cost of the meetings makes it imperative to use each moment well, yet often we exhaust ourselves and our energy simply wears thin. Why do we undertake these tasks? How do we keep ourselves motivated? How do we keep the organization alive and effectual?

These workshops will include exercises devised to address the following issues:

I. TIME AND ENERGY. Here we will try to arrive at an inventory of the resources of this particular Board. What is the particular expertise and field of interest of each member? How much time and energy can she realistically contribute and when? How many hours of high energy volunteer time can this Board depend upon per week, per month, per year? Given these resources and constraints, what are realistic objectives for this Board?

II. SETTING OF LONG AND SHORT TERM OBJECTIVES: Through a shared questionnaire we will evaluate the general objectives of the organization and see if we agree on its priorities. Are we now involved in appropriate enterprises? Should we be doing more, less, different things? The objective of this workshop will be to arrive at goals consistent with our values and the amount of energy and time we have at our disposal over the year. The conclusions of this workshop regarding our general and particular immediate objectives will be forwarded to the executive committee with the recommendation that from this data, they generate a work plan for the organization and its Board for 1984.

The participants will be asked to evaluate the workshops and their effectiveness at the end of each one.

Materials required are: pens, paper, flip charts, printed materials when necessary, open minds and hearts, a modicum of trust in the group and its processes and, ofcourse.....lots of energy.

MEMBERSHIP - JANUARY 25, 1984

<u>Province</u>	<u>Regular</u>	<u>Institutional</u>	<u>Student</u>	<u>Total</u>
Alberta	23	8	3	34
B.C.	12	4	4	20
Manitoba	19	3	-	22
New Brunswick	8	-	-	8
Nova Scotia	29	2	6	37
Newfoundland	6	-	-	6
Ontario	83	16	12	111
P.E.I.	12	-	-	12
Quebec	28	2	2	32
Saskatchewan	24	2	-	26
Yukon / N.W.T.	11	1	12	24
International	2	-	1	3
SUB-TOTALS	<u>257</u> ===	<u>38</u> ===	<u>28</u> ===	<u>323</u> ===

January 19, 1984

TO: EXECUTIVE COMMITTEE, CLOW

FROM: HEATHER-ANN BROWN

RE: TELIDON PROJECT

In the name of CLOW, a Telidon program is being researched, written and produced for women re-entering the labour force after a time spent at home raising children.

This is a pilot project, initially, in which we will use the facilities of the TVOntario Telidon network to:

- (1) create and produce the pages
- (2) distribute the program to ten cities in Ontario (Windsor, London, Hamilton, Burlington, Trenton, North Bay, Sudbury, Ottawa, Barrie and Thunder Bay)

Other distribution possibilities in Ontario include: Infomart, Sheridan College network, and cable companies such as Rogers and Infonorth (in Sudbury), as well as any other networks which appear in the near future.

All information for each of the various topics (see Topic Outline attached) will be composed of two parts:

- (1) A "universal" section giving background information on the topic and some brief hints/advice (most of this section will be suitable for adaptation by other provinces).

- (2) Lists of up-to-date resources for each topic (including a brief description, names, addresses and telephone numbers), such as:
- books (once again, suitable for use in other provinces)
 - free booklets (if from Federal government, can be used elsewhere)
 - articles
 - other computer programs (e.g. Choices, and a program being produced by OACE for continuing education in the same 10 cities on the TVO network)
 - local - workshops/courses
 - counselling services
 - career planning services
 - local written materials
 - government resources and programs, etc.

This section will be updated 2-3 times per year (funds permitting).

OBJECTIVE OF THE PROJECT

To produce a Telidon program for re-entry women, initially for use in Ontario but adaptable to other provinces.

WHO IS INVOLVED IN THE PROJECT

Susan Vander Voet - administration and Federal government
fund raising co-ordination

Heather-Ann Brown (no contract) - co-ordination of Ontario
fund raising, research, writing, page creation,
technical production of program

Sema Aksoy - will obtain names of volunteers in each of the
10 Ontario cities who will act as liaison in gathering
local resource information

Advisory Committee

Lisa Avedon - Connestoga/CLOW

Rita Mifflin/Nancy Pridham, YWCA

Sandy Kinsman, Times Change Women's Employment Bureau

Renata Krakauer, Humber College

Ann Masson/Jean Rodgers, CEIC, Women's Employment

Linda Fischer, EHL Research and Evaluation Group

Debbie Jacobs/Wendy Weaver, Sheridan College, Counselling
and Career Services

(ORIGINAL) TIME LINES FOR THE PROJECT

Sept.1983 - Jan.1984	Research/writing "universal" section
Feb.-Apr.1984	Page creation/production of "universal" section
February	Contacting volunteers in the 10 cities in Ontario
April-June	Gathering local resource information (includes travel to each city)
July-Sept.	Writing, page creation/production of local resource information for each of the 10 cities
October	Program ready for distribution on TVOntario network (and any other networks)

WHERE THE PROJECT IS AT THE TIME OF THIS REPORT

The universal section of the program was originally estimated to be only 200 pages in total - it will be closer to 500 pages in actual fact. After an investigation of the materials and the Telidon medium itself, I felt this to be more appropriate. This has meant a considerable increase in my writing time and, therefore, the project is somewhat behind schedule (i.e. the writing was estimated to be completed by the beginning of January).

As can be seen from the attached Topic Outline, all but two sections ("Self-Improvement" and "Training, Retraining and Upgrading Educational Credentials") have been written. These sections are currently with members of the Advisory Committee for their comments and return to me by end January.

WHERE THE PROJECT WILL BE AT THE END

The Goddess only knows! (See "Fund Raising" section following)

All the research, writing and production still remain to be done for the individual 10 cities on the TVOntario network.

BUDGET FOR THE PROJECT

Developmental Costs (from September 1983 to October 1984)

Research, development and page creation	\$ 23,750 *
Salary, data input time	5,000 **
Office expenses of researcher	1,800
Advisory Committee Expenses	500
CLOW administrative time	5,000 ***
Telephone	1,600
Travel (to 10 cities)	2,300
Publicity (staff time, writing, production and distribution of pamphlets)	<u>9,700</u>
	\$ 49,650

Two Updates (January and April 1985)

Updates (includes staff time, writing, production)	<u>9,350</u>
	\$ 59,000

<u>Less</u>	Canada Employment grant	10,000
	Ministry of Labour grant	<u>1,000</u>
		\$ 48,000

To date we have received the following monies:

Canada Employment grant (a further \$2,500 on completion of "universal" section)	\$ 7,500
Ontario Ministry of Labour	<u>1,000</u>
	\$ 8,500

From September 12, 1983 to January 20, 1984, I will have billed CCLOW a total of \$7,623.59 (\$7,350 in research and developmental fees and \$273.59 in expenses). The prospects of additional funding in the near future appear bleak (see following Fund Raising section).

As you will note, however, \$2,500 remains to be received from the CEIC grant upon completion of the "universal" section. Therefore, I will attempt to finish writing the "universal" section and input all universal pages on the TVOntario network by end February 1984. (Please note, however, that this will not make that section operable on the network. Local resources are absolutely necessary and are referred to in the universal section).

