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**Meeting of Subcommittee Planning Opening for Women's
Research Centre, Oct 21/22: Meeting held August 9, 1988.**

Attendance: Lisa Austin, Aureene Costuras, Margaret-Ann Armour,
Cathy Bray, Sharon Frantz-Lutzer, Andrea Harbour, Marilyn
Assheton-Smith

Regrets: Jan Williamson, Diana Chown.

1. Space reserved in Education; 2-115 plus break-out rooms (Cathy
Bray).

2. Opening talk by Dorothy Smith Friday evening. Wine and Cheese to
follow. Jan Williamson arranging Dorothy Smith details; Wine and
Cheese arrangements not yet made. Begin about 7:30 and go to about
10 p.m. Perhaps registration this evening also.

3. Sessions to run about one hour and fifteen minutes, with three
persons presenting or commenting on research. Each session
organizer will have flexibility as far as the exact arrangements are
concerned. Present plans are for two concurrent sessions to run
over three time periods for a total of six sessions. This could be
expanded to three concurrent sessions if it appears adviseable.

Session times will be:

9 a.m. to 10:15 a.m.

10:30 to 11:45 a.m.

1 p.m. to 2:15 p.m.

A plenary to describe the research centre and discuss it will be held
following the third session, from 2:20 to 3:30 p.m.

4. Sessions to include:

a) Lisa Austin to organize an English session, which will
address literature chronologically probably.

b) Margaret-Anne Armour organizing Women and Science (Heidi
Kass, Linda Fedigan, Sharon Franzt-Lutzer)

c) Lisa Austin will ask Debbie Shogun about organizing a women
and philosophy session, perhaps something from the feminist ethics
work, perhaps broader than that.

d) Aureene Costuras will organize a session on research on
women in the work-place, with an emphasis on equity efforts at
present. (Possible contacts, the equity officer with Dow Chemical,
Doris Badir, maybe Women's Secretariat)

e) Marilyn Assheton-Smith will contact Athabasca people to see if they would participate in/work on a session. It might be on distance education, or Indian women and education, or some other topic.

f) Andrea will plan a session on resourcing community research, perhaps with Common Women Books, ASWAC, etc.

g) A number of other sessions were mentioned. These included women and technology, especially if Regina Cochrane is back from China in time, Women in Business (with Gayle Greenwood of Greenwood books one possibility, or Dallas Cullen); something from Women in Nursing (perhaps Pat Valentine or Vangie Bergum could be approached), something in psychology, something on women in politics... and so on. However, we agreed to accept the above six sessions as our sessions for the present, but to keep our eyes and ears open if it would be apparent that other sessions could be added.

5. The plenary session will be primarily an information session on the research centre, with a plan for a follow-up meeting which would involve those who wished to be members of the centre. An organizer for that has not yet been identified, but it will need to be someone from the larger committee. There should be a draft brochure on the centre ready by that time, a draft which assumes changes may be made as a result of this meeting or later meetings.

6. Registration from 8 a.m. to 9 a.m. on Saturday, and possibly Friday evening. No arrangements have been made for the work involved in this.

7. Food will include the wine and cheese Friday evening, muffins and coffee (etc) from 8 a.m. to 9 a.m., refreshment breaks at 10:15 and 2:15, and sandwich-type lunch laid on from 11:45 a.m. to 1 p.m. No arrangements have been made for the work involved in this, but if funds can be generated we will try to cater it.

8. First publicity has already gone out in the Women's Programme Brochure. Second publicity should be done within a month and a third round of publicity the first week in October. This should include information to a mailing list, as well as possibly something more general. (We should also get it up on the Women's Studies Program Notice Board)

9. Marilyn will draft up a budget for the week-end; Cathy will apply to Community/University projects for funding, and Marilyn will apply to the conference fund. Hopefully, that will provide us with enough funds.

10. We agreed to talk to all people involved in the sessions, and get firm commitments from them before the next meeting. At the next meeting we should have the program firm, and a letter should go out from the committee as a whole outlining the expectations for the week-end.

11. We agreed (I think) that the general purpose of the week-end was to high-profile the Women's Research Centre, to encourage feminist researchers (whether academic or action researchers) to apply to become members, and to begin the transition from the Coordinating Committee to a body which would administer the Centre.

12. Marilyn also up-dated women present at this meeting on the current status of the proposal within the university (through ADC, PPC, GFC executive; still to go to GFC). We discussed a meeting date for the next meeting of the whole committee and proposed Tuesday September 6 at 9:30 a.m, before classes begin. The next meeting of this planning committee will need to be before that, on Thursday September 1st at 7 p.m. Both meetings will be in the Women's Research House. Marilyn will get notices out in relation to both meetings, and an agenda for the September 6 meeting.

**Notes from Meeting of Research Conference Subcommittee,
Meeting of Sept 1 1988.**

Present: Aureene Costuras, Sharon Frantz-Lutzer, Andrea Harbour, Margaret Ann Armour, Marilyn Assheton-Smith and Jan Williamson;
Regrets: Bridgette Elliotte, Cathy Bray, Lisa Austin, Diana Chown not in town.

1. Progress on Session planning.

a) Dorothy Smith. Jan reported that her talk will be titled "Our Time Has Come: Celebrating Feminist Knowledge." Her flight times have been confirmed and she will arrive Friday Oct 20 and leave Sunday Oct 22. Jan will meet her at the airport and generally take care of her throughout her visit. Jan will also introduce and thank her at the Friday evening talk.

Marilyn is to arrange to pay her for her airline ticket (she has already booked it).

We agreed to pay her an honorarium of \$250.00, recognizing that as strictly a token honorarium given the quality of her work.

b) Aureene reported on behalf of Lisa that she has had confirmation from Shirley Neuman as a presentor at the session on English literature, but has not yet had confirmation of the others.

c) Lisa also had not had confirmation about the Women and Philosophy session. (Following the meeting I received information that Lisa had just been sent a message that Debra Shogun has agreed to organize that session and it is organized).

d) Women and Equity in the Work-Place; Aureene was having some difficulties with this session, but a number of possibilities still exist:

- Pat Atkin from Ft MacMurray
- Carol Wodak from Human Rights Commission
- Shirley Steele at CEIC or others there
- Murielle Stanely-Venne re Native women
- Nancy Langford

Marilyn and Aureen will continue to work on this to see if it falls into place.

e) Athabasca Participation - Marilyn reported on a number of phone calls with Athabasca women; they essentially recommended that we

wait until their new women's studies staff member(s) are on-stream. They thought it would certainly be possible for at least one of those new women to present research and to give some profile to Athabasca at the conference, but they did not see any possibility of them being involved in the planning. Marilyn will continue to work on this session, but it may not proceed.

f) Applied Feminist Research - Andrea has talked to Jane Hazlett at ASWAC and Jane Templeman at Options for Women. Both think they should participate and are willing to try to arrange something. Andrea has asked them to talk about how and where they gather their material and statistics for briefs, and what they have in the way of resources that other people could draw on. Andrea will also see if the nascent Reproductive Technology group in the city would wish to be involved in this session. It looks like it will proceed, but there is a little more work to do on it.

g) Women and Political Involvement - was a new session which was identified as a result of other phone calls. Julia Ann Legras would like to talk about her research on that topic. We thought possibly a session which added a talk on Irene Parlby (maybe Cathy Cavanaugh would look at her research from this perspective) and a talk by someone active in a current woman's campaign could be very good here. Muriel Stanley-Venne's name came up in this context again, as did other women currently running for office. Marilyn and Aureene will try to fill this one out quickly.

h) Feminist Psychology - Jan had talked previously with Cheryl Malmo and Rosaline Spricer and both were quite willing to present work in this area. We suggested adding a third, and Jan will call Rosemary Liburd or maybe Donna Anthony to present their "fifteen minutes"; if Rosemary agrees to be the third maybe Donna would be willing to chair the session.

i) Feminist Theology - Sharon thought that Donna Coolue (sp?) would be interested in talking about her work which overlaps psychology and theology. Sharon will ask her, and Marilyn will approach Fran Hare and Randy Warren at St Steves to see if one of them would be interested. (Note: Jan points out that is the time of Paulo Freire's visit to the city and St Steves is very involved in that; it will likely present problems but we will see if anything can be arranged even so).

If all of these sessions go we will have nine rather than six; we did not see that as a problem as we thought ten to fifteen people in each session would really be the ideal number. That is, we would like a "forum" rather than a "paper's read to an audience" type of conference. If we have nine sessions they will be run as three concurrent sessions in three time slots.

Procedurally, we agreed that the session organizer should now send a letter to each person who has agreed to participate (whether presenting their research or chairing a session), outlining her expectations and who else would be in the session, and reminding the participants of the dates. Immediately after Thanksgiving a final letter will go to each participant from the overall committee chair, thanking them for agreeing to participate and confirming exact times for their sessions (this will need to be confirmed orally before that date).

Plenary session: generally agreement with the plan presented in the agenda notes, but it will be further discussed in the full committee meeting on Tuesday morning.

2. Conference timing and space test:

No major problems but some proposed changes in times, catering provisions, and a renaming of the event to a **Feminist Research Forum**. In the case of catering Margaret-Ann reminded us that Lister Hall conference centre now insists on priority for catering on-campus events. The food is generally good and the price reasonable, so that is not a problem. Marilyn will contact the Food Services at Lister Hall about:

- Friday's wine and cheese
- Saturday's refreshment breaks and lunch
- arranging the liquor license for Friday p.m.

-Some uncertainty about where to have the wine and cheese and the food, but general agreement that we should remain within the contiguous space. Marilyn will check the front foyer, the back open area, and the largest breakout room to see which would be most suitable.

-recognition of a need for people to sit at the registration table on Friday evening and Saturday morning. Ideally should be two women to register participants, and one woman to have forms or a sign-up sheet for people interested in the research centre and to describe it. Marilyn will prepare information and sign-up sheets, Aureene will see if she can get name-tags from Extension.

-concern about the possible lack of advance information on numbers attending, and the problem this presents with planning. Agreed to request that women preregister, and make available a phone number where they could leave a message that they will be attending (or perhaps not attending)... Marilyn will try to get the phones into the Research Centre House before that date and a telephone answering device on that phone so it could be given out to people.

-maybe one breakout room could be designated a media room, but we did not see setting up phones or doing a great deal of work for this room. See notes on Getting the Word out for other comments.

-agreed the wine and cheese should be informal with no "formal" introductions of people. However, committee members will "hostess", keeping an eye out for participants who not know anyone or ensuring that women who might like to talk to each other are introduced.

See the revised Feminist Research Forum Schedule for other changes.

3. Proposed budget -

no major problems, but Dorothy Smith's airfare is now known to be somewhat less expensive than anticipated. It needs to change to reflect that and the honorarium provision. The registration fee should approximately cover the cost of food, so that changes in numbers would not create large problems with the budget. See revised version for changes.

We do not know if the Conference Fund will grant us the dollars requested, but the request has gone in.

4. Possible problem areas were discussed and generally we agreed to work with them. No major problems were seen at this time.

5. Getting th Word Out -

-Marilyn to prepare a flyer on the Mac (hopefully which she can get laser printed before reproduction)... it will go to Common Woman Books for distribution to customers, to the Feminist Philosophy Conference, to committee members, and to others who might be interested. (A draft will be presented to the whole committee Tuesday morning for discussion and agreement; it will be completed immediately afterwards).

-Aureene to get mailing lists of women's groups to send information to; this information will likely be the conference brochure rather than the flyer.

-Marilyn to continue to work on the conference brochure; it will be a simple Mac prepared document derived from the working drafts which the committee(s) are currently viewing and revising.

-Marilyn to write a press release, which should be distributed by Public Affairs. We are proposing one go out after the Labour Day week-end and another just before the conference... this strategy should be discussed with Public Affairs. Reporters who write in this area will be advised of the conference and especially Dorothy Smith's talk. (*Jan, forgot to ask this, but when you are talking to Dorothy will you check to see if she will speak to reporters?)

Attached:

Proposed Budget
Feminist Research Forum Schedule
Draft of Flyer

Play equity

1) Feminist Psychology

Marilyn
Marilyn to
Call Marilyn headfund
Carol Wodak @
Home page 427
John Lynch 427-3116

453-1764 Home

Agenda: Subcommittee, Opening of Women's Research Centre Thursday night Sept 1 at 7 p.m. Research Centre House

To: Lisa Austin, Margaret-Ann Armour, Cathy Bray, Sharon Frant-Lutzer, Andrea Harbour, Bridgette Elliot, Marilyn Assheton-Smith (Copy to members of Committee as a Whole)

Donna Cullane
The rest of the
Qualitative
Psychology
Research
Spur
Cheryl Munn

1. Agenda Check

Feminist
Thinking

2. Review of minutes..

3. Progress on planning to date:

Jan Williams
Aureene Costwos

Student Services
Athabasca Hall
for permit
check - Cathy Bray
as alcohol
Kester Hall - Food
Services, coffee hall

a) Dorothy Smith

2-115 Edin Bldg -

b) Sessions

- English (Lisa to S Neuman)
- Women and Science (Margaret Ann)
- Women and Philosophy (Lisa to D Shogun)
- Women in the Work-place (Aureene)
- Athabasca participation (Marilyn)
- Resourcing Feminist Research (Andrea)
- others?

Deborah as shown
has to not heard
Pat Atkins
concern
& Entourage
Muriel Stebbins
CSEIC - 9
Shirley Stebbins

c) Plenary Session

d) lunch

e) Budget and finances

4. Conference timing and space test (see attached)

5. Proposed Budget (see attached)

6. Test possible problem areas:

Low attendance: 30 to 50 will work, but not for Friday night

High attendance: 100 will work, but not 200

(try to get preregistration; invitation to people to add sessions)

Federal Election: especially if called for Oct 24

Lack of energy to do a little work:

-need people at registration desk, setting up rooms, other work?

-session chairing

Others? Solutions?

7. Getting the Word out... A notice to go where in early September? Letters? What else?

... another notice in early October

...final posters up the middle of October and a note in available media?

Julie Anne
P + Blinked
Involvement
Muriel Stebbins
Hybrid
Fred 439
Anne
9:30 am
Lynne

Applied
Community
- Culture Centre

Ask Fran
about Feminist
Thinking
a new member

Program - TAD
& the phones

Atlanta Towns Above
Abstracts

Conference Schedule

6:30

Friday Oct 21

7 p.m. Registration, application for membership in the Centre (name tags, table, pens, anything else here?)

2-115 7:30 Welcome to the Conference, Colloquium (Marilyn A-S or?)

Introduction to Dorothy Smith (Jan Williamson)

Dorothy Smith, Feminist Research and the institution

8:45 to 9 p.m. Wine and Cheese, Visiting (Back or front or breakout?)

Introductions of others here who will present tomorrow or have other positions related to this work...e.g. Winnie Thom, Shirley Neuman, Cathy Bray, Margaret Ann Armour, Athabasca person, Diana Chown if she will accept a designation... something simple to "name" people? (always a problem of who to include in that naming process).. or a round of self-introductions?

10 p.m. Good night, see you in the morning

Saturday, Oct 22

8:00 a.m. Registration, application for membership in the Centre

9:00 a.m. Session 1: Women and Science (Breakout Room)

Session 2: Distance Education or Native Women's Research

10:15 Coffee, Juice, and muffins (in front or back?)

10:30 Session 3: Women in the Work Place

Session 4: Feminist Philosophy

11:45 Lunch, provided by Incredible Edibles or Food for Thought, Sandwiches and Soup, Coffee and Juices, vegetable plate

1:00 Session 5: Resourcing Community-based Feminist Research

Session 6: Literature in the English language

2:15 Pick up juice or coffee

2:25 Plenary to describe the centre, open it up for questions, distribute initial brochure, invite people to a meeting at a specified future date, invite memberships, invite participation in other ways.

3:30 Closing, Thanks to Dorothy Smith if she is still there, thanks or some sense of "potluck contribution" to all who attended.

Note: One breakout room reserved for media? Should be invited to Dorothy Smith's talk at least, maybe Marilyn Moysa.

For the Research Forum

Thank Dorothy Smith
- Jan Williams

Antennae
function

Sign to Form
1 Express
of interest
in for centre
call to the
for meeting

↓
connect as
a whole

Keep
together

Proposed Budget: (Based on 100 people)

Phone 500 (Honor)
Jan 250

Expenses:

a) Dorothy Smith	\$850
b) Food and Drinks	
Wine and Cheese	\$300 - <i>no alcohol</i>
Coffee and Lunch	\$700 (\$7.00 per person)
c) Postage, Printing, Misc	\$300

Total = \$2150.0

Income:

\$10 registration fee per person	\$1000
Conference Fund	650
Supplement from General funds	500

Total = \$2150

- a) Jan Templeman OFW
- b) Jan Hegglett → A SMAC
 - 1) How + when my year
 - 2) What may be put other people

③ Report Techniques

Conference Centre → to cater @ Lake Hall

① Flyers for Com. Women Books
 P + Philosophy of
 Draft of Tuesday meeting

① → P. Prog
 Mail list

Press Room
 2-78
 Sem room

② Press release
 Public Affairs

Call NASA

② Mail list

**Agenda: Research Forum Subcommittee
Meeting of September 20, 1988.**

1. Everyone receive the last minutes? Any problems? → Mrs. Smith-Am
2. The Forum Program (need titles for talks, chairs for sessions, anything else?)
 - ... Diana's question re: bigshots
 - ...walk-through Friday and Saturday... all fronts covered?
3. The Forum Brochure: request to Aureen and Susan Boychuk
4. The News Release to Public Affairs.. very late
5. The Flyer out to committee members and Common Woman Books; more made with Copy Centre.....
 - ... to Women in Philosophy Conference (more interested in brochure)
6. Address labels not yet used (done by Aureen); propose that we use for draft of brochure and the flyer.
7. Working on an additional mailing list for the research centre, individuals who should get the brochure in separate mailings. (Will put on MTS, if I can figure it out)
8. Still need to do the blurb on the research centre, and room for expression of interest in it. J ← will edit-
9. Phone problems... just timing
10. Budget...shot to pot

Work Notes from Oct 7 Meeting of Coordinating Committee

1. New members... Janice Williamson in English

OK Ann Lambert in Clothing and Design - 2473 -

OK Bridget Elliot in Art and Design - 3015 -

...if any of the above refuse, call Deborah Shogun. Intention is to get women active in research rather than go for power houses. Should be advised on date and time of next two meetings

(Thursday October 22 at 5 p.m. potluck supper and research...to 8:30 p.m.)