FUND RAISING

The following are the government ministries approached and the results:

Federal Government

Canada Employment & Immigration (+ \$2,500 on completion of universal section)	\$ 7,500 received
Department of Communications (Telidon Content Development Program)	refused

Ontario Government

Ministry of Labour	\$ 1,000 received
Ontario Women's Directorate	under consideration
Ministry of Transportation & Communications	ineligible
Ministry of Trade and Industry	"
Ministry of Community and Social Services	"
Ministry of Colleges and Universities	"
Wintario	"
Libraries and Community Information	"
Secretariat for Social Development	"
Regional Federal Department of Communications	"
Ministry of Education (by Minister - does not look too hopeful, however - will know within one week or 10 days)	under consideration

DRAFT TOPIC OUTLINE
FOR TELIDON INFORMATION PACKAGE

- INTRODUCTION # 1. What is this program and how does it work?
- SELF-EVALUATION # 2. What is a career path? Why is it important to you?
3. Are you ready to go back to a paid job?
4. Who are you? And what would you like to do?
5. Can you count on your family's co-operation?
6. Assessing your finances and salary expectations
- SELF-IMPROVEMENT 7. Improving decision-making skills*
8. " math skills/technophobia*
9. " communication skills*
10. " life management skills*
- TRAINING, RETRAINING & UPGRADING EDUCATIONAL CREDENTIALS 11. Training and re-training options*
12. Upgrading educational credentials*
- WHAT TO KNOW ABOUT THE JOB MARKET # 13. The effect of computer technology on women's jobs*
14. Jobs with and without futures in the 80's*
15. Assessing your local job market*
16. Create your own job!
17. What is a fair salary?
18. What are job benefits and which ones are your right?
19. Your health safety on the job
20. What is a union, who joins them, and why?
- JOB CHOICES - OTHER THAN 9 TO 5 IN AN OFFICE # 21. Why you might want to think about them
22. Non-traditional jobs in technology and the skills trades*
23. Part-time or temporary work*
24. Job sharing*
25. Flexitime*
26. Volunteer work*
27. Working at home or starting your own business*
- THE JOB HUNT - WHO TO SEE, WHAT TO PREPARE, WHAT TO KNOW # 28. What styles of resume and covering letter are best for you?*
29. Now you've written your resume, who wants to see it (and you)?*
30. What employment agencies are and what they are not*
31. What will - and can - they ask on application forms?*
32. Will you die before, during, or after a job interview?*
33. Negotiate your salary!*
34. Who are good references and how do you get them?
- SUPPORT SERVICES # 35. Day care - what it costs, where to find out about it*
36. Counselling
37. Legal help
38. Income tax

First draft written.

* Changes anticipated in entries 2-3 times/year.

NOW YOU'VE WRITTEN YOUR RESUME,
WHO WANTS TO SEE IT (AND YOU)?

WE HATE TO HAVE TO TELL YOU, SINCE THE USUAL
JOB HUNTING TECHNIQUES SEEM SO MUCH EASIER
AND THEY'RE MORE FAMILIAR TO YOU, BUT THEY'RE
UNLIKELY TO WORK FOR YOU ... UNLESS PERHAPS
YOU'RE WELL QUALIFIED IN A SPECIFIC FIELD.

YOU WANT REASONS? LISTEN ...

(1) YOU MAY WANT TO GO BACK TO THE SAME KIND OF JOB THAT YOU LEFT YEARS AGO, SO AN EMPLOYMENT AGENCY MAY WORK FOR YOU. BUT IF YOU WANT SOMETHING AT ALL DIFFERENT, YOU WOULD PROBABLY HAVE BETTER SUCCESS WITH OTHER ROUTES BECAUSE:

- MOST ARE GEARED TO FILL SPECIFIC JOB OPENINGS, AND
- MOST OPERATE ON THE THEORY THAT SIMILAR EXPERIENCE IS THE MOST IMPORTANT QUALIFICATION FOR A JOB.

(SEE THE EMPLOYMENT AGENCIES SECTION FOR MORE INFORMATION ON THE DIFFERENT TYPES OF AGENCIES AND THEIR SERVICES.)

(2) JOBS ADVERTISED IN NEWSPAPERS ARE IN AREAS WHERE

- THERE IS A LOT OF TURNOVER (IF THEY'RE ADVERTISING, IT MEANS MANY PEOPLE DON'T WANT THOSE JOBS - WHY SHOULD YOU?)
- VERY SPECIAL QUALIFICATIONS ARE NEEDED (WHICH YOU MAY HAVE - IN WHICH CASE, USE THEM)

BELIEVE IT OR NOT, ONLY 20% OF JOBS ARE ADVERTISED.

IF ONLY 20% OF JOBS ARE ADVERTISED,
HOW DO YOU FIND THE OTHER 80%?

PEOPLE HAVE WRITTEN WHOLE BOOKS ON THE SUBJECT (THEY'RE LISTED LATER IN THIS SECTION), SO WE CAN'T HOPE TO GIVE YOU A FULL PICTURE OF ALL THE ROUTES OPEN TO YOU IN THIS BRIEF SECTION.

ONE THING THEY ALL STRESS, HOWEVER, IS THE IMPORTANCE OF PERSONAL CONTACTS IN ORDER TO SEE THE LEVEL OF PEOPLE YOU NEED TO MEET IN COMPANIES.

THESE PERSONAL CONTACTS ARE EVERYONE YOU KNOW WHO MAY HAVE KNOWLEDGE OF OR CONTACTS IN THE FIELD OR SPECIFIC COMPANY YOU'RE AIMING FOR, SUCH AS:

- FRIENDS
- RELATIVES
- FRIENDS OF FRIENDS
- DOCTORS
- NEIGHBOURS

- MINISTERS
- PEOPLE YOU'VE SERVED WITH ON COMMITTEES
- PEOPLE YOU'VE MET AT PARTIES
- EX-EMPLOYERS
- EX-COLLEAGUES
- HUSBAND ... OR EX-HUBANDS
- YOUR DOG'S VETERINARIAN
- ETC. ETC.!

19

DON'T BE BASHFUL ABOUT ASKING FOR HELP, YOU'RE NOT ASKING ANY OF THESE PEOPLE TO HIRE YOU, YOU'RE ASKING FOR ADVICE AND GUIDANCE ... NAMES OF OTHER PEOPLE YOU MAY APPROACH FOR ADDITIONAL ADVICE AND INFORMATION USING YOUR PERSONAL CONTACT AS A REFERENCE.

ONCE YOU BEGIN SEEING PEOPLE IN POSITIONS OF AUTHORITY, THE ODDS BEGIN TO WORK IN YOUR FAVOUR. MOST IMPORTANT, YOUR NETWORK GROWS AND YOU INEVITABLY MEET SOMEONE WHO NEEDS AND WANTS WHAT YOU HAVE TO OFFER.

OUR EXPERIENCE TELLS US THAT THIS ROUTE HAS THE BEST CHANCE OF SUCCESS FOR YOU AND IT SHOULD BE YOUR MAIN FOCUS.

AT THE SAME TIME, HOWEVER, YOU CAN BE FOLLOWING MORE USUAL JOB HUNTING ROUTES ... KEEPING IN MIND THEIR LIMITATIONS, WHICH WE'VE ALREADY TOLD YOU ABOUT.

- (1) REGISTER WITH YOUR LOCAL CANADA MANPOWER CENTRE. IN ADDITION TO REGULARLY CHECKING THE CENTRE'S JOB LISTINGS, ASK TO SPEAK TO A COUNSELLOR. HE OR SHE MAY BE ABLE TO SUGGEST JOB AREAS WHERE OPPORTUNITIES EXIST.

- (2) READ THROUGH ALL THE LOCAL NEWSPAPERS, EVEN THE BUSINESS SECTIONS, FOR NEWS OF COMPANIES OR ORGANIZATIONS WHICH WILL BE EXPANDING OR OPENING UP IN YOUR AREA. FOLLOW UP WITH JOB APPLICATIONS TO THESE COMPANIES OR OTHER ORGANIZATIONS AND CONTACT THE PEOPLE YOU KNOW WHO MIGHT BE ABLE TO HELP YOU.

- (3) STUDY ALL THE JOB ADVERTISEMENTS IN THE NEWSPAPERS, NOT JUST THOSE OF INTEREST TO YOU, YOU'LL GET A PICTURE OF THE CURRENT JOB MARKET, TYPES OF POSITIONS AVAILABLE, SALARIES AND WHAT QUALIFICATIONS ARE REQUIRED.