(Wednesday November 18 at 9 a.m.; both in Women's House)

Marilyn to contact all.

2. Student member Jean Perault - 2504 (submitted)

OK Lisa Austin both in English - 455-0072 (Murray - Tim)

.... Sybil Manneschmidt

.... Robyn Mott

Marilyn to contact in that order, first one who accepts is on...

3. Note to Meekison once that is done, including Fedigan change.

4. Agreed to support Deb's conference and throw in \$75.. I think no work required right now (I could visit a little with other women's studies people re: collaboration on this). — budget to do

5. Agreed on Women's Research Centre for name, with possible subtitle which incorporates the term feminist. Marilyn to look into Irene Parlbay as a possible name for it, which would then stand out. Agreed not to incorporate the u of a into the name until they produce some hard dollars.

-Research Centre should soon have a phone listed in its name; Marilyn to check and see if Directory could more clearly show Women's Studies work; if possible contact Shirley and Cathy... anyone else?

6. To write up report on Hull meeting

7. Monthly bulletin or bimonthly, to report on feminist research on the campus. Marilyn to ask lone Chalborn and Sybil Manneschmidt if they might consider co-ordinating that work. Could be on-going research, new topics, or completed work. In the university and in the community... i.e. ideally a kind of data-base file that prints out in a nice report form and gets

Donat - 2258 → 2436
Chalborn 432-2528
Hann - 488 0698

incorporated into the Bulletin of the Women's Research Centre. (Could add here visitors who are speaking on their research maybe).

8. Did not decide on developing regular schedules meeting to talk about research; Cathy raised the question of what Shirley is doing with her "issues" series. Cathy and Marilyn to make contact with Shirley and Margaret-Anne Armour and see if we can get better coordination. I think we should look at profs, as I think Leslie has access to it and probably all of us could have. We could go for "tentative" bookings and after a week "confirmed" if no one objects (Is there room on profs to object? I need to get a VM account).

9. Still need our mailing list, to be shorter than the AWA one although we could start with the AWA one. It should include graduate students and undergraduate students who enroll in women's studies. Marilyn to design a form with "File"... Maybe start the list.

10. We agreed to have Marg Holmgren and one of her respondents talk about her research, Diana Chown to talk about hers, Mair if she wants to talk about hers.... Lisa may still be interested in saying something... if we don't get three I will do mine. Should ask Ruby Bird or Mary Cardinal to join me maybe. Needs some work.

THE UNIVERSITY OF ALBERTA
MINOR LIST

67 - 30XXX
CONFERENCE COMMITTEE

REVENUES AND RECIPROCAL

0315 REGISTRATIONS

SALARIES

1010 ACADEMIC SALARIES FULL TIME CONTINUING
1230 ACADEMIC SALARIES PART TIME SESSIONAL OTHER
1240 ACADEMIC SALARIES POST DOCTORAL FELLOW
1510 GRADUATE ASSISTANTSHIPS
1560 OTHER ACADEMIC ASSISTANTS
1810 NON ACADEMIC SALARIES FULL TIME CONTINUING
1840 NON ACADEMIC SALARIES PART TIME CONTINUING
1940 NON ACADEMIC SALARIES PART TIME MONTH
1960 NON ACADEMIC SALARIES HOURLY CASUAL

TRAVEL

3010 TRAVEL ^{*} - 403
3020 TRAVEL FIELD TRIPS
→ 3030 VISITING SPEAKERS ^{*} 250
3080 ENTERTAINMENT ^{*} - 170

OTHER EXPENSES

4010 POSTAGE
4030 LONG DISTANCE TELEPHONE
4040 TELEGRAPH & TELEX
4110 TELEPHONE RENTALS
4201 MISCELLANEOUS SUPPLIES & SERVICES

4207 ANIMAL COSTS PURCHASES & MAINTENANCE
4210 AUDIO VISUAL AIDS & SERVICES
4216 BOOKS
4228 DATA PROCESSING SUPPLIES & SERVICES
4252 FREIGHT EXPRESS & DELIVERY
4282 PRINT DUPLICATE & PHOTOCOPY CHARGES
4520 COMPUTING CS HARD
4610 GRANTS
4730 RENTALS OTHER EQUIPMENT
4810 VEHICLE POOL RENTALS
4940 CONSULTANTS FEES
6379 PUBLICATION CHARGES
6382 REPRINTS

D-411

Forum Brochure

Friday Oct 21

Front Foyer

6:30 - 7:30 p.m. Registration, expression of interest in the Centre (name tags, table, pens, women to staff, anything else here?)

2-115

7:30 Welcome to the Conference, Colloquium (Marilyn A-S ?)
Introduction to Dorothy Smith (Jan Williamson)
Dorothy Smith, **Our Time Has Come: Celebrating
Feminist Knowledge.**

Thanks to Dorothy, Jan Williamson

8:45 to 10 p.m. Wine and Cheese, Visiting (Back or front or a breakout room?). Committee members to do "hostessing" if necessary

10 p.m. Good night, see you in the morning (or permit people to drift away).

Saturday, Oct 22

8:30 a.m. Registration, expression of interest in the Centre

9:00 a.m. Session 1: Women and Science (Margaret-Ann Armour)
Session 2: Distance Education or Native Women's Research
Session 3: Feminist Theology

10:15 Coffee, Juice, and muffins (in front or back?)

10:30 Session 4: Women in the Work Place (Aureene organizing)
Session 5: Feminist Philosophy (Debra Shogun)
Session 6: Women and Political Involvement

11:45 Lunch, catered by Lister Hall, on site.

1:00 Session 7: Applied Feminist Research (Andrea Harbour)
Session 8: Literature in the English language (Lisa Austin)
Session 9: Feminist Psychology (Jan organizing)

2:15 Pick up juice or coffee

2:25 Plenary to describe the centre; open it up for questions, distribute initial brochure, invite people to a meeting at a specified future date, invite memberships, invite participation in other ways.

3:30 Closing, Thanks to Dorothy Smith if she is still there, thanks or some sense of "potluck contribution" to all who attended.

Note: One breakout room reserved for media? Should be invited to Dorothy Smith's talk at least, maybe Marilyn Moysa.

Report on Feminist Forum, October 20/22 1988

This is intended as a note for future reference, and general record keeping. It should be kept in a folder called forums.

The forum went very well, with a major speaker on Friday evening (Dorothy Smith) and nine sessions (three concurrent in three time slots) on Saturday. A copy of the program is attached. I heard no complaints about any of these sessions; one person will write later to propose some process of follow-up or on-going work. (Some sessions were clearly the beginnings of research which could be done more collaboratively as the researchers had the opportunity to talk to each other.) There were complaints about paying for the wine, or the amount of wine one got for \$2.00... that one maybe needs to be thought about a bit again. Also, I was not very pleased with the food, although it was not really poor and it was delivered in good time. Again, further comments under recommendations at the end.

About ninety people attended Friday night (that was Mary Potrebenko's count; my estimate would have had it about 120 given the size of the room), and 80 for most of Saturday. The plenary on Saturday drew between 50 and 60 people, and discussion about the centre was good. A number of women agreed to come to a further planning and development meeting set for 7 p.m. on Tuesday November 8 at the Research Centre House. I will make a few separate notes on comments related to further development of the centre and try to have them ready for that November 8 meeting.

I think the only session that did not "go" very well was the women on science one, and the women there enjoyed it so I hope it was not a problem (it was small; most sessions were 15 to 25 people and I think there were about 5 there). I will comment later on sessions and process, as I do not think that was in any way a reflection on the session or the people in it.

I will add a complete accounting when all figures are in. We received \$1236 in fees and wine tickets¹, and \$640 from the University of Alberta Conference Fund. I asked Barb Spronk to see if we could get a little money from Athabasca University. Original cost estimates were around \$2500 but I think were too low; our food was higher than predicted and miscellaneous paper and mailing costs were also higher.

¹My estimate is \$106 for 53 glasses of wine, and \$1120 for 112 registrants. However, I do not know if some registrants paid a reduced fee, as they were permitted to do. There were also registrants who paid no fee at all and I will get a count of the registration slips before accepting the above number as correct.

To review and summarize the work for the forum:

Meetings began in June, I joined the committee late July and agreed to take on a number of the detail tasks.

Meeting rooms were reserved by mid-August (Cathy), arrangements for Dorothy Smith were completed by the same date (Jan), including her flight arrangements (Dorothy) and the cheque requisition for her was done early in September.

Three sessions were arranged by late August, women and science, feminist philosophy, and feminist therapy, and the Cultural Studies session had been partially organized. It took about two solid days of phoning to get the rest in place and by September 10 most of that was done (a couple of sessions proved difficult for some reason, and it was another ten days before they were fully in place; in addition one person was added to a session after the Feminist Philosophy Conference on September 20, one chair was changed as the person had to be out of town, and one chair did not get designated until two days before the forum!). I did this program work and charged the long distance telephone costs to the committee; overall it was very satisfying and energizing as even women who could not participate were enthusiastic and supportive.

Drafts of the brochure began to be prepared by mid-September, and it was completed by Aureene on the Macintosh computer on a contract basis¹ while I was away in Newfoundland. The brochure was excellent for the cost, although we had one blank page which could be used another time. As I was away almost ten days at this rather critical time, some things slipped but electronic mail contact with Aureene helped keep things going.

A press release went to Public Affairs about September 23; that meant that departments were notified as well as "the media". The release was not picked up by the media, but did get to departments (Weekside, the Sociology in-house newsletter carried the information)... and Folio needed separate notification which did not happen. Mailings went to all participants listed on the brochure and a long list of women's groups about Oct 10; participants also received a letter reminding them of their session date and time and their commitment to that session (chairing, paper reading).

An application for Conference Funds from the U of A was made in early September; it should have been earlier. No other applications for funds were made, except a request (at the forum) to Athabasca University to make a contribution.

¹She was also hired Sept 26 for 10 hours a week for general committee work; interviewing for this job and carrying out the hiring was unfortunately in the middle of the heaviest Forum work.

Child-care had been omitted from the original planning and was added rather at the last minute. The brochure did not really go out in time for people to preregister and they were asked to phone our telephone answering device to advise us if they were coming (in fact, the phones were just put in the Centre on September 26, another job which had to be organized in the middle of the Forum planning!). I was to arrange child-care and quite forgot; it was rather tense on the last day as I still had no one. Mary Potrebenko came through in the pinch and found a young woman for Friday night (one two year old arrived), and Barb Spronk's son came on Saturday (no children arrived; he went home at noon and we immediately had a request for child care in the afternoon; it was apologetically rejected as we had sent the worker home).

It was proposed that we invite some of the senior university administration and perhaps some women in the community to honour (such as Marjorie Bowker and Doris Robbins)... as it was an opening event. In fact, I ran out of steam partly. In some senses this was a "low-key" opening; we should go for a "high-key" opening perhaps when we name the house (which I hope we will do)... it would be better when the structure is a little more firmly in place I think.

Evaluatory comments and Recommendations:

1. Overall, very good. Our goals were to raise the Research Centre profile and to see if there were a group of Feminist Researchers interested enough to get together to share their work and perhaps have some energy to put into the Centre. We will know better after the Nov 8 meeting, but this one day session was just excellent I think.

2. Time-lines were not adhered to, and we got too pressed at the end. I don't think we needed to start a lot sooner, but about half of the program should have been in place by the end of June and the other half by the end of July. Initial publicity should have gone out in August, brochures in September, and final publicity and letters to participants about October 1. We had almost no "drop-outs" which is partly, I think, because our timing was late and few women changed their minds.

3. the space worked well.

- I think another time we should reserve all rooms around the perimeter (we did not quite, which meant air-conditioning got turned off), and probably the seminar room down the hall.
- we maybe should do all coffee, wine, and food in the back area rather than the front. I think only registration should be in that front area.
- we should have ensured access to my department xerox; some time was wasted with last minute xeroxing.
- we moved tables around like mad and forgot to return any of them to their places! We will likely hear about that...
- we could check on having a phone on that seminar room down the hall; there is a pay phone in the hallway which is helpful, but especially if we had press another time there would need to be a phone.
- likewise, it would not hurt to have a typewrite or microcomputer there. (Actually, these comments are not evaluation but imagining a larger forum; none of this was needed on this occasion).

4. We missed a bit on a-v. I assumed that no one would want an overhead or anything else because no one had said anything and because of the overall "forum" design... that was a false assumption. Clearly, people should be asked and a-v arrangements should be made (the problem was not lack of overheads, but only two of the rooms seemed to have screens).

-I missed completely the need to arrange for a mike in 2-115. The speaker actually had no problems, but she should have had the option of a mike. Clearly that should have been thought of, and I think would have involved a budget item (technicians).

5. Food was not very good.. not a disaster, just not very good. The Bagle Tree food we got at the house later was scrumptious. I know the university regulation, but I think we should go to Bagle Tree another time. I think we could still get Lister to deliver coffee and juice and muffins (they even gave us doughnuts.. yuk!), but maybe in the morning when people are registering... then again at noon only? It just needs a re-think. Also, I forgot to specify some vegetarian food; we had salmon croissants which was probably okay, but someone did call after the food arrangements had been made.

6. Registration desk was handled well by Aureene and Diana, but if we had had larger numbers Friday night might have been a real problem. We need to treat preregistration a little more seriously and reduce the crush at that desk. The registration slip was simple and could have included the expression of interest slip... the information sheet was essential and

taken by everyone there I think. The desk also could have had one more person on it for about 30 minutes Friday night, when it was very busy. We also forgot a receipt book and another time should have both that and a Research Centre stamp.

7. Need to think a bit about the wine and cheese another time; the trays were nothing to brag about, some of the wine not very good, and the cost a bit high... it was very much related to the amount of labour we had, as we simply paid for all of this... we could get something much better with volunteer labour if we had it... No regrets about paying for it given our labour situation, and it is definitely the route to go if there is not oodles of volunteer help; it is just an observation that if the help was there this could be done much better. It is the kind of thing that one person could take on as her only task, from getting the liquor license to buying the wine and cheese. We forgot liquor tickets until the last minute, but if we do something like this again there will now be a roll at the Centre for some time. However, ideally such tickets should be numbered so we would know how many we had used... the time required to find them was not warranted Friday morning!

8. Publicity could have been better, but given the attendance was not bad... much of it was word-of-mouth and the information at Common Woman Books, plus the bit that went to departments and the mail-outs to women's organizations (and a blurb at the Feminist Philosophy Conference the month before). There was also an accidental publicity element in developing the program so late, as a number of women who were phoned to be on the program and could not be came to some sessions. I think on reflection we should not do a lot of publicity for the "forum" part; it should develop out of the work and be a result of that research. However, we need to pinpoint areas which might be missed by whatever general publicity is being done, such as the women and science area in this case. We could have treated Friday night's talk as an event to be publicized much more widely than the forum itself; we were aware of the problem that we really wanted quite a large audience for Friday and not so large for Saturday but did not carefully think through how to address that. (We also must be sure to create a bulletin board or something of that nature at the centre so that we can share in this general publicity process for women's events; our "general" publicity picked up women attending Faculty of Extension courses and students in Women's studies... both excellent locations for interested and knowledgeable people). It seems to me if we keep in mind that our primary "audience" is a kind of membership base rather than a floating group, and as such it is a local base rather than a widespread one, it will help us think through our publicity requirements.

Plus (NB)
O's
Program
1/2 page
Ad.

9. Labour-sharing was not bad, with myself picking up a heavier load as agreed. It is important I think to notice however how much labour was done for this "small" conference: Jan essentially organized two sessions as well as took full responsibility for the guest; Cathy was involved in organizing one session, booked the rooms, and did a lot of informal networking types of contact; Andrea organized one session and provided a major information distribution location at Common Women's Books; Margaret-Ann completely organized one session; Aureene and Diana with some help from me moved tables and chairs and arranged space at both the Education Building and the Research House, staffed the registration desk, arranged for food from the Bagle Tree, cleaned up after at the Research Centre House... and Aureene and I did a thousand other little tasks. We would have had many more problems without the paid help of Aureene, but in fact this is one of the few conferences I have organized where everyone did what they promised to do and the organizing task was relatively easy.

However, if possible another time I think we should try for the following labour structure (or something like it):

- overall program co-ordinator... ensures space is available, program is done, a-v is there as needed, brochures and other information is available etc. i.e. focuses on the program per se. Receives the help of others in setting up specific sessions, as was done on this occasion. Child-care could be left here I think, but people must preregister if they want child-care.

- food and refreshments person... not a big job, but details need to be watched

- registration person, as was done on this occasion. Needs to be involved in preregistration process also if possible... will need additional help at the conference.

- treasurer... again, not a lot of work because I think we should continue to see this as a fairly small and not expensive forum... it is not like bringing people from all over the continent as far as cost is concerned. But someone should budget, apply for funds available, keep accounts, and generally take responsibility for the financial aspects.

- publicity person... not a lot, but needs to be a focus

- sharing of setting up and cleaning up labour... ideally, the clean-up should involve most people on the committee, or perhaps it could be delegated to a couple of people who have not been able to do much else. I don't think we thought about it much this time.

10. The fee did not cover "per participant" costs. I think we should keep it low, but maybe another time have people pay \$5.00 for any session and \$15 if they want refreshments and meals. I am not sure; but it should be thought about a little.

11. The program worked well. I liked the relatively laid-back timing... a speaker Friday evening with a bit of visiting afterwards, just three time slots on Saturday, and time for a plenary which had just one agenda item on it. (Few came over to the house for drinks after, but I think those who did enjoyed the opportunity). I think we should try to maintain that sort of a day... if we add more sessions we make them concurrent.

-I regretted that we had not reflected a bit on our sessions during the year, and perhaps picked out some that had gone very well or that demonstrated a particular style of research and asked the presentors to repeat those sessions. I think especially of Vangie Bergum's session on Becoming a Mother, and Marj Holmgren's session on women's depression, although there were others that could have been considered. That is only intended as a "maybe next year" comment... when a day goes as well as the one this year one does not complain unduly.

-another "maybe next year" is to continue sessions. Jennie Margetts said she would like to see five Indian women in the panel on Indian women's research next year... Barb and I will talk about the relationship between our research in that area and see if we can facilitate Jenny's proposal in some way. Sharon Thurston also wanted to do something on the spirituality issue..

-finally, a maybe before next year... the work equity session was very difficult to organize, but there were many people interested and doing various kinds of work in the area. A one day session which addressed this topic simply as a university topic might be worthwhile..i.e. as an "in-house" discussion, but an in-house discussion in which the existing research was presented for all of us to discuss in workshops or plenaries rather than concurrent sessions... something like this might be possible by spring.

Enough. Others might like to add their evaluations and "maybe next years" to the file and see if we can build on each years experience. I do want to emphasize, keeping this small and manageable seems to me to be the key to its success... we are going to gradually build a research community in which there is a full flow of communication amongst researchers... but we do not need to do it all at once.

Plenary Session of Research Forum, Oct 21, 1988.

The purpose was to talk about the Women's Research Centre, what it was and what it might be. A number of comments and suggestions were made about the direction of the Centre:

1. Could it possibly do some skill training? For example, staff of the Human Rights Commission might benefit by workshops on research, or on incorporating a research perspective into their work. (Reference was made here to the Vancouver Women's Research Centre and Deborah Lewis's remark that training women to do their own research is one of their main functions; presumably an on-going support system goes with this kind of training).
2. It could be a locus for networking, perhaps with a focus on key projects. Sheets were started last year on individual's research and they could be kept up to date. (Addition by typist: OISE's Women's Education Research Program uses a simple list of research areas and the names of women working in each area which is kept on the door of the office; something like this might be useful as a very visible indication of who is doing what).
3. SSHRC seems to be more interested in funding programmes than projects; a Research Centre would be more likely to be able to define a program of research which might include many projects and thus apply for SSHRC funding.
4. A Centre, because of its institutional nature, might also be able to ensure that a research program was kept alive until work was completed, even if individual researchers moved on.
5. The Centre, as structured, has no need to make distinctions among its members so that students could easily be included as members and researchers. In addition, we should remember that graduate students are often doing intense and interesting research and could make an important contribution to the Centre.
6. Well developed communities of researchers might develop, and it might be possible within the Centre to identify ways that their research related to other women's research. The example given was research on medieval women; with a well developed communication network that could be related to research on the situation of contemporary women.

7. Could there be some "program" or work element through the summer period, as that is often our quieter time whereas fall and winter tend to be wildly busy?

8. Could some of the discussion which was started at the Forum perhaps continue at the Centre to facilitate further research; for example, the discussion on Feminist Spirituality?

9. Don't forget the need to maintain good administrative relations within the university, and to deal with administrative needs. Also, although some research could be facilitated without on-site researchers, the Centre should be sure that it has physical space for researchers. It might be worthwhile to suggest to the University that its Emeritus Professors should be housed in the way in which they deserve, and the additional office space in the present house be used by researchers.

10. There were other useful comments, but I did not write notes on all of them and have forgotten some. We may add on November 8.

11. It was noted at this meeting that the agenda for the Nov. 8 meeting is to:

a) Begin to set a Research Agenda through identifying our own research interests and determining how to facilitate them.

b) Possibly identify seven or more people who might make up a kind of administrative committee, which will become the "board" referred to in the proposal which went to the University administration. Four of these positions will be designated by the two vice-presidents, but we could recommend in each case. We should have a process in place for determining these people, and a decision about how frequently they should be changed (e.g. annual elections? Anyone may serve a maximum of two yearly terms? Something like that.).

c) Where should the "research agenda" be done in future? On the administrative board or at meetings of the members such as this one?

12. The next meeting and its core agenda will also be established before this one ends.

Planning -

about one hour - closing - 5 min → to Research Centre Home
@ 110 43-90 Ave -

2) We wanted a little time to talk about the WRC + its future
- we have a committee - Jean - Cathy - Me - Dan + Arlene - Jan
M.A. + Bridget - Stan Liza -
- Rose - Ann - Susan Jewel -

3) History - commit work → thru NQA + AM + comm process -
based on a document which projects little to + lots of it - +
details an name structure ... but some aspects of that
need to be talked about

4) What the centre will become will depend on the
research projects that become associated to it and
the way that research is done → i.e. on identity

5) For me - research could develop in that niche
where the university + community now overlap - +
one goal would be to widen that niche - partly
by changing the nature of much of our research but
largely by beginning to forge links, develop
bridges - so we can see connections which already exist
but which we don't notice.

6) The question for this plan is how many of you are
interested in that process? Do you want to
begin to attend meetings in which the research agenda
of the centre is developed + clarified? The ^{meeting or} ^{coordination}
board first identified + its role is more clearly
determined?
(Talking the expression of interest as you want to
hear about the WRC)

7. Proposed a meeting for Sat a.m. Nov 5 - I already
have a request - all other meetings include one
taken - could go to a evening or 4-6 am type mtg
~~next week~~ or be made after mtg (Oct 31 - Nov. 4)

8. A meeting from like this has been a people regard the
weekend - ~~is~~ - maybe.

Expression of Interest in Membership in the Women's Research Centre

Yes, I would like to be a member of the Women's Research Centre and be on the mailing list for membership meetings and other meetings held by the Centre.

Name:

Address:

Office Phone:

Home Phone:

Research Interest?

Willing and able to do some work for the Centre?

Feminist Research Forum

October 21 and 22 1988

at the

**University of Alberta
Education North 2-115**

sponsored by

The Women's Research Centre

Women's Research Centre,
11043-90 Ave.
University of Alberta Campus,
Edmonton, Alberta T6G 2R3

Financial Report
Feminist Forum, October 21 to October 22 1989

Income:

Conference Fund	650.00
* Fees and Donations	1236.00
* Athabasca University	500.00
Advisory Cmmt Funds	<u>399.62</u>
Total =	\$2785.62

Expenses:

Honorarium to D Smith	250
Travel, D Smith	380
Food, Lister Hall	1435.88
Wine, Lister Hall	396.24
Brochure Preparation	130.00
Bagel Tree	170
Other Copying	<u>23.50</u>
Total=	\$2785.62

~~MS~~
Prepared by Marilyn Assheton-Smith

copy to file

Women's Research Centre,
11043-90 Ave.
University of Alberta Campus,
Edmonton, Alberta T6G 2R3

Note
Asterisked items
deposited to
C & T account,
not Univ acct

To FRC for
filing - all
go into Form
file
msh

Financial Report
Feminist Forum, October 21 to October 22 1989

Note
White Hall bill
has never come
from acct - it is
a \$1800 liability
+ or -

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Prepared by Marilyn Assheton-Smith

copy to file

Women's Research Centre,
11043-90 Ave.
University of Alberta Campus,
Edmonton, Alberta T6G 2R3
March 30 1989

Mr. L Howell,
Secretary-Treasurer of the
University Conference Fund Committee.

Dear Mr. Howell;

When the Conference Fund grant was made to the Feminist Research Forum you requested a brief report. I am enclosing the "Final Report" Form with the relevant information. In addition, a copy of the final brochure is enclosed.

No formal written report was provided to the Research Centre membership, but in brief the Forum went extremely well. Over 100 people came to the Friday evening session, and 60 to 80 attended the presentations and workshops all day Saturday. Between 50 and 60 people remained for the meeting about the Research Centre itself, which indicates the interest generated by the research presented during the sessions.

I would like to express my thanks, and the thanks of others who attended the Forum, for your contribution to it. It was extremely important to the success of the event, as our budget was limited at best. I notice that we did not mention the Conference Fund in the brochure, and I am quite certain that is because we had gone to press with it before we knew we would receive conference fund support; you were recognized in the verbal thanks at the plenary session.

Yours sincerely,

Marilyn I. Assheton-Smith.

cc for June



to: Marilyn I. Assheton-Smith
Department of Educational Foundations
5-109 Education North Building

date: 21 October 1988

from: L. Howell
Secretary-Treasurer of the University
Conference Fund Committee

our file: 67-30597

your file:

subject: Re: Conference Fund Committee -
"A Feminist Research Forum"

Your application for financial assistance for the above-noted conference was approved by the Conference Fund Committee in an amount up to \$ 650.00.

A special trust fund has been established (or a former one continued) in accordance with the attached Advice Notice. Please note the requirements stated thereon. Will you please quote the complete reference on all requisitions or requests for payment from the Fund.

The following financial arrangements apply:

1. Unexpended grants revert to the Committee.
2. Where the University is the sole sponsor, the grant will be administered by the Office of the Comptroller.
3. Where the University is not the sole sponsor, the grant may be paid to another sponsoring body or the other sponsoring body may make its grant to the University, depending upon the circumstances. If the University is the major sponsor, the account will be administered by the Office of the Comptroller.
4. Where the University is the sponsor of the conference, as distinct from simply hosting it for another sponsor or an established group or association, it is preferable that grants from other sources be on an outright basis.
5. Where funds are administered by the Office of the Comptroller, University financial regulations will apply.
6. Expenditure commitments beyond the funds available will be the responsibility of the grantee.
7. Visiting speaker regulations and procedures may be applied.
8. Cheque requisitions should be directed to the Accounts Payable Division, Office of the Comptroller.

L. Howell, Manager
Special Funds & Research Accounting
Office of the Comptroller

Women's Research Centre,
11043-90 Ave.
University of Alberta Campus,
Edmonton, Alberta T6G 2R3
March 30, 1989

Mr. L. Howell,
Manager,
Special Funds and Research Accounting,
Office of the Comptroller.

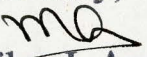
Dear Mr. Howell;

Enclosed are the signing authority form for Account # 67-30597 and Journal Voucher to cover transfer of funds from that account to 64-01131, as per our telephone conversation yesterday. As I indicated to you in that conversation, the expenses were paid out immediately from our regular account; consequently the request that funds be transferred to that account. Documentation for the expenses was provided at the time they were paid out so presumably it would be with the 64-01131 file... the costs show in our Computer printouts in November and December of 1988.

For your information, the \$250 is honorarium for Dr. Dorothy Smith (the keynote speaker) and the \$380.00 is for her return airfare Toronto to Edmonton. The \$20 is a small part of \$170 paid to the Bagel Tree for light food at the reception after the conference.

Thank you for your patience in this matter; I have been absolutely swamped this term and have kept pushing Research Centre administrative work to the back of my desk. I hope that these papers will now meet our commitment to you, and will enable you to clear up the file for year-end.

Yours truly,


Marilyn I. Assheton-Smith.

Copy to file



Research or Trust Account Advice Notice and Signing Authority Form

*Please sign
and return
copy.
The other
are you
can keep*

THE PURPOSE OF THIS MEMO IS TO:

1. provide you with the details of a new account,
2. outline some of the responsibilities vested in the account holder, and obtain your acknowledgement of same,
3. obtain a specimen signature from the account holder and delegate (if any).

Account Holder: M Assheton-Smith
Dept of Educational Foundations
5-109 Educ N

October 24, 1988
DATE

1. Account Number 67-30597 Title CC FMINIST PLS FORUM
Amount credited (debited) \$650.00
Source Conference Fund Committee
Other notes _____

2. In June of 1970, the Board of Governors established that the overexpenditure of Special Funds Accounts was not to be permitted. In addition it was determined that in the event that overexpenditure occurs, research directors or trust account holders will be held **personally** responsible. This is outlined in section 02-03-001 of the University's "Manual of Administrative Policies, Procedures and Services".

The Board-AASUA Agreement-Faculty-provides that these funds are considered to be University funds and are subject to those regulations applying to all University funds as well as those set out by the funding agency. In addition, furnishings and equipment purchased through Research or Trust accounts become the property of the University unless otherwise specified by the funding agency or the University.

The official financial record of the account is the "Monthly Expenditure and Commitment Report" as produced by the Office of the Comptroller. **It is the account holder's responsibility to point out any errors or omissions occurring in this report.** Please be sure to review the material attached hereto in this regard.

It is particularly important that you familiarize yourself with the terms and conditions of the award imposed by the sponsoring agency since you will be financially responsible in the event of any violation of them.

3. SIGNING AUTHORITY AND ACKNOWLEDGEMENT.

Specimen Signature of Account Holder

Signature of Alternate Signing Authority

THE PRIMARY SIGNING AUTHORITY
IS THE ACCOUNT HOLDER

Clearly Print Name of Alternate Signing Authority

Note: In no case can a person who has been entrusted with alternate signing authority provide that authority to another individual.

FEB 27 1989
Reminder

DISTRIBUTION:

- White—Special Funds Division
- Yellow—Account Holder
- Blue—Office Research Services
- Green—Special Funds Division



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Account Holder: M Assheton-Smith
Dept of Educational Foundations
5-109 Educ N

October 24, 1988
DATE

1. Account Number 67-30597 Title CC FEMINIST RES FORUM
Amount credited (debited) \$650.00
Source Conference Fund Committee
Other notes _____

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M. Assheton-Smith Specimen Signature of Account Holder

[Signature] Signature of Alternate Signing Authority

THE PRIMARY SIGNING AUTHORITY
 IS THE ACCOUNT HOLDER

Clearly Print Name of Alternate Signing Authority

Note: In no case can a person who has been entrusted with alternate signing authority provide that authority to another individual.

PLEASE RETURN THIS COPY AS SOON AS POSSIBLE, WITH APPROPRIATE SIGNATURE(S) TO THE SPECIAL FUNDS DIVISION.

DISTRIBUTION:
 White—Special Funds Division
 Yellow—Account Holder

[Signature]

SPECIAL FUNDS DIVISION
 Office of the Comptroller

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The Board-AASUA Agreement-Faculty-provides that these funds are considered to be University funds and are subject to those regulations applying to all University funds as well as those set out by the funding agency. In addition, furnishings and equipment purchased through Research or Trust accounts become the property of the University unless otherwise specified by the funding agency or the University.

The official financial record of the account is the "Monthly Expenditure and Commitment Report" as produced by the Office of the Comptroller. **It is the account holder's responsibility to point out any errors or omissions occurring in this report.** Please be sure to review the material attached hereto in this regard.

It is particularly important that you familiarize yourself with the terms and conditions of the award imposed by the sponsoring agency since you will be financially responsible in the event of any violation of them.

3. SIGNING AUTHORITY AND ACKNOWLEDGEMENT.

M. Assheton-Smith
Specimen Signature of Account Holder

[Signature]
Signature of Alternate Signing Authority

THE PRIMARY SIGNING AUTHORITY
IS THE ACCOUNT HOLDER

Clearly Print Name of Alternate Signing Authority

Note: In no case can a person who has been entrusted with alternate signing authority provide that authority to another individual.

PLEASE RETURN THIS COPY AS SOON AS POSSIBLE, WITH APPROPRIATE SIGNATURE(S) TO THE SPECIAL FUNDS DIVISION.

DISTRIBUTION:
White—Special Funds Division
Yellow—Account Holder

[Signature]
SPECIAL FUNDS DIVISION
Office of the Comptroller

Thomas A. EdgeArchives
Conservation copy



to: Marilyn I. Assheton-Smith
Department of Educational Foundations
5-109 Education North Building

date: September 30, 1988

our file: 87-55

from: R.S. Pannu, Chair
Conference Funds Committee
Room 5-109 Education North

your file:

subject: Conference Entitled: "A Feminist Research Forum"

The GFC Conference Funds Committee has decided to support your request to the amount of \$650.00 . The Comptroller will contact you with respect to setting up an account.

The Committee requires the information requested on the attached sheet for its records. Please return a copy of this letter with the final numbers after the conference is over. Additionally, if a final conference report is prepared, we would appreciate receipt of a copy. Should publications arise from the conference, the chair is prepared to accept a copy for submission to the University Library.



to

date

our file

from

R.S. Pannu, Chairman
GFC Conference Funds Committee
Dept. of Educational Foundations
5-167 Educ. North

your file

subject

CONFERENCE FUNDS COMMITTEE

Enclosed you will find an application form for the Conference Funds Committee and other material concerning support. Please read the guidelines carefully. An application may be returned for revision if the Committee finds it to be unsatisfactory in some part or if further information is required.

All budgets should be balanced; that is, the revenues and expenditures should more or less coincide. It is the responsibility of the conference organizer to reduce expenditures when other sources of support do not materialize.