- (4) CHECK THE PROFESSIONAL, BUSINESS OR TRADE PUBLICATIONS WHICH RELATE TO YOUR OCCUPATIONAL AREA, MANY JOBS WHICH ARE NEVER ADVERTISED IN NEWSPAPERS ARE LISTED IN THESE TYPES OF PUBLICATIONS.

- (5) TALK TO PRIVATE EMPLOYMENT AGENCIES AND REGISTER WITH THOSE YOU THINK WOULD BE MOST USEFUL. IF AN AGENCY EXISTS IN YOUR CITY WHICH IS GEARED TO YOUR PARTICULAR NEEDS, IT WILL BE LISTED LATER IN THIS SECTION. OTHER NAMES AND ADDRESSES CAN BE FOUND IN THE YELLOW PAGES OF YOUR PHONE BOOK. BEFORE REGISTERING WITH AN AGENCY, FIND OUT IF THERE IS A FEE FOR THE SERVICE.

ONE FINAL HINT ...

KEEP DETAILED RECORDS OF ALL THE JOB POSSIBILITIES YOU HEAR OF.

THE NAME AND ADDRESS OF EVERY PERSON, COMPANY OR ORGANIZATION YOU PLAN TO CONTACT SHOULD BE RECORDED ON A SEPARATE PAGE OR FILE CARD, SO THAT YOU CAN ADD INFORMATION ABOUT EACH ONE.

FREE BOOKLET

"JOB SEARCH", PUBLISHED BY THE WOMAN'S BUREAU,
ONTARIO MINISTRY OF LABOUR (ADDRESS?)

SELF-HELP BOOKS

(1) "RE-ENTERING: SUCCESSFUL BACK-TO-WORK STRATEGIES FOR WOMEN SEEKING A FRESH START," BY ELEANOR BERMAN (CROWN PUBLISHERS, 1980) - CHAPTER ENTITLED "GETTING IN THE DOOR"

(2) "WHAT COLOR IS YOUR PARACHUTE? A PRACTICAL MANUAL FOR JOB HUNTERS AND CAREER CHANGERS," BY RICHARD NELSON BOLLES (TEN SPEED PRESS, UPDATED YEARLY).

- BASICALLY THE WHOLE BOOK IS WRITTEN ABOUT NON-TRADITIONAL WAYS OF FINDING A JOB. ALTHOUGH NOT WRITTEN ESPECIALLY FOR YOU, A WOMAN RE-ENTERING THE PAID LABOUR FORCE, THE BOOK IS A MUST.

(3) "BACK TO BUSINESS: A WOMAN'S GUIDE TO REENTERING THE JOB MARKET," BY LUCIA MOUAT (A SIGNET PAPERBACK, 1979) - PAGES 54 TO 68.

- TAKES A MORE POSITIVE LOOK AT ALL THE USUAL WAYS OF FINDING A JOB.

FINANCIAL ASSESSMENT

December 31/83

Our financial statement shows that we are \$17,459.15 underspent after 9 months. \$6,653.80 of this is accounted for by underspending in the COED project salaries; expenditures which will be made later in this fiscal year and carried over into the next.

The \$3,095.91 shown as underspent on board meetings will be spent at this meeting and will be supplemented by monies underspent in other categories (an additional \$3,000 approximately).

The balance of the underspent salaries budget (aside from COED) will be spent partially on our new Executive Secretary's salary and partially redistributed to overspent items in Operations.

The budget item for Board Development (\$9,000 budgeted) will be reduced in the next financial statement to the amount of expenditures for the item, as no revenue has been received to cover it.

Thus, through carrying over the unspent COED monies to the next fiscal year and re-distributing surpluses to overspent items, expenditures and revenues should even out by the end of the fiscal year.

L.O. St.
 Income & Expenditures (Unaudited)
 April 1, 1983 to December 31, 1983.

(9 MONTHS

	DEC 183	EXPENSES TO DATE DEC 31 183	BUDGET TO DATE	OVER/ UNDER	YEAR BUDGET
<u>SALARIES/FEES</u>					
FEES FOR SERVICE	297864	2630309	2630326	u 17	3523918
SALARIES	1003852	3543914	4471462	u 927548	6983812
BENEFITS	48197	162635	296036	u 133401	639484
SUB TOTALS	1349915	6336858	7397824	u 1060966	11147214
<u>OPERATIONS</u>					
TRANSLATION	23925	23925	75000	u 51075	75000
RENT	85000	403327	393327	0 10000	480000
EQUIPMENT RENTAL	9481	109139	180000	u 70861	270000
TELEPHONE	61652	358165	365000	u 6835	500000
POSTAGE	49742	264552	265000	u 448	300000
PRINTING / XEROX	89545	213986	300000	u 86014	300000
SUPPLIES	62243	470844	300000	u 170844	300000
SUB TOTALS	381588	1843938	1878327	u 34389	2225000
<u>NETWORKING / BOARD</u>					
BOARD MEETINGS	3990	1090409	1400000	u 309591	1400000
EXECUTIVE TRAVEL & MEETINGS	(13380)	48122	75000	u 26878	300000
PRESIDENTS TRAVEL & EXPENSES	31511	64293	95000	u 30707	125000
NON-ORDINARY TRAVEL EXPENSES	16116	111577	120000	u 8423	120000
COMMITTEE TRAVEL & EXPENSES	-	-	-	-	-
PROVINCIAL NETWORKS	-	446758	300000	u 146758	300000
SUB TOTALS	38237	1761159	1990000	u 228841	2245000
<u>WEDF</u>					
PRINTING	101397	259152	240000	0 19152	320000
POSTAGE	-	81341	141000	u 59659	180000
TRANSLATION	-	48925	75000	u 26075	100000
SUPPLIES	-	14844	40000	u 25156	80000
SUB TOTALS	101397	404262	496000	u 91738	688000
<u>OTHER EXPENSES</u>					
BILLS BANK EXPENSES	-	6763	-	0 6763	-
CONFERENCE PLANNING	-	-	-	-	-
ANNUAL MEETING & CONFERENCE	-	121336	114916	0 6420	114916
ELDON PROJECT	290000	614436	700000	u 85564	1000000
PRINTING PUBLICATIONS	-	-	-	-	-
BOARD DEVELOPMENT	-	60000	210000	u 150000	900000
BOOKKEEPING / AUDIT	21500	96400	204000	u 107600	252000
SUB TOTALS	311500	898935	1228916	u 329981	2266916
TOTAL	2182637	11245152	12991067	u 1745915	18572130

REVENUES

APRIL 1, 1983 to DECEMBER 31, 1983

	RECEIVED TO DATE	COMMITTED FOR YEAR	BALANCE REMAINING
MEMBERSHIPS	596441	800000	203559
SUBSCRIPTIONS	130125	80000	(50125)
PUBLICATION SALES	168110	145000	(82110)
COED	4311350	6390150	2078800
DEFERRED REVENUE	444767	444767	—
DONATIONS	65300	83200	17900
CONFERENCE REGISTRATIONS	67500	67500	—
C.F.I.C. (TELIDON)	750000	1000000	250000
PROVINCE OF ONTARIO (TELIDON)	—	—	—
OTHER INCOME	28822	561513	532691
REVENUE SUB-TOTAL	6562415	9572130	3009715
DEFICIT BEFORE SOS	4682737	9000000	
SECRETARY OF STATE CONTRIBUTION	5919813	9000000	308018

C. C. L. O. W.

Bank Reconciliation - Current Acct.

December 31, 1983.

AA

	Initials
Prepared By	
Approved By	

November General Ledger	+	772240
December Receipts	+	3358633
December Disbursements	-	3776453
December General Ledger	+	354420
Outstanding Cheques	+	177107
Bank Balance December 31/83	+	531527

Bank Current Account	354420
Bank Savings	621
Term Deposits	2000000
	<u>2360041</u>

Report to National Board - C.C.L.O.W.