The Comptroller is unable to grant signing authority for trust accounts to a student or anyone else not permanently employed by the University because the University reserves the right to recover over-expenditures on trust accounts from the salary of the person who is granted signing authority. Students will need to make arrangements with a faculty advisor to accept this duty.

Please send me 6 copies of the completed application form for the Conference Funds Committee to consider.

RSP
Encls.

THE UNIVERSITY OF ALBERTA

CONFERENCE FUND COMMITTEE

GUIDELINES FOR CONFERENCE GRANT APPLICATIONS

The Conference Fund of the University was established in April 1967 to support conference and symposia (as distinct from visiting lectureships) sponsored or hosted by the University. The Fund is administered by a committee of General Faculties Council and is the only Fund in the University for this purpose. All applications for grants should be submitted to the Chairman of the Committee:

R. Pannu
Educational Foundations
5-167 Ed. N.

The use of University facilities for major conferences does not fall under the jurisdiction of the Committee. Such requests should be referred to the Vice-President (Administration) for his recommendation to the Executive committee of the Board of Governors.

The use of conference funds for the publication of proceedings is not encouraged, and requests for this purpose will receive a low priority. Applicants contemplating the publication of proceedings are encouraged to seek the advice of the University Press Committee well in advance of the proposed conference date.

The Committee has adopted several guidelines for its own use, as follows:

1. Travel and subsistence for participants other than those invited to give major papers will not be provided by the Fund. Normally, an honorarium is not provided for academic speakers. Where this is necessary, it should not exceed that which the University provides to external examiners for doctoral dissertations (currently \$150).
2. Conferences may be held anywhere in the Province of Alberta but where they are held "off campus" support may be limited to the amount that would be required if held "on campus".
3. The size of grant depends upon the nature and size of conference, and the availability (whether sought or not) of alternative sources of funds. Ordinarily the Committee limits its grants to maxima of \$1,300 for conferences of international or national scope, and \$650 for conferences of a regional or local nature. In addition, the number of registered participants will be taken into account in deciding upon the size of the grant.

4. Support may be provided through this Fund for student participation in conferences or for conferences sponsored by students or student organizations. The application should be co-sponsored by a faculty advisor willing to undertake responsibility for the trust account.
5. Conferences of a consultative type will receive a low priority rating.
6. To ensure equitable distribution of funds, the number and amounts of previous grants made to faculties or disciplines may be taken into consideration in establishing priorities.
7. To ensure maximum use and distribution of the limited funds available, applicants are expected to explore other sources of support before submitting an application for assistance. Only grants under active consideration should be listed.
8. Applications should be submitted as early as possible and at least **four** months before the conference. A draft program must accompany the application. Applicants should note that it may take six weeks or so to consider and process an application and that, while later applications will be considered, action may be delayed and support cannot be assumed. Every effort will be made to treat applications expeditiously.
9. In view of the general stringencies relating to educational funds, the anticipated revenues for conferences should include a registration fee which reflects current costs and the benefits accruing to the individual participant. If student registration is to be subsidized, this should be reflected in higher fees for other participants, if necessary. The registration fee must cover all social functions and publications unless these are subsidized by outside grants.
10. Budgetted costs should be estimated as accurately as possible and reflect a balanced budget. It is the responsibility of the conference organizer to reduce expenditures or raise registration fees if anticipated revenues fail to materialize. There is no provision for a category of expenditure called "contingency" on the application form.
11. Do not include expenses of an entertainment nature in the budget. These items should be self-funded, and are not the concern of the Committee.

Revised June 1987

BJB;uk

OTHER SOURCES OF SUPPORT

There are many sources of financial support for conferences. Some of the more common ones that have come to the attention of the Committee are as follows:

- (a) City of Edmonton, Corporate Communications Office Telephone
Ms. Sue Daelman, A Special Events Director 428-5458
7th Floor City Hall
Edmonton, Alberta T5J 2R7

Partial support for luncheon, reception, etc. on the following basis: \$1.00 per delegate for national/international guests; \$.75 per delegate for those from Manitoba, Saskatchewan or British Columbia; \$.50 per delegate for Alberta residents outside of Edmonton.

- (1) a breakfast, luncheon, dinner, banquet or reception, or
(2) assistance with the provision of an entertainment package, or

Note: Support given to non-profit organizations.

- (b) City of Edmonton, Department of Parks and Recreation, Telephone
Supervisor, Communication 427-4346
Mrs. Barb Drechsler
Revlon Building
10320 - 102nd Avenue
Edmonton, Alberta T6G 1B7

(They will want as much detail as possible). Assistance re tours and special events.

- (c) Province of Alberta, The Public Affairs Bureau Telephone
Mrs. Laverna Salloum 427-4346
Director of Promotion & Hospitality
2nd Floor, Public Affairs Bureau
44 Capital Blvd.
10044 - 108 Street
Edmonton, Alberta T5J 3S7

Some financial assistance may be available, with only one hospitality grant being considered to a Faculty for any three year period. Conference must be of a regional, national or international nature. Coordinate requests with Dean.

- (d) Travel Alberta Telephone
Tourism and Small Business Travel Division 427-2501
16th Floor, 10025 Jasper Avenue
Edmonton, Alberta T5J 3Z3

Project Officer: Terry Duffy

Assistance in promotion of conference - sundry promotional items, literature, audio-visual and display material for use in a meeting prior to promotion. Convention mailouts from their office at their cost which may include select pieces such as registration forms and other details. Literature for promotional items and conference tours for pick up.

Applicants hosting international conferences may apply for funds for travel, promotional materials and events for such purposes as attendance building and conference bidding.

(e) The Canada Council
255 Albert Street
P.O. Box 1047
Ottawa, Ontario K1P 5V8

Telephone
1-800-267-8782

(f) Natural Sciences and Engineering Research Council of Canada
Awards Office
Ottawa, Ontario K1A 0R6

Assistance limited to support of scientific meetings.

(g) The Medical Research Council of Canada
20th Floor, Jeanne Mance Building
de L'Eglantine Street
Tunney's Pasture
Ottawa, Ontario K1A 0W9

Assistance presumably limited to support of workshops and symposia related to Health Sciences.

(h) Social Sciences and Humanities Research Council of Canada
Box 1610
255 Albert Street
Ottawa, Ontario K1P 6G4

Assistance normally limited to conferences indirectly connected with the promotion, discussion and planning of advanced research in the humanities and social sciences in Canada. Deadline: June 30; October 30; March 30.

(i) Edmonton Convention and Tourism Authority
Dennis N. Holmes, Convention Manager
9797 Jasper Avenue, No. 104
Edmonton, Alberta T5J 1N9

Telephone
426-4715

An expert group who will provide advise, consultation, promotional materials, and possible financial assistance. Knowledgeable about provincial and federal funding sources.

Only provide counselling on planning, arrangements, committee work, brochures etc.

(j) Other Federal, Provincial or City Departments related to the particular conference to be held, e.g. Agriculture, Lands and Forests, Indian Affairs and Northern Development, etc.

(k) Other granting agencies sponsoring research or having a particular interest in a subject, e.g. Smithsonian Institution interest in the Artic, etc.

GFC Conference Funds Committee

Revised 04/03/86

T H E U N I V E R S I T Y O F A L B E R T A

Conference Fund Committee

Grant Application

Submit six copies to the Chairman of the Conference Fund Committee.

Applicant Marilyn I Assheton-Smith

Rank or Position Associate-Professor

Department Educational Foundations

Campus Address & Telephone 5th floor, Education North; Phone 2556

1. Short title of conference A Feminist Research Forum

2. Dates and duration October 21 and October 22

3. Location University of Alberta (Education Building)

4. Sponsors Vice-President's Advisory Committee on Women's Studies
and the Women's Research Centre

5. Brief description (nature, purpose, importance, relation to The University of Alberta, etc.) (more detailed materials may be appended.)

The Women's Research Centre is a project sponsored by the Vice-President's Advisory Committee on this campus. It will be a centre jointly supported by Athabasca University and the University of Alberta, and has been accepted by all of the various committees in both universities except GFC at the U of A. This conference will be the first of the Research Centre, and it will serve to introduce that centre to a wider university and community audience than those who now know about it. The external guest speaker (Dr Dorothy Smith from Toronto) is one of the leading researchers and theorists in feminist analysis, and she will present an overview of the knowledge domain. Local researchers will present research from this community, to establish the work which is being done here.

9. Anticipated Cost

a. Honoraria to speakers			\$ 250
b. Travel of speakers			403
c. Other travel (specify)			00
d. Local transportation			00
e. Social functions	<u>Persons</u>	<u>Unit Costs</u>	
(1) receptions	150	\$3.00	450
(2) banquets			
(3) other meals	125	\$7.00	875
(4) coffee	250	\$2.00	300
(5) _____			
f. Space rental (describe)	(Education North)		nil
g. Equipment rental (describe)			nil
h. Accommodation for _____ persons for _____ days			
i. Reproduction of materials, brochures, minutes, reports, etc.			300
j. Supplies, sundries, postage, telephone, etc. (specify)			
(1) Postage and Telephone			\$125
(2) Supplies			\$100
(3) _____			
(4) _____			

Total cost \$ _____

10. Anticipated revenues

a. Registration fees	125	@	\$10	\$ 1250
b. Other supporters (specify)	nil			
c. Other revenues (specify)	Committee Funds			553.00
d. Sub total				\$ 1803.00
e. Balance needed and requested by this application				\$ 1000.00

11. To which expenditures does this application refer (indicate by numbers)
Items 9 a, 9 b and 9 e 4

Date of Application September 2, 1988

Signature Marilyn J. [Signature]

THE UNIVERSITY OF ALBERTA
INTER-DEPARTMENTAL CORRESPONDENCE
OFFICE OF THE COMPTROLLER SPECIAL FUNDS DIVISION

Date 88.06.06.

TO THE NEW ACCOUNT HOLDER

FROM The Accountant, S.F.D.

RE - Your new research or trust account

ATTACHED ARE:

1. An "Advice Notice and Signing Authority Form" the purpose of which is stated in the three points at the beginning of the form.
2. A listing of 4 digit "Minor Codes" which should be used whenever a payment is requisitioned from your account. Minor codes beginning with the digit "0", (not shown on this list) are used in coding any revenue (i.e. grants, donations, etc.) which might be credited to the account, these should not normally be used by you. Action involving these codes will usually be initiated by this office. The rest of the minor codes serve to classify expenditures in appropriate fashion on the "Monthly Expenditure and Commitment Report" which you will receive for this account. Please make an effort to use the code which best describes the expenditure being made. This will expedite payment, provide an accurate expense report and you will avoid having to provide detailed explanations at a later date.

Each month you will receive via campus mail, a computer-produced "Expenditure and Commitment Report".

This report is made up of 3 distinct sub-reports:

1. "Expenditure Report": Details the cash expenditures made from the account, and any revenues credited.
2. "Salary Expenditures and Commitments": Details each person's name classification, and amount of any salary paid from the account in the current fiscal year, as well as the remaining salary commitment to any person with a continuing appointment from the account, up to his/her specified termination date (if any) or next March 31, whichever comes first. It is important to bear in mind (and make provision for) the fact that any salary expenditures will also incur additional charges against the account for the employer share of fringe benefits.
3. "Other Commitments - Purchase Orders, Contracts, Etc.
- Caution - all commitments may not be reflected hereunder."
which details:
 - a. Purchase orders outstanding at the beginning of the month,
 - b. Purchase orders issued during the month,

- c. Change orders (i.e. amendments, cancellations, etc.) issued during the month,
 - d. Invoices paid during the month against outstanding purchase orders,
 - e. Purchase orders outstanding at the end of the month,
- Other types of potential charges may be reflected in this section where the circumstances warrant, e.g. Petty Cash Advances and Travel Advances.

Each month these expenditures and commitments should be reviewed to determine that they in fact, belong to your account and that the commitments are still outstanding (allowing for invoices in transit between your office and the Office of the Comptroller).

Each month, your Report will carry the following footnotes:

"Please check this report with your records and provide the Special Funds Division with written notification of any discrepancies."

In an organization as large as ours it is inevitable that some errors will occur, and more often than not they can only be detected by you, the account holder. It is therefore **essential** that your report be checked **in detail** each month and that any **discrepancies be reported** to this office in writing as soon as possible so that corrections can be made. The choice of a method for checking your account is, of course, yours. However a system has been devised which we feel is simple yet effective. We call it the **"No Write System"**. Should you wish to explore this further please give us a call.

"The overexpenditure of a trust or research account is prohibited by University policy. In the event that overexpenditures occur they are the personal responsibility of the account holder." This responsibility has been emphasized through a formal Board of Governors policy statement of several years ago. It is also a provision in your contract of employment with the University, (Article 27 of the Faculty agreement). In order to effectively deal with overexpenditures, should they occur, we have been provided with the authority to inactivate the account, thereby barring further expenditures, and to have the overdraft withheld from salary.

In the event of an overexpenditure or overcommitment occurring a message will appear, reminding you to take action to resolve the problem.

Other messages of importance or interest will occasionally appear at the bottom of this report.

Occasionally "Commitment Error Messages" may appear at the bottom of your Report. The two most likely Error Messages are as follows:

1. "NO MATCH FOR P.O. REF. ON INVOICE - INVOICE REJECTED" This would indicate that the Purchase Order referenced on the invoice to be paid does not, in fact, appear as outstanding against your account, and, of course, payment of the invoice cannot relieve a commitment which does not exist. Please check that both the Purchase Order and the Invoice were charged to the same account, and advise us of appropriate corrective action.
2. "P.O. NO. NOT ON FILE - CHANGE ORDER REJECTED" The Purchase Order for which a change has been requested does not appear as a commitment against the account indicated, therefore a change to it cannot be processed. Please check that both the Purchase Order and the Change Order are charged to the same account, and advise us of appropriate corrective action.

The administrative office of your Department/Faculty can provide assistance and advice in many matters relating to your account. In addition they can provide most of the forms required to make disbursements from the account. Finally each administrative office has available for your reference the University's "Manual of Administrative Policies, Procedures and Services. This publication provides a rather comprehensive summary of U of A policy and procedure. In it you will find instructions on how to hire staff, purchase supplies and materials, submit a travel claim and use any of the many services provided by the University's support departments. Where the grantor provides no guidance with respect to a specific situation the policies of this Institution will apply.

The Special Funds Division will be pleased to provide any additional information and assistance you may require.

L. Howell,
Accountant

Feminist Research Forum

October 21 and 22 1988

at the

**University of Alberta
Education North 2-115**

sponsored by

The Women's Research Centre

Feminist Research Forum

Friday Oct 21

Front Foyer, Education 2-115

6:30 - 7:30 p.m.

Registration, Diana Chown and Aureere Costures

Information Handout on the Women's Research Centre Available

Education 2-115

7:30

Welcome to the First Feminist Research Forum

(Marilyn Assheton-Smith U of A and Barb Spronk, Cathy Bray Athabasca U)

Introduction to Dorothy Smith

(Jan Williamson)

Dorothy Smith:

Our Time Has Come: Celebrating Feminist Knowledge.

Front Foyer, Education 2-115

8:45 to 10 p.m.

Wine and Cheese

Saturday, Oct 22

8:15 a.m.

Registration, Diana Chown and Aureere Costures

9:00 a.m.

Session 1: Women and Science Room 2-121

Chair, Margaret-Ann Armour (Dept of Chemistry)

Heidi Kass (Dept of Secondary Education): Can Women Do Math?

Sharon Frantz-Lutzer (Dept of Secondary Education): Secondary Biology

Teachers: do they Understand their Subject?

Linda Fedigan (Dept of Anthropology): Women Studying Mammals

Session 2: Panel on Cultural Studies

Room 2-119

Chair, Lisa Austin (Dept of English)

Jan Williamson (Dept of English)

Elaine Filax (Classics Dept)

Jo-Anne Wallace (Dept of English)

Kathleen Martindale (Co-ordinator, Women's Studies, University of Calgary)

Session 3: Feminist Theology

Room 2-117

Chair (not yet confirmed)

Fran Hare (St Stephens College)

Donna Cooley (Open University)

Jane Bramadat (Westwood Unitarian/Universalist Minister): Approaches to Researching Feminist Spirituality.

10:15 Coffee and Juice, Front Foyer Education

Room 2-115

10:30

Session 4: Work Place Equity for Women Room 2-121
Chair, Patricia Valentine (Faculty of Nursing)
Carol Wodek (Human Rights Commission) : Indicators of Women's Inequity
and Obstacles to Change
Frances Adams (Women's Program, Secretary of State): Pay Equity as an
Organizing Focus

Session 5: Research for Native Women Room 2-119
Chair Jenny Margetts (not yet confirmed)
Barbara Spronk (AU): Distance Education and Native Women
Marilyn Assheton-Smith (Educational Foundations): Education and Employment
Lorraine Coutereille (U of A) (not yet confirmed)
Lynda Lange (Boreal Institute): Northern Industrial Employment

Session 6: Women and Political Involvement Room 2-117
Chair Cathy Bray (U of A and Athabasca U)
Cathy Cavanaugh (Athabasca U): Irene Parlby, a historical political woman
J A Legras (Independent Researcher): Feminist Struggles in the Partisan
Political Process.
Susan Jackel (Canadian Studies): Working on a Women's Campaign

11:45 Lunch, catered on site Room 2-125 (In back of meeting area)

1:00

Session 7: Panel on Applied Feminist Research Room 2-123
Chair, Andrea Harbour (Common Woman Books)
Helen Greaves (ASWAC)
Jane Templeman (Options for Women)
Janina Vanderpost (Women's Secretariat)
Liz McCord (Planned Parenthood): Reproductive Technology

Session 5: Feminist Philosophy Room 2-121
Chair, Debra Shogan (Physical Education)
Winnie Tomm (Co-ordinator, Women's Studies, University of Alberta): The
Self and the System: Theories of the Personal and the Social/Political
Lynda Lange (Boreal Institute): Theories of Social/Cultural Reproduction
Randi Warne (St Stephen's College)

Session 9: Panel on Feminist Therapy Room 2-119
Chair Jan Williamson
Rosa Spricer (Psychologist, Private Practise)
Cheryl Malmo (Psychologist, Private Practise)
Rosemary Liburd (Psychologist, Student Counselling Services)

2:15 Pick up juice or coffee

2:25 Plenary Session Room 2-135
The Women's Research Centre: What is it and What Can it Be?