Social Issues Committee - 29 January 1984

The Social Issues Committee has focused its attention on the commissioned study "Impact on Women of the National Training Act." Heather Henderson compiled and collated the information received from the provincial directors and Canada Employment and Immigration Commission as our consultant. The Committee, with the support of the Saskatchewan Network has compiled a set of recommendations and this will be presented to the Director General of C.E.I.C. - Saskatchewan Region - Lynne Pearson, on February 23, 1984. (It was Ms. Pearson's support for the project that enabled the Saskatchewan Network to secure a \$5000.00 grant to cover the costs of a researcher.)

The process of attempting such a project has taught us many things. We have learned about the complexity of Canada's diverse federal/provincial responsibilities especially concerning education. We have also learned that it is difficult to reflect adequately the actual needs of each of the provinces with a "national" mechanism. Perhaps most importantly we learned that a study of this magnitude takes time - much more time and effort than we had anticipated.

For the most part, the study has confirmed the concerns we expressed at the Hart House Colloquium on the N.T.A. held last June. Now we can prove these concerns statistically. It remains to be seen whether the necessary changes will be made.

REPORT OF THE SKILLS BANK COMMITTEE - JANUARY 1984

1. Revised Skills Bank

Revised Skills Bank to be in the hands of Directors by mid-March. Format: 3-ring binder for easy up-dating.

2. Inclusion in Skills Bank

(a) That effective 1984 individuals who have not renewed membership by June 1 will be dropped from Skills Bank. Skills Bank will be re-printed during summer each year.

(b) That closer liaison be maintained with membership committee. That starting in 1984 copy of present Skills Bank entry together with notice re (a) above and request for up-dated information go out with notice of membership renewal.

3. CLOW Employee membership

That membership in CLOW be a condition of employment with CLOW; that such membership be provided as a fringe benefit; that employees be invited to be listed in Skills Bank.

Moved: Martha

Seconded: Carol

4. Combined Resource Centre and Skills Bank Committee

a. That Skills Bank and Resource Centre activities be co-ordinated through a Skills Bank and Resource Centre Committee.

b. That Shirley Brazer be appointed to the Skills Bank and Resource Centre Committee.

Moved: Martha

Seconded: Diana

FUNDING COMMITTEE REPORT

January 30, 1984

After a thorough analysis of our financial position, the committee decided to establish a series of priority dates for some immediate tasks. Discussion of a long range strategy for funding was postponed until a later date so that action on priority tasks could be taken.

Discussions:

1. Susan agreed to: (i) seek end of year money from CEIC for the Telidon project; (ii) seek end of year money from Secretary of State; (iii) seek extension to the COED contract. Date to be accomplished by March 31, 1984.
2. Committee agreed to: (i) Follow-up requests made earlier to various foundations and corporations for Conference support; (ii) seek money to provide support for translation costs at Conference over and above the 40% to be requested from Secretary of State; (iii) develop a project from Secretary of State proposal for funding from a foundation work on these 3 tasks to begin at a committee meeting on February 6, 1984.

Additional tasks accepted by the Committee were drafting a thank you letter to send to donors, and a follow-up letter to former donors. Both letters will be drafted this spring.

Diana Ironside
Chair

NO. BAB 2

FROM: (name) Leiba and Susan

DATE: Jan. 4/84

AGENDA WORKSHEET

SUBJECT OF PROPOSAL: Secretary of State Funding Situation

BACKGROUND INFORMATION: Following the November meeting, a further meeting was scheduled with Joyal for December 13. It was postponed because there was no news on the Cabinet document. It was rescheduled for Jan. 17/84.

RATIONALE: More money for Women's Program and a simpler funding process.

PROPOSAL: We will report on the January 17 meeting which we both plan to attend.

*Women's group
of economic independence
education,
youth,
rescue
communication*

ACTION REQUESTED:

review for information

submitted for decision

evaluation of progress or task

delegation of responsibility

provide me (us) with recommendations

Is the proposed action within the authority of the groups? YES NO

Referred to:	Date	Final Outcome	Date

SUMMARY OF FINAL MEETING WITH HUGETTE LABELLE

Wed. Nov. 2. 1983

Present: members of the funding groups

Lise Lavoie

staff from Women's Program

Michel Bustarache (?) came later to talk re translation services

Mr. Hylam, C.E.I.C. (came later

1. Hugette was asked to reiterate some of the statements made at the first meeting with Joyal and Erola. i.e. to assure us that the women's groups will have access to the funds assuming that there is an increased funding base.

She stated that the "central focus" is on women's groups; to strengthen them and to provide more funds for projects such as transition houses, technology etc; and to make it possible to make presentations and work with other groups.

She also noted that overall there was a lack of minimum funds for research and would like not to close the door to University based women's centres to strengthen students at the university.

Joanna Stuckley noted that there were other avenues to get funds for Universities .

2. Clarification was asked re the five identified priority areas for action. These were: violence to women; women in the economy; communication; research; education.

Hugette replied that this was done to give flexibility for marketing to cabinet. These were topics they were familiar with. They were priorities for action rather than specific. Also to be considered is preparation for the '85 Decade Conference. When asked about actions related to the Charter of Rights, she suggested that Justice and Status of Women should be involved. Sec State would be involved depending on the amount of funding coming. The issue of court challenges to the Charter has been recognized but no decision has been made. She suggested that Women and the Law should meet with the Deputy Minister in Justice together with Sec. State.

3. When do contributions become grants? Discussions are underway with Treasury Board to determine impact. The goal is to simplify reporting and timetabling.

4. Application form is confusing, inflexible, and inappropriate. an agenda item for next meeting.

5. Doris Anderson underlined how time consuming the present system is and the fact is that we cannot hire anyone to do this. Hugette saw the issue as the need for forward planning towards a target with less frequent reporting.

6. CEIC, Mr Hylam described the various job creation programmes
 1. temporary employment - NEED
 2. structural employment problems - LEAD
 3. developing human resources- CAREER ACCESS
 4. JOB Corps- structured jobs.

7. Criteria for acceptance as a national organization
 - now being reconsidered for all programmes
 - currently, at least 3 associations outside a province vs. national type activities
 - Quebec work is of interest to all Canadian women

8. December 13, meeting
 - 9 people named including Susan
 - before December meeting it would be best to let Huguette know the tentative application for funds, the bottom line. She made a commitment that funds be available the beginning of April. Agreements would be in the hands of organizations for review by mid Feb to mid March when signed agreements should be in at Sec State.
 - from now to Dec the Programme tasks are: the form, criteria, expectations, reporting

9. Level of authority with Treasury Board.
 - Sec State trying to increase the level.

10. Mr. Michel..... re translation
 - Official Language Promotion Programme has 2 programmes.
 - 1 Official Language Community Program
 - direct bearing on community activities for women in the minority situation (eg Conference)
 2. Official Language Promotion
 - technical help with translation
 - objective is to reach all population and are willing to adopt a policy to become functionally bilingual
 - could include publication, training tools, people to help develop programmes and policy to set specific goals to become functionally bilingual
 - (implications for CCLOW: conference, resource center, WEDF etc.

L. Aronoff

DOCUMENTS ATTACHED RELATED TO WOMEN'S PROGRAMME

MEETINGS

October 31st 1983 and November 2nd 1982

attended by representatives of sixteen funded women's organisations.

CONTENTS

1. List of participants.
2. Points for discussion at meeting of October 31, 1982.
3. Notes on the meeting of sixteen women's groups with the Honourable Serge Joyal and the Honourable Judy Erola, October 31st, 1982, at 7.00 p.m.
4. Notes of second meeting with Deputy Minister Huguette Labelle, Wednesday, November 2nd, 1983.