3:30 Closing

4:00 p.m. To the Research Centre House for more talk and catered snacks
..... 11043 90 Ave.

The Women's Research Centre is an institute for feminist research established jointly by Athabasca University and the University of Alberta in the fall of 1988. It provides to both universities Women's Studies Degree Programmes and their outreach or Extension programming a focal point for theoretical, critical, and applied feminist research. It also provides these same dimensions to the women's community in northern Alberta, for the Centre is designed to be a place for feminist researchers to meet and work, whatever their organizational affiliation.

This **Feminist Research Forum** will be the first of many such meetings, as we begin to consciously bring together our diverse and long-standing interests in building a solid knowledge-base for understanding the position of women in our society and for determining possible paths of action for social change.

If you are interested in belonging to the centre, or being kept informed of future activities and work of the centre, please let us know. Our address is 11043-90th Ave, University of Alberta, Edmonton, Alberta T6G 1G5, and our phone number (often answered by a telephone answering device) is 432-xxxx.

Forum Registration (please send to Women's Research Centre at 11043-90th Ave, University of Alberta, T6G 1G5).

Name.....

Address..... Phone Number.....

Need child care? Yes, Friday night..... Yes, Saturday..... No.....

Registration fee of \$10.00 enclosed?..... (Includes lunch, wine tickets \$2.00 extra). Additional donations are welcome; you will receive a receipt for them.

To help us plan and order food, please pre-register or leave a message on our answering machine at 432-xxxx.

Parking will be available in the area just East of the Education Bldg, or the parking lot east of 112 st.

The one **door** which will always be open is the one by the Education library, in the South-East Corner of the Education Building.

The University is now a **non-smoking area**. Please smoke only in the designated area, by the juice machines on the first floor Education South.



Office of the Registrar
 Schedules Division
 (Examinations and Timetabling)
 Room 120 Administration Building
 University of Alberta
 Edmonton (492-5221)
 Canada T6G 2M7

Space Reservation

Faculty of Extension

Purpose of Booking: 6393-Research Centre Conference

----- Dates -----			- Times -		Bldg/Room	Capacity
Start	End	Day	From	To		
OCT 27,89		F	1830	2300	ED N2 115	219
					ED N2 135	76
OCT 28,89		S	0830	1730	ED N2 117	32
					ED N2 119	25
					ED N2 121	14
					ED N2 123	27
					ED N2 135	76
					ED N2 137	14
					ED N2 139	27
			1200	1730	ED N2 115	219
Days M = Mon, T = Tue, W = Wed, R = Thu, F = Fri, S = Sat, U = Sun						

Department/Group: Faculty of Extension
Number Attending: 60

Contact Person: Susan Boychuk
Telephone - Office: () -3093 **Home:** () -
Address: Faculty of Extension
 11019-90 Avenue

Approved By: N. Dua
Approval Date: 890529

*Marilyn,
 for your info.*

This copy for:

Susan Boychuk
 Faculty of Extension
 11019-90 Avenue

Susan B.

FACULTY OF EDUCATION
OFFICE OF THE DEAN
SPACE RESERVATION FORM

845 Education
South
Telephone
432-3751

Your request dated May 29, 1989 for the use of Room 2-125/2-131/2-141 has been approved as follows:

Date (s): Friday, October 27 & Saturday, October 28, 1989

Time (s): 6:30 to 10:00 p.m. (27th) 8:30 a.m. to 5:00 p.m. (28th)

Name of Group: Women's Research Centre

Purpose: wine & cheese (27th) meeting & lunch (28th)

Size of Group: approx. 100 - 120

Responsible Person: Marilyn Assheton-Smith

Phone Number: 2556

Address: Ed. Foundations 5-109 Ed. North

Is liquor or food being served? yes

Please leave the space in the same condition as it was found.
Please note that the keys for the rooms are available in the
Office of the Dean 845 Education South, if required.

Betty Jo Barnett
Office of the Dean
May 29/89
Date

c.c. Building Superintendent
Security

THIS FORM WILL BE REQUIRED TO BE PRESENTED TO THE DEAN OF STUDENT SERVICES
OFFICE IF IT IS PROPOSED TO OFFER LIQUOR AT THE FUNCTION BEING PLANNED
cc B. Kessels/Timetabling only if food/liquor being served.

Printing Services Duplicating Programme/Quick Print Requisition and other Price Listed Items

Customer's Ref. **No 15222 P**

Department *Human Resources*
Address *11044 92 Ave*
Name *M. A. Smith* Phone No. *915 3816*
Chg. Acct. No. _____ Cash
Job Title _____

Date of Order *5-1-99*
Date Required *ASAP*
Deliver Attn. of *ASHON-SMITH*
Bldg. *1200* *EON* Room *5-109*
Will Pick-up Phone: _____

Duplicating Programme **Book Copying**
See back of Yellow Copy for definition Permission must be
8½x11 or 8½x14 White Bond, Black Ink *Obtained for Copyright*
No. of Originals _____ Copies of ea. _____
1 Side Back to Back Collate Corner Staple Only

Quick Print *See back of Yellow Copy for definition*
8½x11 or 8½x14 Paper *plainfield lemon*
Kind Colour
No. of Originals *2* Copies of ea. *300*
1 Side Back to Back Collate Corner Staple Only
Reduction 65% 75% Variable %

Add'l Price List Items: Punch: 3-Hole 2-Hole Folding
Padding Cutting Shrink Wrap Transparencies
Walk-up Service Paste-up
Binding: Cerlox Tape Stitch
Non-standard Paper _____

Add'l Information _____
Authorized Signature *[Handwritten Signature]*

Office Use Only	
Press No. _____	
Employ. No. _____	
Collating	
Sets	Copies
Press Run	
Mstr	Copies
F)	
B)	

Dupl. Prg. Cost _____
 Quick Print Cost _____
 Price List Items _____
 Sub Total _____
 Federal Tax _____
 Total Cost _____
 Check Cost done by _____
 Add'l Cost Details _____

 Estimate \$ _____
 Delivery Date _____
 Delivery Slip No. _____
 Received by _____

BASIC DUPLICATING PROGRAMME

The reproduction of all originals as submitted, in black ink, on 8½x11 or 8½x14 standard white bond paper. The price includes collating and stapling. It is intended to be a short turn-around schedule service.

OTHER PRICE LISTED ITEMS

(available at Main Plant only)

- Punching: Standard 3-hole or 2-hole Acco
- Folding: Single or multi-fold
- Padding: Gumming one edge
- Shrink Wrap: Sealed plastic wrap
- Transparencies: Max. 8½x11
- Cerlox: 11" Plastic ring binding
- Tape: Glued tape on spine
- Side Stitch: Up to three stitches
- Cutting: Maximum of four cuts
- Paste-up: Artwork assembly
- Walk-up Service: Self service photocopying

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SATELLITE SERVICE

Available at the satellite locations in the Tory Building (rm. TB29/5872); Education South (rm. B105/3754); Civil Engineering Building (rm. 114/2494). Clinical Science Bldg. (Rm. 162/5022).

Basic Duplicating Programme

Quick-Print (limited) Service

Walk-up Service

Self-serve with collating and stapling facilities. Papers other than the standard white bond (if available) will be charged extra.

Book Copying (supplied service)

(25 cents for the first copy from a page and Duplicating Programme price per copy from the same page thereafter).

Book Copying (self-serve) at the regular walk-up service charge.

QUICK PRINT SERVICE

This classification of work allows for the minor positioning and/or reductions of the originals as required, printed in black ink, on a selection of papers which includes:

Stock Type		Size	
Earnscliff Bond (White)		8½ x11	
Colored Bond —	Blue	8½ x11	
	Buff	8½ x11	
	Canary	8½ x11	
	Goldenrod	8½ x11	
	Green	8½ x11	
	Pink	8½ x11	
Colored Bond —	Blue	8½ x14	
	Buff	8½ x14	
	Canary	8½ x14	
	Goldenrod	8½ x14	
	Green	8½ x14	
		Pink	8½ x14

Colored Bond 3-hole punched paper 8½x11 available at Education Satellite.

(available at Main Plant only)

Colored Bond —	Grey	8½ x11
	Salmon	8½ x11
	Yellow	8½ x11
Offset Book —	White	8½ x11
	Apricot	8½ x11
	Blue	8½ x11
	Pink	8½ x11
	Yellow	8½ x11

All non-standard papers will be charged at cost. This pricing formula will also include collating and stapling. Somewhat more individual treatment will be assigned to these jobs which will necessitate a longer production schedule.



University of Alberta

Printing Services

Duplicating Programme/Quick Print Requisition and other Price Listed Items

DOCKET NO. J184

Customer's Ref. No 15222 P

Department Women's Research Centre

Address 11043-90 Ave

Name M. Ascheton-Smith Phone No. 8450 2556

Chg. Acct. No. 64-01131-4282 Cash

Job Title

Date of Order Sept 20 1989

Date Required ASAP Sept 26

Deliver Attn. of ASHTON-SMITH

Bldg. 1040 @ EON Room 5-109

Will Pick-up Phone: 3 PM

Duplicating Programme Book Copying

See back of Yellow Copy for definition Permission must be obtained for Copyright

8 1/2 x 11 or 8 1/2 x 14 White Bond, Black Ink

No. of Originals Copies of ea.

1 Side Back to Back Collate Corner Staple Only

Quick Print See back of Yellow Copy for definition

8 1/2 x 11 or 8 1/2 x 14 Paper plainfield Kind lemon Colour

No. of Originals 2 Copies of ea. 300

1 Side Back to Back Collate Corner Staple Only

Reduction 65% 75% Variable %

Add'l Price List Items: Punch: 3-Hole 2-Hole Folding

Padding Cutting Shrink Wrap Transparencies

Walk-up Service Paste-up

Binding: Cerlox Tape Stitch

Non-standard Paper

Add'l Information

Authorized Signature M. Ascheton-Smith

Office Use Only

Press No.

Employ. No.

Collating

Sets Copies

Press Run

Mstr Copies

F) 1 710

B) 1 710

Dupl. Prg. Cost

Quick Print Cost

Price List Items

Sub Total

Federal Tax

Total Cost

Check Cost done by

Add'l Cost Details

Estimate \$

Delivery Date

Delivery Slip No.

Received by

Note: Yellow - Customer's Copy

THE SIGNING OF THIS REQUISITION SIGNIFIES COPYRIGHT APPROVAL OBTAINED (See Over).

University of Alberta
Printing Services
Duplicating Invoice

Account: 64-01131-4282

Page 1

Date	CusRef	Docket	Memo	QuickPrnt	Dupl	Pgm.	InstaPrnt	PriceList	F.S.T.	Total	Cost
20/09/89	15222P	J184	00000	\$ 56.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37.63	\$ 0.00	\$ 94.43	
=====											
1 jobs.				\$ 56.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37.63	\$ 0.00	\$ 94.43	

Printing Services,
University of Alberta,
Edmonton, Alberta
T6G 2N1

ASSHETON-SMITH
11043-90 AVE CAMPUS MAIL



to: EDUCATION FONS

Mary Potrzebko

from: Bill Moulton, Buyer
Purchasing Division
Materials Management Department

subject: Consulting Services Transactions

This is a copy

date: Nov 30, 1989

our file:

your file:

Please find enclosed your Purchase Requisition/Cheque Requisition No. K35066 and two copies of the University's Firm Retainer Form.

In order to complete this transaction it is necessary to fill out and return to my attention both copies of the Firm Retainer Form along with a Purchase Requisition. The Firm Retainer Form addresses the University's liability to Income Tax Canada as it applies to the hiring of consultants. As well, any invoices pertaining to the work should be authorized and returned to the Purchasing Division.

Thank you for your cooperation in this matter.

Regards,

Bill Moulton, Buyer
Purchasing Division

BM/jls

Encl.

Copy & send this in - notify Jim -

X 2
copies
were req'd

Firm Name The childcare Network	Designated Contact (if any) Jim Odell
---	---

No. and Street Name
10198 - 92 St.

City, Postal Code, Province, Country
Edmonton, AB T5H 1S9

Services to be provided (describe below)	Effective Date Oct 28/89			Ending Date Oct 28/89			Fee \$40 per hr	
	Day 28	Mo. 10	Year 89	Day 28	Mo. 10	Year 89	Per Month	Per Annum

**9 hrs x 2 staff members for childcare Services
at Feminist Research Forum**

18 hrs x \$10 = \$180.00

The Firm accepts this retainer contingent upon approval by the Board of Governors or its Designate and acknowledges that the terms of this retainer include the provisions of the agreement set out on the reverse side hereof:

The Childcare Network
Name of Firm

Note: When approved one copy of this form will be forwarded to the firm.

Date: _____ per: _____
Signature

Prepared by: Mary Potrebenko	Phone No. 8950 465-6652	Faculty ED FDNS	Department Women's Research Centre
--	---------------------------------------	---------------------------	--

Approved by: _____
Date: _____
Date: _____

1 FOR DEPARTMENT USE ONLY

TYPE	VOUCHER REFERENCE			BUTLER NUMBER	REFERENCE		REFERENCE
	YEAR	NO.	NUMBER		NO.	DAY	

DO NOT WRITE IN SHADED AREAS

D C C	DESCRIPTION

ACCOUNT DISTRIBUTION					D C	AMOUNT
MAJOR	MINOR	SUB-MINOR	UNIT			
		4940				

X2
copy

PROVISIONS OF THIS AGREEMENT

WHEREAS the University is desirous of obtaining the services of the Firm for the purpose of performing the Services. AND WHEREAS the firm is desirous of performing the Services for the University on the terms and conditions herein set out WITNESSETH that in consideration of the premises and covenants herein, the parties agree as follows:

1 Definitions

In this Agreement, the following expressions have the following meanings:

- a "Agreement" means this agreement between the University and the Firm including the provisions on the reverse side hereof.
 - b "Designated Contact" means the qualified and competent individual or individuals designated by the Firm and approved by the University, which may act arbitrarily in giving such approval, and being an employee of the Firm.
 - c "Fee" means the fee referred to on the reverse side hereof.
 - d "Firm" means the individual, partnership, or corporation named under "Firm Name" on the reverse side hereof.
 - e "Services" means the activities provided by the Firm as herein provided, particulars of which are described on the reverse side hereof.
 - f "Term" means the period commencing on the Effective Date and ending on the Ending Date as set forth on the reverse side hereof.
 - g "University" means The Governors of the University of Alberta.
- 2
- a The University hereby retains the Firm and the Firm hereby accepts the retainer of it by the University for the purpose of providing to the University the Services.
 - b The firm will provide the Services during the Term in accordance with, and subject to, the terms and conditions hereof and in accordance with the requirements contained in the Prime Contract.
 - c The Firm shall cause the Designated Contact to devote the necessary time and efforts to ensure the performance of the Services by the Firm.
 - d The University may terminate the retainer constituted hereby forthwith:
 - (i) upon any material breach or non-performance of the terms and conditions hereof;
 - (ii) upon the cessation of employment with the Firm of the then identified Designated Contact and no new Designated Contact being approved by the University within three days thereof;
 - (iii) upon the termination of the Prime Contract.

3 As payment for the Services, the University will pay to the Firm the Fee as set out on the reverse side hereof, in the manner and at the time or times set out herein and therein.

4 Nothing in this Agreement constitutes the Firm, or any personnel of the Firm an employee, agent or servant of the University, and for greater certainty the relationship of the Firm to the University is that of independent contractor. The University shall not be liable for the acts, omissions, neglect or default of the Firm, or its personnel in connection with this Agreement or the performance or non-performance of Services.

5 The Firm will not disclose, nor shall it permit any person employed by it to disclose (except in the proper performance of the Services) any information of a private or confidential nature gained by it in the performance of the Services.

6 The Firm will not use, nor shall it permit any person employed by it to use, identifying marks of the University other than in the proper performance of the Services and in accordance with University policy applicable thereto.

7 The Firm will render an invoice for the Fee to the University forthwith after completion of the Services or periodically as may be agreed upon, and the University will pay to the Firm the Fee or such portion thereof, and is properly due.

8 Except as may otherwise be expressly agreed in writing, no amount in addition to the Fee will be payable by the University to the Firm on account of expenses or disbursements incurred by the Firm.

9 Where the Services are the teaching of a course at the University, in the case of insufficient enrollment the University reserves the right to cancel this retainer on or before the date specified for the commencement of such course on the reverse side hereof.

10 This Agreement represents the entire understanding between the parties.

11 The rights and obligations of the parties hereunder shall not be assigned or assignable.

12 This Agreement shall be interpreted under and governed by the laws of the Province of Alberta.

13 The Firm represents and warrants that the Services contracted for are directly related to the business of the Firm and are to be provided by it.

14 The Firm acknowledges that the foregoing declaration has no binding effect on the Department of National Revenue but will be relied on by the University in determining its obligations under the Income Tax Act (Canada) and regulations thereunder.

DO NOT WRITE IN SHADED AREAS.