- - - o o o - - -

APPENDIX 1

COMPLETE LIST OF PARTICIPANTS

Connie Clement
Women Healthsharing
25 - 6th St.
Wards Island
Toronto, Ontario M5J 2C2 861-1172 (H); 947-7451/2 (O)

Charlotte Thibault
Relais-Femmes de Montréal Inc.
3591 Jeanne Mance
Montréal (Québec)
H2X 2K2 849-6957 (H); 844-4509 (O)

Carmen Paquette
Action-Education des femmes
236 boul St-Laurent
Ottawa, Ontario 827-2340 (H); 741-1059 (O)

Johanna Stuckey
Canadian Women Studies/les
cahiers de la femme
50 Rose Avenue
Toronto, Ontario M4X 1N9 667-3725 (H); 961-0123 (O)

Frances Rooney
Resources for Feminist/
Documentation sur la recherche féministe
2 Penrose
Toronto, Ontario M4S 1P1 487-8534 (H)

Sylvia Spring
Media Watch
R.R. #1
Galliano Island
Vancouver, B.C. V0N 1P0 873-8511 (O)

Jan Barnsley
Women's Research Centre
3905 West 19th St.
Vancouver, B.C. V6S 1C9 224-6497 (H); 734-0485 (O)

Clémence Lambert
Nouveau-Départ
2405 des Cèdres
Tracy (Québec)
J3R 5B5

743-2783 (H); 742-7038 (O)

Judith Martin
Canadian Day Care Advocacy Association/
Association canadienne pour la promotion
des services de garde à l'enfance
515 - 9 St East
Saskatoon, Sask S7N 0A9

664-4128 (H)

Jill Vickers
Canadian Women's Studies Association/
Association canadienne des études sur
les femmes CWSA/ACEF
Carleton University
Ottawa, Ontario K1S 5B6

231-4473 (O)

Doris Anderson
National Action Committee on
Status of Women
41 Spruce St., #3
Toronto, Ontario

968-1388 (H); 922-3246 (O)

Lieba Aranoff
Canadian Congress for Learning
Opportunities
4607 Michel Bibaud
Montréal (Québec)
H3W 2E1

733-5259 (H); 989-1885 ext.288) (O)

Suzanne Boivin
National Association of
Woman and the Law
3895 Edouard Montpetit, app.4
Montréal (Québec)
H3T 1L1

731-0937 (H); 866-3811 (O)

Dale Yurka
National Association of
Woman and the Law
617 Highlang Drive
Ottawa, Ontario

729-3819 (H)

Marie-Reine Laberge
Association des Femmes Collaboratrices
336 St-Joseph
Ste-Martine (Québec)
J0S 1V0 427-2906 (H)

Solange Gervais
Association des Femmes Collaboratrices
1181 St-Pierre
Hérouxville (Québec)
J0B 1J0

Margrit Eichler
Canadian Research Institute for
the Advancement of Women
20 Hewitt Avenue
Toronto, Ontario M6R 1Y3 531-6809 (H); 923-6641 (O)

Corinne Gallant
Canadian Research Institute for
the Advancement of Women
19 rue Ward
Moncton, N.B. E1A 3J8 389-2532 (H); 858-4390 (O)

Lise Leduc
L'Association féminine d'éducation
et d'action sociale (AFEAS)
8445 Saguenay
Brossard (Québec)
J3X 1M7 672-9699 (H); 866-1813 (O)

Darlene Henderson
National Farmers Union
Box 55
St Clair, Man. ROM 2A0 662-4489 (H); 662-4486 (O)

Diane Palmason
Canadian Association for the
Advancement of Women and Sport
51 Beverley Avenue
Ottawa, Ontario K1Y 1M7 728-6923 (H)

Lynn Tyler
Canadian Association for the
Advancement of Women and Sport

Susan Phillips
Canadian Association for the
Advancement of Women and Sport

*needed to justify at meeting
Oct 31 at 7⁰⁰ PM*

POINTS FOR DISCUSSION

1. How much time is available for this meeting?
2. The Cabinet Document
 - . Where is the Cabinet Document?
 - . When will it be put forward to Cabinet?
 - . What new programs or trends are being introduced in the document?
 - . What proportion of the proposed increase is being recommended for operational/activities funding, and what proportion is being recommended for project grants?
3. The Women's Program
 - . What is happening concerning the search for a new Director and permanent staff for the Program?
 - . Who will be representing the Department and the Women's Program at the Wednesday afternoon meeting?
4. The Funding Process
 - . We need guarantees that our payments will be received on time for the 1984-85 fiscal year.
 - . We need clear guidelines and expectations for applications for funding for the 1984-85 fiscal year.
 - . The funding process must be streamlined and paperwork be decreased.
 - . The duration of contributions agreements should be lengthened.
5. Determining the date for the next consultation.

Notes on the meeting of 16 Women's Groups with Serge Joyal
on Oct. 31, 1983 at 7 p.m.

- US Diane said that we had "met on Sunday" and had a number of concerns to express to him that we needed a guarantee that the Social Development Committee (SDC) would receive the Women's Programme document soon. We would like "assurance" ^{that} the focus of the Women's Programme (WP) will remain on funding of Women's organizations." We want to know "how much money" the document recommends for the WP and "the proportional breakdown between operational and projects."
- OYAL "The document was prepared in collaboration with Status of Women (SW). It will be discussed this week at the level of the Deputy Minister." "Following that, it will be" sent to the SDC in a week's time; "unless SDC's agenda is too heavy", it should then be dealt with. Realistically, it should be debated in about one month's time.
- ROLA ^{Share} "That" ^{rider} is a little under. If it gets approval, the allocation of funding" will take longer (than 1 month), since "it goes through an "auction process" after the document is approved."
- OYAL ^{Banking} "Balancing days" are in December and that is when the allocation is made. "The SDC approves the items" and a call is made on the reserve of the bank. "All approved items are called." Sometimes there are "more requests than money."
- S (francophone) I don't understand what we are discussing.
- OYAL We are trying to get at "the general idea of how the system works." The submission contains two parts.
- 1) "an increase in the core" which contributes to various women's groups
 - 2) "a focus on initiatives" (which was the result of a consensus reached by women's groups after consultation); the areas for these are "violence to women, women in the economy, communication, research, education."

JOYAL The amount "reflects the concern of the June meetings," but there is no certainty that the cabinet will approve. "The request reflected the June discussion."

US Diane - We would like you to "allay rumours that there may be a shift in emphasis away from women" (in Secretary of State (Sec St)

E "Absolutely"

J "We have two approaches."

E "Funding of Women's Programme (WP) is the first priority. If there is an increase, it goes to women."

US

DORIS ANDERSON

"Sometimes Cabinet documents are on the agenda but not considered."

E "Not likely"

J "Any representations groups make to ministers" would be "good, You know the political process: Phone, write, request meetings in the days before." But this is "a fundamental issue; we (J & E) will impress this on our colleagues." People to approach are Senator Austin, chair of SDC; Monique BÉgin, and others in the social envelope.

US

DORIS A.

"We've been pressing".

E "It's not necessary to meet" - send letters.

J A propos, "we have no idea about the House." ^ If so, there will be "open days of discussion with ministers on these subjects. The finance minister will be reviewing the availability of funds". Sec. St. is and has been reviewing various programmes, e.g., "the official languages programme, native initiatives, youth, voluntary sector. WP is one of the major priorities of Sec. St. It needs to be updated because of movement in other programmes in the last months."

It should be programmed this week.

US We are "concerned that the WP is under^{er}staffed." We are also interested in "the process to name a new director." There must be staff to support WP.

J "There are two aspects of the question." There is Mme Charlebois's replacement. (at which point J. thanked her). There will be a "competition to replace her." By "the end of the month, the selection process will be completed to replace her."

"Staff has to be increased. One aspect of the submission" is the efficiency of the WP situation, "We hope to be able to deal with this aspect as soon as possible." But there are difficulties and delays involved. We must "deal with applications." The matter of staff should be "covered by the end of the year."

US Could you indicate if internal and / or external posting is set up?

J "I will ask M. Trudeau ^(not PM) to answer" because it deals with the regulations of the Public Service Commission (PSC)

T The rule is that the PSC is responsible; PSC has a system to select Candidates in and outside government. Their process is finished by the end of the week. The competition takes place between now and beginning of December (end of November).

J If a person is interested (in the job), she should contact the PSC. There are also regional directorship open and Citizenship Director. Any candidates may apply.. "At Sec. St. there are no female directors. The Citizenship Programme is a senior position. We are trying to interest women through the Affirmative Action Programme. I hope women apply for all four positions.

T Happy to have Women's groups' participation in the process. So you need representatives. Discuss this to see if some are interested.

US
S. SPRING

We could provide representatives. But it is difficult to get a new director without knowing how much money she will be dealing with and how much power she will have. Lots would not consider the job until

US

S. SPRING

they know what they have to work with. Until the job is more defined, the best women will not want it. We were given this morning lots of information about the end of the decade of women and the meeting of 1985. Our input was asked. At the 1975 preparations there was expansion of the programme and money for Women. Maybe since preparations for 1985 are underway, WP should get extra money to improve plans for the celebration.

E "Another good reason."

J "That was taken into consideration" in the submission. Another issue is that Section 15 of the Charter of Rights comes into effect in April 1985. That means "an obligation" to develop "overall initiatives" following Section 15. There will be "additional work, representations, actions, preparation of dossiers." This is all part of the argument, and preparations for 1985 are also part.

The problem of finding the director is an "egg and hen" one. One constraint is obviously that the level of the position is (already) classified. The incentive is working in a programme that is "becoming, developing." We must press to get a decision in two months and hope that it does not jeopardize our finding the best candidates.

US You spoke about candidates invited from outside - what qualities (are you looking for)?

LABELLE
(L)

We have two choices:

1) Open competition, which will take 4-5 months to fill the position because of complicated dealings with applications;

OR

2) A competition which is internal in the department *of or* PS as well as open to outside people if they apply.

"According to us, (2) is best because we can seek candidates but it will not extend the competition (too long in time)."

US There is the problem of its being hard to get external candidates now because it is too late for them to apply.

L "Mme Charlebois left the 3rd week in Sept. So the position has been vacant for 5 weeks. We started right away with PSC. The process started at the beginning".

T "People were invited from the outside because of interviews over the whole country by PSC" which resulted in "part of the list."

US How did you decided who to interview?

T. It was "up to PSC".

L "PSC is trying to develop ways of getting women from outside." It is using "various methods of finding women." This is true for PSC entirely." We reviewed the files and interviews.

US "Who will be at the meeting on Wednesday? We want indicators about problems of obtaining funds."

US Connie "Some sense of commitment is needed about streamlining, guidelines, changes. . ."

Aisla - Can you guarantee that payments will be received on time? Our contract has often to be curtailed until the first payment comes in.

J. "A very important point. I share your frustration" because of many instances. "We have considered measures to improve" this. Immediately, one is to start the process earlier in the previous year, so that the payment is released immediately, as soon as Parliament has approved the funds. By Dec. groups should inform the Dept. of their needs for the coming year so that we get an overall idea.

US

ARSLA: In the past, the date was Dec. 10

ignored comment made

J

Then in Feb. we could review the various proposals and send back contribution agreements. In March the agreement comes back and in the first part of April the first payment can be released. By Feb. the contribution agreements should be in the system. The experience of the past means that the groups are known. So there should be no need to check everything. Bureaucratic details should be cut down. The process in Sec. St. is "too heavy" especially for those with no problems. So we should "simplify details and information" to make them "easier to process," so that we do not go through so many steps before they are finally signed."

US

ARSLA I have a suggestion. There is a problem with the need for approval by the Treasury Board. The Sec. St. should go to Tr.B. and get global authority to sign.

J

There is some problem but it is "part of our intention to try to cut that aspect."

US

ARSLA On streamlining - if WP had more staff, then the emphasis would not be on the group to provide more information and if an activity report was still wanted every 3 months, it would be easier

US

There is a problem with our not knowing the guidelines. Can they be made explicit?

J

"Yes. There should be enough time to let groups know what is expected." "I have asked L. to cover this immediately."
"With respect to the 3 reports, the burden on the groups needs to be alleviated, especially if the group is known. Perhaps there could be an interim report of 6 months."

US
CONNIE

It is important to reduce the paperwork. Is there a possibility of renewal being indicated or assured? Or a way of making the renewal simple?

J This raises an "unsolvable issue because each year Parliament has to vote funds. Some projects could be financed longer if they were contractual to give greater certainty.

US
CONNIE

Employment & Immigration has 3 years contracts. So Sec. St. could do it.

J The "legal answer to that aspect is the problem of appropriation of funds. Bu^lL. & T. will look into it, to increase stability of funding.

US
SYLVIA

All the groups here are national and bilingual. So there is a translation problem. There should be some process for applying for money for translation. There is no where to go for that.

J If there is a need for translation of material, groups can apply to a programme with a complicated name "Promotion of Both languages in the Non-government Sector . . ." Go there directly for such funds.

L. We can arrange to have a representative from this area there on Wednesday. It could supplement money from WP.

US
DIANE

That would be most helpful. This is more of a consultation than we had originally thought it was going to be. We look forward to further consultations.

CHRISTINE

Like a follow-up consultation in the next month with an agenda set by us based on tonight and Wednesday.

J Good. An agenda would be good, so that we could consult our areas before. We'd welcome that as helpful. When? The first week of Dec. Let's agree to have representatives (or the groups should decide). We might have points (and review) for next agenda. You should send other points too.

L. The agenda should be communicated to Sec St. to enable the adding of things if necessary.

US

CHRISTINE

There is another issue of concern. We should like to discuss the development of the kind of thing WP does and what kind of parallel thing is available in other programs.

J "I ^{tried to} have, "try to have an integrated approach to all areas of the department." Next year is the year of Youth. How do we emphasize women? With Human Rights it is the same question. How do we address these in WP? It is the same with other programs the handicapped, Natives. "The programs touch one another"
"I try to use each to promote the overall objectives of Sec. St. You can review this with us and "see how women's concerns are addressed by each programme" in order to "make all programs" more productive.

US

CHRISTINE

In the index of government services, the work Sec. St. does with WP is not mentioned.

J I'll see that ^{that} ~~this~~ is corrected."

US
CONNIE

How many of the 18 groups can come in Dec?

J "We had a meeting in June. Not all 18 were represented. We should discuss it and choose. Nobody is excluded, but it is costly" So perhaps we should "work out ways of matching" (representations).

US Will there be some funds for Sec. St.?

J We "must limit the number but try to accommodate"

US
DIANE We have managed to cover our concerns. It remains to thank you for your time.

US
CONNIE There are a number of national magazines which are funded only for promotions and special issues. We need that reconsidered because we can more easily get funding for special issues elsewhere. We need operating money from Sec. St. (someone said she hadn't got promised money)

J Some groups are still waiting for money. They should contact L. to ask where money is.

US
ASLA A suggestion - all groups are national and also regional. It is important to bring people from other parts of the country, so you should put a portion of money into ~~that~~ *this*.

US
ARSLA Charlotte We haven't got our money either.

J Wait and (discuss) it later

US
DIANE We are a new association and are having a Women's Activity Day. We are going to invite you, but in the meantime you can advertise us. (She gave J & E shirts).

US When can we discuss national (~~issues~~) and regional ^{organizations} to develop criteria?

J On Wednesday.

L If tomorrow, you think of things for Wed., call and ask for them to go on agenda - or Wed. Morning.

US In getting improvements, we want to help you, especially in increasing money, millions of dollars.

The meeting then began to break up with small talk and greetings.

J. Stuckey
CWS/CF

CONFERENCE DISCUSSION AT BOARD MEETING

The description and funding of the Conference has been substantially changed since the Secretary of State proposal was written.