DO NOT DELETE EXISTING PRE-PRINTED REQUISITION NUMBER

Carman

REQUISITION NUMBER

K 35066

ORDER NUMBER

**UNIVERSITY OF ALBERTA
PURCHASE REQUISITION**
THIS IS NOT AN ORDER

DATE *Nov 28/89*

F.O.B. POINT SHIPPING POINT
 UNIVERSITY OF ALBERTA

PAYMENT TERMS NET 30 DAYS

FEDERAL SALES TAX EXEMPT INCLUDED EXTRA NOT APPLICABLE

DUTY FREE EXTRA INCLUDED

BUYER

QUOTES OR TENDERS DUE

SUGGESTED SUPPLIERS

*Jim Odell
The Childcare Network
10198 - 92 St.
EDMONTON AB
T5H 1S9*

DELIVER TO: DEPARTMENT

(see above ↑)

ROOM & BUILDING

Jim Odell

INDIVIDUAL

DATE REQUIRED

immediately

- PLEASE GIVE COMPLETE CATALOG DESCRIPTIONS AND/OR VENDOR'S CATALOG NUMBERS TO FULLY IDENTIFY YOUR REQUIREMENTS. ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM.
- WRITTEN QUOTATIONS MAY BE OBTAINED AT THE DISCRETION OF THE PURCHASING DIVISION.
- PLEASE GIVE INVENTORY INFORMATION FOR EQUIPMENT OF GREATER THAN \$100.00 UNIT VALUE.
- SUPPLIER ADDRESS SHOULD ALWAYS INCLUDE THE POSTAL CODE (CANADA) OR ZIP CODE (U.S.)
- INDICATE DATE REQUIRED.

QUANTITY & UNIT C.C. CATALOG NUMBER DESCRIPTION & PRICE

*9 hrs X 2 staff childcare services x 10 per hr,
at Feminist Research Forum
on Oct 28 1989*

THIS IS NOT AN ORDER

EQUIPMENT INVENTORY

HOLDER/DIVISION

ROOM/AREA

FOLLOW UP

ENCLOSURE

DUTY

TAX

APPROVAL

SCHEDULE FOR

ACKNOW. ATTACHM. FREE APPLICABLE EXEMPT APPLICABLE NOT APPLICABLE

FOR INFORMATION CALL

TELEPHONE

ESTIMATED TOTAL VALUE

\$ *180.00*

CHARGE TO ACCOUNT NUMBER

DEPARTMENT

AUTHORIZED SIGNATURE

Marilyn J. ...

THIS FORM IS FOR INTERNAL USE ONLY. PLEASE MAIL OR DELIVER TO THE PURCHASING DIVISION, MATERIALS MANAGEMENT DEPT.

THE CHILDCARE NETWORK
10198-92 STREET
EDMONTON, ALBERTA
T5H 1S9

October 30, 1989

Feminist Research Forum
University of Alberta

RE: Invoice for childcare services

October 28

8:30am - 5:30pm

9 Hours

X \$10.00 per hour

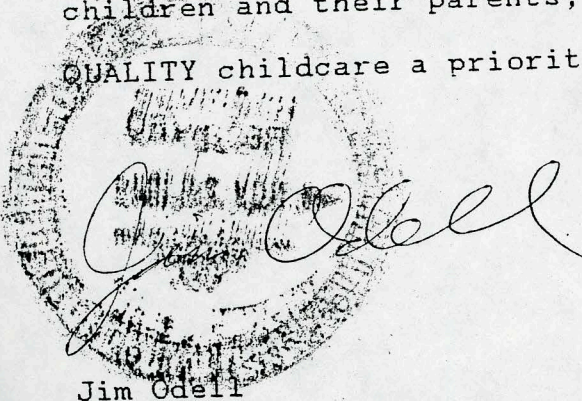
\$90.00

X 2 Staff

\$180.00

Total

On behalf of the staff of The ChildCare Network as well as all the children and their parents, I would like to thank you for making QUALITY childcare a priority at your conference.



Jim Odell



UNIVERSITY OF ALBERTA
 MATERIALS MANAGEMENT DEPARTMENT
 PURCHASING DIVISION
 EDMONTON, ALBERTA T6G 2R3
 TEL (403) 432-4668 TLX 037-2979 FAX (403) 432-7219

PREPAID PURCHASE ORDER

ORDER NUMBER P145010

K35066

DELIVER TO: UNIVERSITY OF ALBERTA
 CENTRAL RECEIVING

THE CHILDCARE NETWORK
 10198-92ND STREET
 EDMONTON, AB
 JIM ODELL

FOR INFORMATION CONTACT: MARY POTREBENKO
 (Requisitioner) 8950 OR465-6652

BUYER B. MOULTON

VENDOR INSTRUCTIONS:

1. Quote Order Number on all Packaging and Correspondence.
2. **DO NOT SUBMIT INVOICES.** Include all freight and F.S.T. charges.
3. Make **ONLY ONE SHIPMENT** against this order.
4. Please **APPLY CASH DISCOUNT** as this is a cash transaction.
5. Attached CHEQUE is **VOID IF OVER \$500.00 and IF OVER 90 DAYS FROM THE DATE OF ISSUE.**
6. Notify the Requisitioner if you cannot supply.
7. If you cannot perform according to the terms and conditions / instructions of this order, return documents to Materials Management Department.
8. See reverse side for Terms and Conditions.

QUANTITY	DESCRIPTION	PRICE/UNIT	EXTENSION
	**** CONFIRMATION ORDER - DO NOT DUPLICATE **** FOB N/A; FST N/A CONSULTING SERVICES - 9 HRS X 2 STAFF CHILDCARE SERVICES AT FEMINIST RESEARCH FOREM ON (OCT 28, 1989) PRICES AND TERMS IN ACCORDANCE WITH FIRM RETAINER FORM - ATTACHED		180.00
<p style="font-size: 2em; color: red; opacity: 0.5;">NOT TO EXCEED \$500.00</p>			
UNIVERSITY ACCOUNT NO. 67 30623 4940 DEPARTMENT ED FDNS	CHEQUE NO. 05114777	ESTIMATED TOTAL	180.00

SALES TAX EXEMPT

PRINTING
 WE CERTIFY THAT THE PRINTING ORDERED HEREBY IS FOR THE USE OF THE UNIVERSITY OF ALBERTA AND THAT IT IS NOT FOR RESALE.

SALES TAX EXEMPT
 WE CERTIFY THAT THE GOODS ORDERED HEREBY ARE DESIGNED FOR USE IN CLASSROOM INSTRUCTION AND WILL BE USED DIRECTLY AND PREDOMINANTLY IN TEACHING OR RESEARCH OR ARE SCIENTIFIC APPARATUS AND EQUIPMENT ANCILLARY THERETO OR ARE OTHER ITEMS SPECIFIED IN SECTION 12 OF PART III OF SCHEDULE III OF THE EXCISE TAX ACT AND ARE FOR THE SOLE USE OF THE UNIVERSITY OF ALBERTA AND NOT FOR RESALE OR RENTAL.

SALES TAX EXEMPT
 WE CERTIFY THAT THE GOODS ORDERED/IMPORTED HEREBY ARE TO BE USED IN, WROUGHT INTO, OR ATTACHED TO TAXABLE GOODS FOR SALE.
 LICENSE #S29369.

TERMS AND CONDITIONS

1. THIS PURCHASE ORDER, TOGETHER WITH ALL DOCUMENTS, DRAWINGS AND SPECIFICATIONS REFERRED TO HEREIN, SHALL, WHEN ACCEPTED BY THE SELLER, CONSTITUTE THE CONTRACT BETWEEN THE SELLER AND THE PURCHASER, AND SHALL NOT BE ALTERED, AMENDED OR SUPPLEMENTED WITHOUT THE PURCHASER'S WRITTEN APPROVAL. EITHER THE SELLER'S WRITTEN ACCEPTANCE OF THIS PURCHASE ORDER OR THE SHIPMENT OF ANY ARTICLE OR COMMENCEMENT OF PERFORMANCE HEREUNDER SHALL CONSTITUTE UNQUALIFIED ACCEPTANCE OF THIS CONTRACT AND NO CONTRARY OR ADDITIONAL TERMS OR CONDITIONS SHALL APPLY.
2. IN ACCEPTING THIS PURCHASE ORDER, THE SELLER UNDERTAKES AND AGREES TO PROVIDE ALL THE MATERIALS AND/OR TO PERFORM ALL THE SERVICES SHOWN OR DESCRIBED IN THE CONTRACT DOCUMENTS AND IN STRICT COMPLIANCE THEREWITH.
3. THE SELLER SHALL BE RESPONSIBLE FOR AND SHALL SAVE HARMLESS AND INDEMNIFY THE PURCHASER FROM AND AGAINST ALL LOSS, COSTS, DAMAGES, SUITS, CLAIMS AND DEMANDS OF EVERY NATURE WHATSOEVER ARISING OUT OF OR BY REASON OF THE PERFORMANCE OR PURPORTED PERFORMANCE OF THIS CONTRACT BY THE SELLER INCLUDING WITHOUT LIMITATION THOSE MADE OR SUSTAINED IN RESPECT OF PROPERTY DAMAGE, PERSONAL INJURY (INCLUDING DEATH) AND INFRINGEMENT OF COPYRIGHT, TRADEMARK OR PATENT OF INVENTION.
4. ALL ELECTRICAL MATERIAL, EQUIPMENT AND ASSEMBLIES SHALL BE FULLY CSA APPROVED AND SHALL BEAR APPROPRIATE APPROVAL STICKERS IN ACCORDANCE WITH THE REQUIREMENT OF THE CANADIAN ELECTRIC CODE AND THE ALBERTA ELECTRIC PROTECTION ACT.
5. THE SELLER SHALL NOT ASSIGN THIS CONTRACT WITHOUT THE PRIOR WRITTEN CONSENT OF THE PURCHASER.

Firm Retainer Form

Firm Name: The Childcare Network Designated Contact (if any): Jim Odell

No. and Street Name: 10198 - 92 St.

City, Postal Code, Province, Country: Edmonton, AB T5H 1S9

Services to be provided (describe below)	Effective Date			Ending Date			Fee	
	Day	Mo.	Year	Day	Mo.	Year	Per Month	Per Annum
<u>childcare</u>	<u>28</u>	<u>10</u>	<u>89</u>	<u>28</u>	<u>10</u>	<u>89</u>	<u>\$10/hr x 2 x 9</u>	
<u>Services at Feminist Research Forum</u>								
<u>2 staff workers x 9 hours x \$10.00 per hour</u>								
							<u>= \$180.00</u>	

The Firm accepts this retainer contingent upon approval by the Board of Governors or its Designate and acknowledges that the terms of this retainer include the provisions of the agreement set out on the reverse side hereof:

The Childcare Network
Name of Firm

Note: When approved one copy of this form will be forwarded to the firm.

Date: _____ per: _____
Signature

Prepared by: M. Potchenko Phone No. 8950 or 465-6652 Faculty Ed Fdns. Department Women's Research Centre

Approved by: _____
Date: _____
Date: _____

1 FOR DEPARTMENT USE ONLY

TYPE	VOUCHER REFERENCE				BUCKET NUMBER	REFERENCE		REFERENCE
	YEAR	NO.	NUMBER	ITEM		NO.	DAY	

DO NOT WRITE IN SHADED AREAS

O	C	C	DESCRIPTION
40	41	42	
53			

ACCOUNT DISTRIBUTION					%	C	AMOUNT
BALANCE	ATTENDED	EMER	UNDO				
4	9	4	0				

PROVISIONS OF THIS AGREEMENT

WHEREAS the University is desirous of obtaining the services of the Firm for the purpose of performing the Services.

AND WHEREAS the firm is desirous of performing the Services for the University on the terms and conditions herein set out

WITNESSETH that in consideration of the premises and covenants herein, the parties agree as follows:

1 Definitions

In this Agreement, the following expressions have the following meanings:

- a "Agreement" means this agreement between the University and the Firm including the provisions on the reverse side hereof.
 - b "Designated Contact" means the qualified and competent individual or individuals designated by the Firm and approved by the University, which may act arbitrarily in giving such approval, and being an employee of the Firm.
 - c "Fee" means the fee referred to on the reverse side hereof.
 - d "Firm" means the individual, partnership, or corporation named under "Firm Name" on the reverse side hereof.
 - e "Services" means the activities provided by the Firm as herein provided, particulars of which are described on the reverse side hereof.
 - f "Term" means the period commencing on the Effective Date and ending on the Ending Date as set forth on the reverse side hereof.
 - g "University" means The Governors of the University of Alberta.
- 2
- a The University hereby retains the Firm and the Firm hereby accepts the retainer of it by the University for the purpose of providing to the University the Services.
 - b The firm will provide the Services during the Term in accordance with, and subject to, the terms and conditions hereof and in accordance with the requirements contained in the Prime Contract.
 - c The Firm shall cause the Designated Contact to devote the necessary time and efforts to ensure the performance of the Services by the Firm.
 - d The University may terminate the retainer constituted hereby forthwith:
 - (i) upon any material breach or non-performance of the terms and conditions hereof;
 - (ii) upon the cessation of employment with the Firm of the then identified Designated Contact and no new Designated Contact being approved by the University within three days thereof;
 - (iii) upon the termination of the Prime Contract.

3 As payment for the Services, the University will pay to the Firm the Fee as set out on the reverse side hereof, in the manner and at the time or times set out herein and therein.

4 Nothing in this Agreement constitutes the Firm, or any personnel of the Firm an employee, agent or servant of the University, and for greater certainty the relationship of the Firm to the University is that of independent contractor. The University shall not be liable for the acts, omissions, neglect or default of the Firm, or its personnel in connection with this Agreement or the performance or non-performance of Services.

5 The Firm will not disclose, nor shall it permit any person employed by it to disclose (except in the proper performance of the Services) any information of a private or confidential nature gained by it in the performance of the Services.

6 The Firm will not use, nor shall it permit any person employed by it to use, identifying marks of the University other than in the proper performance of the Services and in accordance with University policy applicable thereto.

7 The Firm will render an invoice for the Fee to the University forthwith after completion of the Services or periodically as may be agreed upon, and the University will pay to the Firm the Fee or such portion thereof, and is properly due.

8 Except as may otherwise be expressly agreed in writing, no amount in addition to the Fee will be payable by the University to the Firm on account of expenses or disbursements incurred by the Firm.

9 Where the Services are the teaching of a course at the University, in the case of insufficient enrollment the University reserves the right to cancel this retainer on or before the date specified for the commencement of such course on the reverse side hereof.

10 This Agreement represents the entire understanding between the parties.

11 The rights and obligations of the parties hereunder shall not be assigned or assignable.

12 This Agreement shall be interpreted under and governed by the laws of the Province of Alberta.

13 The Firm represents and warrants that the Services contracted for are directly related to the business of the Firm and are to be provided by it.

14 The Firm acknowledges that the foregoing declaration has no binding effect on the Department of National Revenue but will be relied on by the University in determining its obligations under the Income Tax Act (Canada) and regulations thereunder.



THE UNIVERSITY OF ALBERTA
CHEQUE REQUISITION

REQUISITION No 27668

INSTRUCTIONS:

- Use this form only for (a) reimbursement of out-of-pocket expenses (attach proof of payment), please note that expenditures for goods or services in excess of \$75 require approval of the Purchasing Department prior to incurring the expense; (b) payment for memberships or subscriptions (attach order form or renewal notice); (c) payment for single copies of books, total value under \$50 (attach supporting documentation); (d) payment for publication charges and reprints (attach supporting documentation); (e) refunds (provide University receipt number of original payment).
- Do NOT use this form to request payment of vendor invoices, personal services, travel advances or travel expenses, or to seek reimbursement from petty cash (Please refer to the Manual of Administrative Procedures).
- Staple all supporting documentation to the top right hand corner on the back of the form.

Please issue a cheque to:

NAME (Type or Print) <i>Leslie Stewart</i>
ADDRESS (Street) <i>9936-87 Ave</i>
CITY AND PROVINCE/STATE <i>Edmonton</i>
POSTAL CODE/ZIP CODE <i>T6E 2N7</i>

AMOUNT
\$120.00

DATE CHEQUE REQUIRED
ASAP

SPECIAL INSTRUCTIONS

PURPOSE OF PAYMENT:

design + layout of Forum Brochure

VOUCHER REFERENCE					SUPPLIER NUMBER	REFERENCE		REFERENCE
1	2	3	4	5		MO.	DAY	

DO NOT WRITE IN SHADED AREAS

Key columns 1 to 32 for each of the lines completed below.

DISC		DESCRIPTION
40	41 42	

ACCOUNT NAME (DO NOT KEY)
Coordinating Ctte on Womens Studies

ACCOUNT DISTRIBUTION				D/C	AMOUNT
MAJOR	INTERMED	MINOR	MEMO		

APPROVED BY _____ (for Comptroller)
DATE _____

I certify that this payment is a correct charge to the account(s) indicated.

AUTHORIZED SIGNATURE *Marilyn J Prosser-Smith* DATE *Oct 4, 1989*

12000
TOTAL (DO NOT KEY)



THE UNIVERSITY OF ALBERTA
CHEQUE REQUISITION

N^o 27668

Please refer all enquiries to:

The University of Alberta
The Office Of The Comptroller
Accounts Payable Division
Administration Bldg.
Edmonton, Alberta
T6G 2M7

Phone: (403) 432-3206

Please issue a cheque to:

NAME (Type or Print) <i>Leslie Stewart</i>
ADDRESS (Street) <i>9936-87 Ave</i>
CITY AND PROVINCE/STATE <i>Edmonton</i>
POSTAL CODE/ZIP CODE <i>T6E 2N7</i>

AMOUNT <i>\$120.00</i>

DATE CHEQUE REQUIRED <i>ASAP</i>

SPECIAL INSTRUCTIONS

PURPOSE OF PAYMENT:

<i>design + layout of Forum Brochure</i>
--

1	TYPE	VOUCHER REFERENCE				20	SUPPLIER NUMBER	REFERENCE		32
		YEAR	MO.	NUMBER	ITEM			MO.	DAY	

DO NOT WRITE IN SHADED AREAS
Key columns 1 to 32 for each of the lines completed below.

40	41	42	53	54	ACCOUNT DISTRIBUTION				70	71	80
					MAJOR	INTERMED	MINOR	MEMO			
			DESCRIPTION	ACCOUNT NAME (DO NOT KEY) <i>Coordinating Ck on Womens Studies</i>	<i>640</i>	<i>1131</i>	<i>4270</i>				<i>12000</i>

APPROVED BY _____ (for Comptroller)
DATE _____

I certify that this payment is a correct charge to the account(s) indicated.

AUTHORIZED SIGNATURE <i>Marilyn J. ...</i>	DATE <i>Oct 9, 1989</i>
--	-------------------------

<i>12000</i>	TOTAL (DO NOT KEY)
--------------	--------------------



THE UNIVERSITY OF ALBERTA
CHEQUE REQUISITION

REQUISITION No 27668

INSTRUCTIONS:

- Use this form only for (a) reimbursement of out-of-pocket expenses (attach proof of payment), *please note that expenditures for goods or services in excess of \$75 require approval of the Purchasing Department prior to incurring the expense;* (b) payment for memberships or subscriptions (attach order form or renewal notice); (c) payment for single copies of books, total value under \$50 (attach supporting documentation); (d) payment for publication charges and reprints (attach supporting documentation); (e) refunds (provide University receipt number of original payment).
- Do NOT use this form to request payment of vendor invoices, personal services, travel advances or travel expenses, or to seek reimbursement from petty cash (Please refer to the Manual of Administrative Procedures).
- Staple all supporting documentation to the top right hand corner on the back of the form.

Please issue a cheque to:

NAME (Type or Print) <i>Leslie Stewart</i>	AMOUNT <i>\$120.00</i>	DATE CHEQUE REQUIRED <i>ASAP</i>
ADDRESS (Street) <i>9936-87 Ave</i>	SPECIAL INSTRUCTIONS	
CITY AND PROVINCE/STATE <i>Edmonton</i>		
POSTAL CODE/ZIP CODE <i>T6E 2N7</i>		

PURPOSE OF PAYMENT:

design + layout of Forum Brochure

TYPE	VOUCHER REFERENCE				SUPPLIER NUMBER	REFERENCE		REFERENCE
	YEAR	MO.	NUMBER	ITEM		MO.	DAY	

D I S	E N C	DESCRIPTION	ACCOUNT NAME (DO NOT KEY)	ACCOUNT DISTRIBUTION				D C	AMOUNT
				MAJOR	INTERMED	MINOR	MEMO		
			<i>Coordinating Ck on Women Studies</i>	<i>6401131</i>	<i>4270</i>				<i>12000</i>

DO NOT WRITE IN SHADED AREAS
Key columns 1 to 32 for each of the lines completed below.

APPROVED BY _____ (for Comptroller)
DATE _____

I certify that this payment is a correct charge to the account(s) indicated.
AUTHORIZED SIGNATURE *[Signature]* DATE *Oct 9, 1989*

12000
TOTAL (DO NOT KEY)



UNIVERSITY OF ALBERTA
 MATERIALS MANAGEMENT DEPARTMENT
 PURCHASING DIVISION
 EDMONTON, ALBERTA T6G 2R3
 TEL (403) 432-4668 TLX 037-2979 FAX (403) 432-7219

PREPAID PURCHASE ORDER

ORDER NUMBER
 P139295

J90665

DELIVER TO: UNIVERSITY OF ALBERTA
 CENTRAL RECEIVING

WOMEN'S RESEARCH CENTRE
 11043 - 90 AVE
 EDMONTON, AB
 MARTILYN ASSHETON-SMITH

FOR INFORMATION CONTACT: (Requisitioner)
 MARY POTREBENKO
 492-8950

BUYER D. JOHNSTON

VENDOR INSTRUCTIONS:

1. Quote Order Number on all Packaging and Correspondence.
2. **DO NOT SUBMIT INVOICES.** Include all freight and F.S.T. charges.
3. Make **ONLY ONE SHIPMENT** against this order.
4. Please **APPLY CASH DISCOUNT** as this is a cash transaction.
5. Attached **CHEQUE** is **VOID IF OVER \$500.00 and IF OVER 90 DAYS FROM THE DATE OF ISSUE.**
6. Notify the Requisitioner if you cannot supply.
7. If you cannot perform according to the terms and conditions / instructions of this order, return documents to Materials Management Department.
8. See reverse side for Terms and Conditions.

QUANTITY	DESCRIPTION	PRICE/UNIT	EXTENSION
	FOB SHIPPING POINT; FST EXEMPT		
1	N/A COMPUTER LAYOUT OF BROCHURE FOR FEMINIST RESEARCH FORUM		
NOT TO EXCEED \$500.00			
			120.00

UNIVERSITY ACCOUNT NO. DEPARTMENT

64 01131 4270
 WOMEN'S RESEARCH CTR C/O ED. FNS.

CHEQUE NO. 05108874

ESTIMATED TOTAL

SALES TAX EXEMPT

PRINTING
 WE CERTIFY THAT THE PRINTING ORDERED HEREBY IS FOR THE USE OF THE UNIVERSITY OF ALBERTA AND THAT IT IS NOT FOR RESALE.

SALES TAX EXEMPT
 WE CERTIFY THAT THE GOODS ORDERED HEREBY ARE DESIGNED FOR USE IN CLASSROOM INSTRUCTION AND WILL BE USED DIRECTLY AND PREDOMINANTLY IN TEACHING OR RESEARCH OR ARE SCIENTIFIC APPARATUS AND EQUIPMENT ANCILLARY THERETO OR ARE OTHER ITEMS SPECIFIED IN SECTION 12 OF PART III OF SCHEDULE III OF THE EXCISE TAX ACT AND ARE FOR THE SOLE USE OF THE UNIVERSITY OF ALBERTA AND NOT FOR RESALE OR RENTAL.

SALES TAX EXEMPT
 WE CERTIFY THAT THE GOODS ORDERED/IMPORTED HEREBY ARE TO BE USED IN, WROUGHT IN, TO, OR ATTACHED TO TAXABLE GOODS FOR SALE. LICENSE #S29369.

UNIVERSITY OF ALBERTA
 MATERIALS MANAGEMENT DEPARTMENT
 PURCHASING DIVISION
 EDMONTON, ALBERTA T6G 2R3

CHEQUE NO. **05 108874**
 DATE **OCT 17, 1989**

VOID IF OVER \$500.00
VOID IF OVER 90 DAYS FROM ABOVE DATE

BANK OF MONTREAL
 10199 - 101ST STREET, P.O. BOX 220
 EDMONTON, ALBERTA T5J 2J2

THE SUM OF: \$ _____

DATE SHIPPED	GROSS AMOUNT	LESS CASH DISCOUNT	PLUS F.S.T.	PLUS FREIGHT

PAY TO THE ORDER OF

LESLIE STEWART
 304, 9936 - 87 AVENUE
 EDMONTON AB
 T6E 2N7

UNIVERSITY OF ALBERTA
 PURCHASING IMPREST ACCOUNT

PER _____

NOT NEGOTIABLE

PER _____
 AUTHORIZED SIGNATURES

05 108874 3 00 149 00 11

000 1 160 73

REQUISITIONER'S COPY

UA MATERIALS MANAGEMENT 201

LUNCH

Pacific Smoked Salmon &
cream cheese on a bagel \$4.00

Deli meat with cheese &
sprouts or cucumber \$4.00

Cream cheese or sliced
cheese with sprouts or
cucumber \$3.00

Individual serving of
homemade potato salad
or couscous salad \$1.50

HOMEBAKED DESSERTS

Daily muffin \$0.75

Carrot cake \$1.75

Nanaimo bar \$1.25

Our sandwiches are available on
a croissant for an additional \$0.25

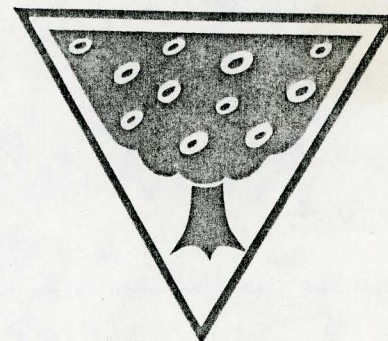
MINI BAGEL BUFFET \$7.75

An appealing buffet for meetings
or special occasions: mini ba-
gels with two kinds of cream
cheese, meat tray with two kinds
of deli meats, pickles, antipasto
tray with crackers, homemade
salad - potato, couscous or a
vegetable tray.

Dessert - Nanaimo bars, carrot
cake and/or muffins

FINE FOODS FROM

THE BAGEL TREE



DELICATESSEN

...

10347 WHYTE AVENUE · 439-9604

WE CATER

Our unique style of deli
catering is fresh and
appealing.

Phone us - we'll take care of
your next meeting or
occasion.

DELI TRAYS

CHEESE TRAY per person
All-Jersey Cheddar
Mild Havarti \$1.50
with seasonal fruit \$2.50
Specialty & Imported
Cheese, includes domestic
cheese \$2.50
with seasonal fruit \$3.50

FRUIT TRAY
Assorted melons, grapes,
pineapple and seasonal
fruit \$2.00

VEGETABLE TRAY
From a selection of fresh vege-
tables, broccoli, cauliflower,
peppers, carrots, celery, cucum-
bers and radishes with our
homemade tangy herb dip \$1.50

MEAT TRAY
Garnished with pickles and
olives. Choose from Ben's Mon-
treal Smoked Meat, Black Forest
Ham, Hickory Smoked Turkey,
pastrami, Western Roast Beef,
assorted salami \$2.50

ANTIPASTO TRAY
Our very popular homemade
antipasto spread accompa-
nied by crackers, biscuits and/or
bagel crisps \$1.50

CREAM CHEESE TRAY

Choose from these specialty
cream cheeses: Winnipeg
cream cheese, smoked sal-
mon, fresh dill, radish & green on-
ion, hot peppers, honey al-
monds & raisin, and garlic &
onion cream cheese

By weight

SPECIALTY TRAYS

THE CLASSIC LOX TRAY

Thinly sliced smoked salmon
served with the traditional gar-
nishes; capers, lemon wedges,
parsley & rings of onion. Includes
Winnipeg cream cheese and
mini bagels \$4.00

FRENCH COUNTRYSIDE TRAY

Three scrumptious homemade
pates: chicken hazelnut, french
country and chicken liver with
madeira, imported brie or ca-
membert, pickles, dijon mustard,
french baguette, crackers and
grapes \$6.95

ITALIAN TRADITIONAL ANTIPASTO TRAY

Prosciutto wrapped around mel-
on, salami, ham, artichoke
hearts, hot peppers, olives, fresh
vegetables with our home-
made Caesar dip, Italian bread
or crusty rolls \$5.95

ENTREES AND SALADS

TORTELLINI SALAD

A main course salad with
colourful vegetables, hickory
smoked turkey and
prosciutto \$2.75 med.
\$3.75 lrg.

LASAGNA

Layers of homemade
meat sauce, noodles and
mozzarella, parmesan
and cottage cheese \$3.00
Tray serves 9-12 \$25.00

MOUSSAKA

Greek casserole with
vegetables, tomato sauce,
cheese and savory
custard \$3.50
Tray serves 9-12 \$30.00

GINGER GARLIC CHICKEN WINGS

6 pieces of chicken in a spicy
oyster sauce \$2.50

CAESAR SALAD

Fresh romaine lettuce, creamy
homemade dressing,
imported parmesan and
croutons
(for 10 or more) \$2.00/person

CARROT CAKE

with apples and raisins frosted
with cream cheese icing.
Ideal for birthdays! \$1.75 piece
\$18.00 cake



University of Alberta
Edmonton

Food Services Division
Conference Office
Department of Housing and Food Services

Canada T6G 2H6

Lister Hall, Telephone: (403) 432-4281 432-4411

SPECIAL CATERING FUNCTION

No. **F 5145**

Day/Date SATURDAY OCTOBER 22, 1988

FUNCTION: OUTSIDE CATERING
 TIME: 2:15 pm
 LOCATION: 2-125 Education North
 # OF GUESTS: 100
 ORGANIZATION: Department of Educational Foundations
 REPRESENTATIVE: Prof. Assheton-Smith
 ADDRESS: 5th Floor Education North

ROOM SET UP

BUS # 2556 RES #
 BILL TO: indent: 64 01131

AUDIO VISUAL:

MICROPHONES:

MENU AND OTHER INFORMATION:

* coffee/tea/juice for 100 @ .60/person

PAPER SERVICE:

cups
 cream & sugar
 napkins
 stir stix
 tablecloth

ACCOUNT	DESCRIPTION	QTY	ADJ	NET QTY	UNIT COST	AMOUNT
33 70700 0101	coffee/tea/juice	100 100			.60	

"Guaranteed number is required 72 hours prior to the function. You will be billed the guaranteed number or attendance whichever is larger. We are prepared to serve 5% above the guaranteed number."

GRAND TOTAL \$ _____

GUEST'S SIGNATURE [Signature]
 DATE: Oct 19, 1988

FINALIZE: _____
 DATE: dmw 88-9-7
 TYPED: _____
 DATE: dmw 88-10-13
 INVOICE/INDENT _____
 DATE _____
 INITIAL _____



University of Alberta
Edmonton

Food Services
Conference Office
Department of Housing and Food Services

Canada T6G 2H6

Lister Hall, Telephone: (403) ~~432-4281~~ 432-4411

SPECIAL CATERING FUNCTION

No. **F 5143**

Day/Date Saturday October 22, 1988

FUNCTION: OUTSIDE CATERING **ROOM SET UP**
 TIME: 11:15 am
 LOCATION: 2-125 Education North
 # OF GUESTS: 100
 ORGANIZATION: Department of Educational Foundations
 REPRESENTATIVE: Prof. Assheton-Smith
 ADDRESS: 5th Floor Education North

BUS # 2556 RES #
 BILL TO: indent: 64 01131

AUDIO VISUAL:

MICROPHONES:

MENU AND OTHER INFORMATION:

DELUXE SANDWICH LUNCHEON BUFFET FOR 100 @ 7.25/PERSON

- * asst'd deluxe sandwiches
 - 32 Ham & cheese with sprouts on brown kaiser rolls
 - 31 Turkey salad on french loaf
 - 31 Roast beef & lettuce on light rye bread
 - 31 Salmon salad stuffed croissant
- * vegetables & dip
- * Country Coleslaw
- * Potato Salad
- * Fresh fruit tray
- * asst'd squares & tarts (2 per person)
- * coffee/tea/juice

PAPER SERVICE:

9" paper plates cups stir stix mustard/relish tablecloths
 plastic forks/knives cream & sugar salt & pepper serving utensils (salads)

ACCOUNT	DESCRIPTION	QTY	ADJ	NET QTY	UNIT COST	AMOUNT
33 70700 0101	luncheon buffet	100 100			7.25	

"Guaranteed number is required 72 hours prior to the function. You will be billed the guaranteed number or attendance whichever is larger. We are prepared to serve 5% above the guaranteed number."

GRAND TOTAL \$ _____

GUEST'S SIGNATURE

M. Assheton-Smith

FINALIZE:

DATE: dmw 88-10-13

DATE:

Oct 19 1988

TYPED:

dmw 88-10-13 VOICE/INDENT _____

DATE:

DATE _____

INITIAL _____



University of Alberta
Edmonton

Food Services Division
Conference Office
Department of Housing and Food Services

Canada T6G 2H6

Lister Hall, Telephone: (403) ~~432-4281~~ 432-4411

SPECIAL CATERING FUNCTION

No. **F 5144**

Day/Date Saturday October 22, 1988

FUNCTION: OUTSIDE CATERING
 TIME: 10:15 am
 LOCATION: 2-125 Education North
 # OF GUESTS: 100
 ORGANIZATION: Department of Educational Foundations
 REPRESENTATIVE: Prof. Assheton-Smith
 ADDRESS: 5th Floor Education North

ROOM SET UP

* group to arrange for tables at location

BUS # 2556 RES #
 BILL TO: indent: 64 01131

AUDIO VISUAL:

MICROPHONES:

MENU AND OTHER INFORMATION:

- * coffee/tea/juice for 100 @ .60/person
- * 4½ dozen asst'd muffins @ 6.00/dozen
- * 2 dozen asst'd donuts @ 6.00/dozen
- * 2 dozen cinnamon buns @ 6.00/dozen

PAPER SERVICE:

cups
cream & sugar
napkins
stir stix
tablecloth

ACCOUNT	DESCRIPTION	QTY	ADJ	NET QTY	UNIT COST	AMOUNT
33 70700 0101	coffee/tea/juice muffins/donuts/cinn buns/dz	100 8.5			.60 6.00	

"Guaranteed number is required 72 hours prior to the function. You will be billed the guaranteed number or attendance whichever is larger. We are prepared to serve 5% above the guaranteed number."