The name of the Conference is; "Women Learning in the Next Decade: Priorities and Strategies"

Rationale: We need to anticipate the future and plan for it.

Objectives:

For CLOW: To develop and provide policy directions in the 10 years ahead.

For Community: To affect public policy

Participants: To become better informed about issues and develop strategies for interventions and changes.

Framework:

- 1 (a) Begin with issues panel focussing on social and health, political, economic.
- 1 (b) Focussing panel.
2. Presentations and workshops on issues - simultaneous and concurrent.
3. Video and audiotaping sessions for Resource Centre.
4. Celebration of women (performers)

Structure

Committees - Coordinator
Program - Program Coordinator
Publicity
Funding
Resources
Entertainment
Registration, etc. will be done by OISE Conference

Accommodation

We have reserved St. Hilda's College for people to stay and also a block of rooms at the Park Plaza. OISE will take care of accommodations.

Board Responsibility

Identify program resource people and learning models in your area.

Issue areas - Strategies for implementation
Cutbacks in health and social
Unemployment
Promotion - Press releases, posters, distributing conference brochures.

The above was put forth by Lisa and the Board had discussion on this.

The discussion by the Board was as follows:

- We are limiting registration to 300-350 people.

The name of the Conference: "Educating for Change - Women in the Decade Ahead"

Participants:- Present and future service adult educator providers who help women to make changes - individual and groups

- CLOW Members
- School teachers, educators (including your people educators)
- Volunteers from organizations

Program - Keynote Speaker

Board Committee - Martha, Greta, Carol

Function of Board - Committee will meet at lunch

<u>Theme areas</u>	Labour movement (Shirley Carr?)
	Section 15 of Charter
	Physical fitness
	Health
	Math & Science educators relating to jobs
	Teacher organization
	Unemployment
	Skills Development Leave
	Political Office
	Skills Building (Roberta's Rules of Order)
	Peace Education
Political Focus	{ Women in the Arts
	{ Women Entrepreneurs
	{ Women in the Media
	{ Women in Technology
	{ Part-time Work
	Validity of Non-traditional Work
	Redesigning your living condition
	Adult Basic Education
	Telidon
	Feminist process of learning

January 31, 1984

LIST OF SUGGESTED KEYNOTE SPEAKERS FOR CONFERENCE

Robin Morgan

Dale Spender

Sheila Tobias US

Nicole Hollander (Sylvia)

Carol Gilligan - US

Dorothy Smith - Can.

Greta Nemiroff - Can

Gloria Steinam - US

Sheila Rowbotham -UK

Alice Walker - US

Jane Thompson - UK

Bent Äs - NOR

Claire Bonenfant

Michelle Jean

Louki Bersinian

Lise Payette

Nina Colwill Un. of WPG.

COMMISSION BOARD:

Martha

Carol

Greta

Carmen Paquette



Canadian Congress for Learning Opportunities for Women



congrès canadien pour la promotion des études chez la femme

February 6, 1984

To: Members of the Board

From: Shirley Brazer and Georgina Szasz

Re: Subject Headings Used in the Cataloguing
of Materials in the CCLOW Women's Learning Resource

Enclosed is a listing of subject headings in the Resource Centre used to date. New headings will be added as needed in cataloguing the collection.

Our basic reference guide for selecting subject headings is On Equal Terms: A Thesaurus for Nonsexist Indexing and Cataloging, compiled by Joan K. Marshall. This subject heading list is intended to be used in conjunction with Library of Congress Subject Headings. We also use other thesauri as required and if necessary, create subject headings according to the model presented in On Equal Terms.

ACCESS CENTRES (see) WOMEN'S CENTRES

ACADEMIC WOMEN - STATUS - CANADA

ADULT BASIC EDUCATION - CURRICULA-ENGLISH LANGUAGE

 " " " - " MATHEMATICS

 " " " - " READING

ADULT BASIC EDUCATION - POLICY

ADULT BASIC EDUCATION - WOMEN

ADULT EDUCATION

AFFIRMATIVE ACTION

AFFIRMATIVE ACTION FOR WOMEN

BIBLIOGRAPHIES

BIOGRAPHIES

BIRTH CONTROL

BUSINESS

BUSINESS EDUCATION

CANADA-CONSTITUTION (see) CONSTITUTION, CANADIAN

CANADIAN ADVISORY COUNCIL ON THE STATUS OF WOMEN

CANADA ASSISTANCE PLAN

CANADIAN ASSOCIATION FOR ADULT EDUCATION

CANADIAN CONGRESS FOR LEARNING OPPORTUNITIES FOR WOMEN (see) CLOW

CANADIAN CHARTER OF RIGHTS AND FREEDOMS

CANADIAN UNION OF PUBLIC EMPLOYEES

CUPE (see) CANADIAN UNION OF PUBLIC EMPLOYEES

CAREER INFORMATION AND PLACEMENT CENTRE

CLOW

CHILD CARE - FEMINIST PERSPECTIVE

CHILD CARE LEAVE

CIVIL RIGHTS (see) HUMAN RIGHTS

CIVIL RIGHTS COMMISSION OF INQUIRY ON EDUCATIONAL LEAVE AND PRODUCTIVITY

COMMISSION OF INQUIRY INTO PART-TIME WORK

COMMISSION OF INQUIRY ON EQUALITY IN EMPLOYMENT

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT - WOMEN

CONFERENCING

CONSTITUTION, CANADIAN

CONSTITUTION, CANADIAN - WOMEN

CONTINUING EDUCATION (see) ADULT EDUCATION
COUNSELING FOR WOMEN
COUNSELING, NONSEXIST
CURRICULA (COURSES OF STUDY) (see) EDUCATION - CURRICULA
DEVELOPING COUNTRIES
DIRECTORIES
DISCRIMINATION AGAINST WOMEN (See) SEX DISCRIMINATION
DISCRIMINATION IN EMPLOYMENT
DISCRIMINATION IN EMPLOYMENT - LAW AND LEGISLATION
DODGE, DAVID (see) TASK FORCE ON LABOUR MARKET DEVELOPMENT
ECONOMIC POLICY
ECONOMIC POLICY - FEMINIST PERSPECTIVE
EDUCATION - CURRICULA
EDUCATIONAL LEAVE (see) PAID SKILLS DEVELOPMENT LEAVE
EMPLOYMENT STANDARDS ACT
ENGLISH LANGUAGE - STUDY AND TEACHING
EQUAL EDUCATIONAL OPPORTUNITY
EQUAL EDUCATIONAL OPPORTUNITY AND WOMEN'S STATUS
EQUAL EMPLOYMENT OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY AND WOMEN'S STATUS
EQUAL OPPORTUNITY AND WOMEN'S STATUS
EQUAL PAY FOR EQUAL VALUE WORK
EQUAL PAY FOR EQUAL WORK
EQUAL RIGHTS AMENDMENT (PROPOSED)
ERGONOMICS
FAMILY-FEMINIST PERSPECTIVE
FEDERAL - PROVINCIAL RELATIONS
FEMINISM
FEMINIST POLITICS
FEMINIST POLITICS - BIBLIOGRAPHY
FEMINIST PSYCHOLOGY
FUNDING
FUNDING - WOMEN - FEDERAL AND PROVINCIAL GOVERNMENTS
GOVERNMENT PUBLICATIONS - CANADA
GOVERNMENT PUBLICATIONS - CANADA - PROVINCES

GOVERNMENT STRUCTURES - WOMEN - CANADA
GOVERNMENT STRUCTURES - WOMEN - CANADA - ONTARIO
HIGHER EDUCATION
HIGHER EDUCATION - WOMEN
HUMAN RIGHTS
HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY • CENTRE FOR CONTINUOUS LEARNING •
CENTRE FOR WOMEN
ILLITERACY
INTERNATIONAL WOMEN'S DECADE
LABOUR SUPPLY
LABOUR SUPPLY (WOMEN)
LIBRARY EQUIPMENT & SUPPLIES
LITERACY (see) ILLITERACY
MACDONALD COMMISSION (see) ROYAL COMMISSION ON THE ECONOMIC UNION AND DEVELOPMENT
PROSPECTS FOR CANADA
MATHEMATICS - STUDY AND TEACHING
MICROCOMPUTERS
MICROELECTRONICS (see) MICROTECHNOLOGY
MICROTECHNOLOGY - SOCIAL ASPECTS
MICROTECHNOLOGY AND WOMEN'S EMPLOYMENT
NATIONAL ASSOCIATION OF WOMEN AND THE LAW (NAWL)
NATIONAL TRAINING ACT
NETWORKING
NONFORMAL EDUCATION
NONTRADITIONAL OCCUPATIONS FOR WOMEN (see) OCCUPATIONAL TRAINING FOR WOMEN
OCCUPATIONAL TRAINING
OCCUPATIONAL TRAINING FOR WOMEN
ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
ONTARIO FEDERATION OF LABOUR
ONTARIO MINISTRY OF LABOUR • WOMEN'S BUREAU
ONTARIO STATUS OF WOMEN COUNCIL
OPPORTUNITY FOR ADVANCEMENT
ORGANIZATIONS
OUTREACH PROGRAM. CANADA EMPLOYMENT AND IMMIGRATION
PAID SKILLS DEVELOPMENT LEAVE
PARLIAMENTARY TASK FORCE ON EMPLOYMENT OPPORTUNITIES FOR THE 80s'
PARLIAMENTARY TASK FORCE ON FEDERAL PROVINCIAL FISCAL ARRANGEMENTS
PENSIONS

PERFORMANCE APPRAISAL
POLITICAL ACTIVISM - WOMEN
POOR WOMEN - RESOURCES
PORNOGRAPHY
READING -STUDY AND TEACHING
RECREATION AND WOMEN
ROYAL COMMISSION ON THE ECONOMIC UNION AND DEVELOPMENT PROSPECTS FOR CANADA
SECONDARY EDUCATION
SELF-HELP GROUPS - CANADA
SEX DISCRIMINATION
SEX DISCRIMINATION - ECONOMIC ASPECTS
SEX DISCRIMINATION - LAW AND LEGISLATION
SEX DISCRIMINATION IN EMPLOYMENT
SEX DISCRIMINATION IN PENSIONS AND SOCIAL SECURITY BENEFITS
SEX ROLE SOCIALIZATION OF WOMEN
SEXISM IN MASS MEDIA
SEXUAL HARASSMENT
SINGLE MOTHERS
SOCIAL PLANNING COUNCIL AND VOLUNTEER CENTRE OF METROPOLITAN TORONTO
STATISTICS
STATISTICS, EDUCATION
STATISTICS, EMPLOYMENT
STATUS OF WOMEN CANADA
TASK FORCE ON LABOUR MARKET DEVELOPMENT
TEACHERS, WOMEN - STATUS - CANADA
TECHNOLOGICAL CHANGE (see) TECHNOLOGY - SOCIAL ASPECTS
TECHNOLOGY - SOCIAL ASPECTS
TECHNOLOGY AND WOMEN'S EMPLOYMENT
THIRD WORLD (see) DEVELOPING COUNTRIES
UNIONS
UNITED NATION. CONVENTION ON THE ELIMINATION OF ALL FORMS OF DISCRIMINATION AGAINST
WOMEN
UNITED NATIONS. INTERNATIONAL COVENANT ON CIVIL AND POLITICAL RIGHTS
UNITED NATIONS DECADE FOR WOMEN
UNIVERSAL DECLARATION OF HUMAN RIGHTS
VIDEO
VIOLENCE AGAINST WOMEN

VOLUNTEER WORK AND WORKERS

WOMEN - ADULT EDUCATION

WOMEN - ADULT EDUCATION, RURAL

WOMEN - ADULT EDUCATION - UNDERDEVELOPED AREAS

WOMEN - BIBLIOGRAPHY

WOMEN - DISEASES

WOMEN - EDUCATION - CANADA

WOMEN - EDUCATION - CANADA - NOVA SCOTIA

WOMEN - EMPLOYMENT - CANADA

WOMEN - EMPLOYMENT RE-ENTRY

WOMEN - HIGHER EDUCATION

WOMEN - HIGHER EDUCATION - CANADA

WOMEN - PART-TIME EMPLOYMENT

WOMEN - POWER

WOMEN - RESOURCES

WOMEN - SCIENCE EDUCATION - CANADA

WOMEN - SKILLS DEVELOPMENT

WOMEN - SOCIAL CONDITIONS

WOMEN - SOCIAL SERVICES - CANADA

WOMEN'S BUREAU (ONTARIO) (see) ONTARIO MINISTRY OF LABOUR. WOMEN'S BUREAU

WOMEN'S CENTRES

WOMEN'S ORGANIZATIONS

WOMEN'S ORGANIZATIONS - FEMINIST PERSPECTIVE

WOMEN'S PROJECTS AND SERVICES

WORKSHOPS AND COURSES IN THE PAST

YMCA

cm.

FUNDING COMMITTEE MINUTES

February 6, 1984

Present: Audrey Swail, Diana Ironside, Liz Cockburn, Susan Vander Voet

Discussed and revised conference budget - see attached.

Discussed staffing for conference and the respective roles of Elinor and other staff.

Will meet February 14, 1984 to discuss:

1. Follow-up letters to funders regarding the conference.
2. Funding requests for special items will meet without me.
Elinor will attend.

Send

1. Copy of list of funders approached
2. Copies of replies
3. Copy of brainstorming session from Board meeting
4. Send fly chart sheets to Diana (have list of names typed up)
5. Send copies of inquiry letters to Diana, Audrey and Elinor.

CONFERENCE BUDGET

February 6, 1984

Staff

1	Conference Director	\$10,000
2	Conference Assistant (with benefits)	<u>10,165</u>
		20,165
3	Administration- OISE	5,000
4	Rental	3,000
5	Travel	20,000
6	Printing and mailing	8,000
7	Proceedings	8,000
8	Translation	<u>12,000</u>
		56,000
		76,165

Revenue

Secretary of State regular	24,000
Registration	20,000
COED	6,650
Secretary of State Translation	<u>4,000</u>
	54,650
	<u> </u>
	\$21,515



Canadian Congress for Learning Opportunities for Women



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UP-TO-DATE CCLOW MEMBERSHIP LIST

ALBERTA.....	34
BRITISH COLUMBIA.....	19
INTERNATIONAL.....	1
MANITOBA.....	18
NEW BRUNSWICK.....	3
NEWFOUNDLAND.....	6
NORTHWEST TERRITORIES & YUKON.....	8
NOVA SCOTIA.....	28
ONTARIO.....	102
PRINCE EDWARD ISLAND.....	12
QUEBEC.....	25
SASKATCHEWAN.....	<u>24</u>
TOTAL MEMBERS	<u><u>280</u></u>

UP-TO-DATE SUBSCRIPTION LIST

TOTAL SUBSCRIBERS	<u><u>43</u></u>
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as of October 1/8

Conf.
Educating In Change: Women in the Decade Aug 19-22/84

Women Learning in the Next Decade } Priorities &
Strategies }

We need to anticipate the future + plan for it

Objectives:

For CCLW - to develop + provide policy directions in the 10 years ahead

Community - to affect public policy

Participants - to become better informed about issues + develop strategies for interventions + change

many of the sessions will be video-taped

A.S.E. ; accommodation at Sr. Hilda's residence in Park #622

provincial help in:

program resources:

learning models

issue areas - strategies for implementation

cut-backs in health + social: - .

unemployment

political decision - making

promotion - press releases

posters

conf. brochures