GRAND TOTAL \$ _____

GUEST'S SIGNATURE *Manly J. Assheton-Smith*
 DATE: Oct 19 1988

FINALIZE:
 DATE: dmw 88-9-7
 TYPED: _____ INVOICE/INDENT _____
 DATE: dmw 88-10-13 DATE _____
 INITIAL _____



University of Alberta
Edmonton

Canada T6G 2H6

Food Services Division
Conference Office
Department of Housing and Food Services

Lister Hall, Telephone: (403) ~~432-4281~~ 432-4411

SPECIAL CATERING FUNCTION

No. **F 5146**

Day/Date FRIDAY OCTOBER 21, 1988

FUNCTION: OUTSIDE CATERING

ROOM SET UP

TIME: 7:15 pm

LOCATION: Outside 2-115 Education North - In Foyer

* group to arrange for tables at location

OF GUESTS: 100

ORGANIZATION: Department of Educational Foundations

REPRESENTATIVE: Prof. M. Assheton-Smith

ADDRESS: 5th Floor Education North

BUS # 2556 RES #
BILL TO: indent: 64 01131

AUDIO VISUAL:

MICROPHONES:

MENU AND OTHER INFORMATION:

- * cheese & crackers for 50 @ 2.20/person
- * fresh fruit for 50 @ .85/person
- * juice for 20 @ .60/person

PAPER SERVICE:

- napkins
- PG210 ml plastic glasses
- tablecloths

BAR SERVICES: reception 8:30 pm - 10:00 pm

Exclusive Use Right on file

* 2 bartenders required @ 10.00/hr/ea (3 hr min)

7 btls 021766 Paul Masson Chablis @ 5.00

6 btls 134668 French Rabbit @ 5.90

6 btls 014449 Bereich Nierstien @ 5.30

3 btls 119628 Lindeman's Bin 45 (red) @ 7.05

2 btls 008979 Cotes du Rhone @ 8.10

wine - ALCB cost (listed above) + 10%
No returns on wine

7 dozen plastic wine glasses @ 1.32/dozen

ACCOUNT	DESCRIPTION	QTY	ADJ	NET QTY	UNIT COST	AMOUNT
33 70700 0101	cheese & crackers	50			2.20	
	fruit	50			.85	
	juice	20			.60	
	bartenders per hour ea				10.00	
	wine glasses per dozen	7			1.32	
33 70450 0101	wine:	7			5.00	
		6			5.90	
		6			5.30	
		3			7.05	
		2			8.10	

10% (wine only)

10%

"Guaranteed number is required 72 hours prior to the function. You will be billed the guaranteed number or attendance whichever is larger. We are prepared to serve 5% above the guaranteed number."

GRAND TOTAL \$ _____

GUEST'S SIGNATURE *Manlynn Assheton-Smith*

FINALIZE: DATE: dmw 88-10-14

DATE: Oct 19 1988

TYPED: INVOICE/INDENT DATE: dmw 88-10-14

INITIAL _____



University of Alberta
Edmonton

Application for Exclusive Use Right of the Institutional Licence

Date of application September 14, 1988

Name of group/Department Vice-President (Academic) Office

Date of function October 21, 1988 Date of last function (if applicable) n/a

Nature of function (eg reception, Christmas party, etc) Social Reception

Hours during which alcohol will be served 1830 - 2200 Number of people 100
(a one hour consumption period must be provided) expected to attend

Location (room and building) Ed N 2-115 Student ID (if applicable) n/a

Name, title of applicant Professor Ashton-Smith

Campus address Dept. of Educational Foundations, 5th Floor Ed. N.

The signature of the applicant is accepted as full acknowledgement on behalf of the group of the requirements and conditions set out by the Alberta Liquor Control Board and the Governors of the University of Alberta for the issuance of an Exclusive Use right of the Institutional Licence.

The authorizing signature appearing below confirms the approval of the University of Alberta of the request to hold an on-campus liquor function as described on this application form.

Signature of applicant 

Office of the 
Dean of Students

The following information, pertaining to liquor functions proposed by University student or staff/faculty groups, is provided for your convenience. **Under no circumstances shall the following be construed to be the official University of Alberta Policy on Liquor Functions.** The official policy is published in the Manual of Administrative Policies and Procedures and copies are also available from the Office of the Dean of Student Services.

1. All liquor functions held on campus by a registered student group or University staff/faculty group must be held under an "exclusive use right" of the Institutional License, in a room approved by the Alberta Liquor Control Board for this purpose (such rooms are specified on Schedule A to the Policy on Liquor Functions).
2. Application for an exclusive use right of the Institutional License is made at the Office of the Dean of Student Services, room 300, Athabasca Hall, except in the case of Lister Hall (residence) groups, who must apply for an exclusive use right through the Conference Office, Department of Housing and Food Services.
3. Application for an exclusive use right must be accompanied by authorization from the principal occupant of the premises or the booking office presiding over the premises in which the function is to take place.
4. Application for an exclusive use right must be made 5 working days in advance of the function if beer only is to be served, or 10 working days in advance if wine or hard liquor is to be served.
5. Only one exclusive use right function or Special Permit (off-campus) function per month will be approved by the University for a particular student group or University staff/faculty group. Exceptions to this must be approved by the Office of the Vice-President (Administration).
6. Liquor consumed at a function under the exclusive use right must be obtained through the Institution License, at any of the five outlets holding such a license. Liquor will be released by a campus outlet only upon presentation of a duly authorized copy of the application for exclusive use right.
7. Under an exclusive use right, liquor may not be sold and/or served at an on-campus function prior to 3:00 p.m. nor later than 12:00 midnight. Consumption of alcohol is not permitted past 1:00 a.m. in any instance.
8. The University requires that food and a non-alcoholic beverage be provided at all liquor functions.
9. Room rental, corkage, supply and service costs will be payable by the group holding the function.
10. The group holding the function may set the price (if any) at which it will sell liquor at its function. Net proceeds from the sale of the liquor accrue to the group holding the function.

March 1985

09-19-88

2808949

004 □ ★ 200

★ 200 CA

1 □ - 510.1

15-07

Problem w. P.O.'s for
Diana & myself.

Heather Blair 2034 dealing w. D's.
Darlene w. mine 4678.

Diana can I go to comptroller's
office-admin. bldg. & present proof
of payment & I send chq. req.
w. proof of payment. to Heather.
she is sending back both P.O.'s.

For myself. Darlene says
same thing ^{re chq. req.} - also that there
is conflict of interest. I assured
her I did brochure before I got
hired.

- ideally, P.O. should have been
addressed to Bagel Tree.

PLEASE DO NOT WRITE IN SHADED AREAS. EXISTING REQUISITION NUMBER MAY BE DELETED AND ANY SIX CHARACTER NUMBER SUBSTITUTED IN SPACE.

VENDOR CODE

REQUISITION NUMBER **G 31986**

ORDER NUMBER



PURCHASE REQUISITION

THIS IS NOT AN ORDER

DATE **Oct 12, 1988**

SUGGESTED SUPPLIERS
AUREENE D. COSTUROS
WOMEN'S RESEARCH CENTRE
11043-90 Ave.
CAMPUS

DELIVER TO: **WOMEN'S RESEARCH CENTRE** DEPARTMENT **A.S.A.P.**
ROOM & BUILDING **11043-90 avenue**
INDIVIDUAL **AUREENE**

F.O.B. POINT SHIPPING POINT DESTINATION

PAYMENT TERMS NET 30 DAYS

FEDERAL SALES TAX EXEMPT INCLUDED EXTRA NOT APPLICABLE

DUTY FREE EXTRA INCLUDED

BUYER

QUOTES OR TENDERS DUE

- PLEASE GIVE COMPLETE CATALOG DESCRIPTIONS AND/OR VENDOR'S CATALOG NUMBERS TO FULLY IDENTIFY YOUR REQUIREMENTS. ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM.
- WRITTEN QUOTATIONS MAY BE OBTAINED AT THE DISCRETION OF THE PURCHASING DIVISION.
- PLEASE GIVE INVENTORY INFORMATION FOR EQUIPMENT OF GREATER THAN \$100.00 UNIT VALUE.
- SUPPLIER ADDRESS SHOULD ALWAYS INCLUDE THE POSTAL CODE (CANADA) OR ZIP CODE (U.S.).

QUANTITY & UNIT	CATALOG NUMBER	DESCRIPTION & PRICE
		RE: Production of brochure for the \$ 132.00 Feminist Research Forum Sponsored by the Women's Research Centre.

THIS IS NOT AN ORDER

EQUIPMENT INVENTORY → HOLDER/DIVISION _____ ROOM/AREA _____

FOLLOW UP	ENCLOSURE	DUTY	TAX	APPROVAL
<input type="checkbox"/> SCHEDULE FOR:	<input type="checkbox"/> ACKNOW. <input type="checkbox"/> ATTACHM.	<input type="checkbox"/> FREE <input type="checkbox"/> APPLICABLE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> APPLICABLE	<input type="checkbox"/> NOT APPLICABLE

FOR INFORMATION CALL **AUREENE COSTUROS** TELEPHONE **432-8950** ESTIMATED TOTAL VALUE \$ **132⁰⁰**

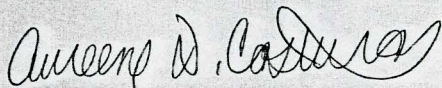
CHARGE TO ACCOUNT NUMBER(S) **64-01131-4940** AUTHORIZED SIGNATURE _____

DEPARTMENT **WOMEN'S RESEARCH CENTRE**

October 12, 1988

This is to serve as a receipt for professional services rendered in the production, including typesetting, layout and distribution, of a brochure for the "Feminist Research Forum" to be sponsored by the Women's Research Centre, University of Alberta, on October 21 and 22, 1988.

11hours @ \$12.00/hour = \$132.00



Aureene D. Costuros



CHEQUE REQUISITION

INSTRUCTIONS:

- Use this form only for (a) reimbursement of out-of-pocket expenses (attach proof of payment), *please note that expenditures for goods or services in excess of \$75 require approval of the Purchasing Department prior to incurring the expense;*
 (b) payment for memberships or subscriptions (attach order form or renewal notice);
 (c) payment for single copies of books, total value under \$50 (attach supporting documentation);
 (d) payment for publication charges and reprints (attach supporting documentation);
 (e) refunds (provide University receipt number of original payment).
- Do NOT use this form to request payment of vendor invoices, personal services, travel advances or travel expenses, or to seek reimbursement from petty cash (Please refer to the Manual of Administrative Procedures).
- Staple all supporting documentation to the top right hand corner on the back of the form.

Please issue a cheque to:

NAME (Type or Print) BAGEL TREE DELI
ADDRESS (Street) 10347-82 Ave.
CITY AND PROVINCE/STATE Edmonton
POSTAL CODE/ZIP CODE T6E 1Z9

AMOUNT
\$170.00

DATE CHEQUE REQUIRED
A.S.A.P.

SPECIAL INSTRUCTIONS

PURPOSE OF PAYMENT:

RE: Catering for afternoon closing of Feminist Research Forum sponsored by Women's Research Centre October 21 & 22, 1988

TYPE	VOUCHER REFERENCE				SUPPLIER NUMBER	REFERENCE		REFERENCE
	YEAR	MO.	NUMBER	ITEM		MO.	DAY	

DO NOT WRITE IN SHADED AREAS

Key columns 1 to 32 for each of the lines completed below.

DIS	ENC	DESCRIPTION

ACCOUNT NAME (DO NOT KEY)

ACCOUNT DISTRIBUTION				P/C	AMOUNT
MAJOR	INTERMED	MINOR	MEMO		
64011314203					\$170.00

APPROVED BY _____ (for Comptroller)

DATE _____

I certify that this payment is a correct charge to the account(s) indicated.

AUTHORIZED SIGNATURE _____ DATE **October 25, 1988**

TOTAL (DO NOT KEY)

COUNTER SALES

BAGEL TREE DELI

DATE OCT 12 19 98

NAME WOMENS RESEARCH CENTRE

SOLD BY	C.O.D.	CHARGE	ON ACCOUNT	ACCOUNT FORWARD
---------	--------	--------	------------	-----------------

1	CATERING			
2	40 PEOPLE			
3	@ 4.25			
4				170.00
5				
6	ATTENTION TO CUSTOMER SERVICE			
7				
8	88018 1 T00			
9				
10				

TOTAL

SIGNATURE

089414

Headline

PLEASE DO NOT WRITE IN SHADED AREAS. EXISTING REQUISITION NUMBER MAY BE DELETED AND ANY SIX CHARACTER NUMBER SUBSTITUTED IN SPACE.

VENDOR CODE	REQUISITION NUMBER J 90672	ORDER NUMBER
-------------	--------------------------------------	--------------



PURCHASE REQUISITION

THIS IS NOT AN ORDER

DATE

SUGGESTED SUPPLIERS

DIANA CHOWN
 10935-85 Avenue
 EDMONTON
 T6G 0W3

F.O.B. POINT SHIPPING POINT
 DESTINATION

PAYMENT TERMS NET 30 DAYS

FEDERAL SALES TAX EXEMPT INCLUDED EXTRA NOT APPLICABLE

DUTY FREE EXTRA INCLUDED

BUYER

QUOTES OR TENDERS DUE

DELIVER TO: DEPARTMENT
WOMEN'S RESEARCH CENTRE

ROOM & BUILDING
11043-90 Ave.

INDIVIDUAL
AUREENE

DATE REQUIRED
A.S.A.P.

- PLEASE GIVE COMPLETE CATALOG DESCRIPTIONS AND/OR VENDOR'S CATALOG NUMBERS TO FULLY IDENTIFY YOUR REQUIREMENTS. ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM.
- WRITTEN QUOTATIONS MAY BE OBTAINED AT THE DISCRETION OF THE PURCHASING DIVISION.
- PLEASE GIVE INVENTORY INFORMATION FOR EQUIPMENT OF GREATER THAN \$100.00 UNIT VALUE.
- SUPPLIER ADDRESS SHOULD ALWAYS INCLUDE THE POSTAL CODE (CANADA) OR ZIP CODE (U.S.)
- INDICATE DATE REQUIRED.

QUANTITY & UNIT	C.C.	CATALOG NUMBER	DESCRIPTION & PRICE
			RE: catering for afternoon closing of Feminist Research Forum sponsored by Women's Research Centre. <i>INV. ATTACHED.</i>
			\$ 170.00

THIS IS NOT AN ORDER

EQUIPMENT INVENTORY HOLDER/DIVISION ROOM/AREA

FOLLOW UP	ENCLOSURE	DUTY	TAX	APPROVAL
<input type="checkbox"/> SCHEDULE FOR:	<input type="checkbox"/> ACKNOW. <input type="checkbox"/> ATTACHM.	<input type="checkbox"/> FREE <input type="checkbox"/> APPLICABLE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> APPLICABLE	<input type="checkbox"/> NOT APPLICABLE
FOR INFORMATION CALL AUREENE	TELEPHONE 432-8950	ESTIMATED TOTAL VALUE \$ # 170.00		
CHARGE TO ACCOUNT NUMBER(S) 64-01131-4203	AUTHORIZED SIGNATURE <i>Aureene J. Archibald Smith</i>			
DEPARTMENT WOMEN'S RESEARCH CENTRE				

THIS FORM IS FOR INTERNAL USE ONLY. PLEASE MAIL OR DELIVER TO THE PURCHASING DIVISION, MATERIALS MANAGEMENT DEPT.

J 90672

THIS NUMBER OR THE FIRST SIX CHARACTERS OF ANY NUMBER SUBSTITUTED HERE WILL APPEAR ON THE PURCHASE ORDER.



PURCHASE REQUISITION

FOR INTERNAL USE ONLY. THIS IS NOT AN ORDER

DATE

SUGGESTED SUPPLIERS

DIANA CHOWN
10935-85 Avenue
EDMONTON
T6G 0W3

TO BE DELIVERED TO

WOMEN'S RESEARCH CENTRE
11043-90 AVE.
AURBENE

A.S.A.P.

QUANTITY & UNIT C.C. CATALOG NUMBER

DESCRIPTION & PRICE

RE: catering for afternoon closing
of Feminist Research Forum
sponsored by Women's Research
Centre.

170.00

INV. ATTACHED.

THIS IS NOT AN ORDER

INQUIRIES TO

AUREENE

432-8950

ESTIMATED TOTAL VALUE

\$ # 170.00

ACCOUNT NUMBER(S)

64-01131-4203

DEPARTMENT

WOMEN'S RESEARCH CENTRE

Marilyn J. Archibald Smith

REQUISITIONER: PLEASE RETAIN THIS COPY

Marilyn.

Nov 2. 6 pm.

re. a cheque requisition for Lynda Lange - I need to know for what exactly, along with a receipt indicating she paid for something, along with when conference happened, put on by who, etc...

re: my getting paid (or not paid) for the Feminist Forum brochure
look what I get in the mail
Wednesday, Nov. 2. I hope you can clear this up. It is ridiculous, particularly after I explained to Darlene Johnson at material's management that there was no overlap between

doing the brochure & being hired here. She had said she would forward my requisition to her boss (Martin Craige?), who I was not able to get a hold of after he called & left a message. (I told you this part when we talked last Monday). I'm rather miffed about it all.

re. my payroll. I filled in the hours for the hourly time report I found here at the office - for the pay period of Oct 16 - 31. I sent the forms over to Ed. Foundation's for someone (you?) to sign. I hope that is correct procedure. And do you know where my other hourly report forms - from Sept 26 to Oct 15 - are? cont.

I just typed up another invoice stating correct dates I worked on the brochure. I don't know if it will be needed.

- I've alphabetically sorted both forum registrant forms & expression of interest forms, which are to go to Mair, or is she to consolidate the two. Anyway, I still need to look up postal codes before sending them to her.

- By the way, I started a PRP position today at Workers' Compensation Board, so I'll be in at night to

do my work. I don't know
the phone number to reach me
there yet. And I suspect
it would be better to get me
at home at night anyway.
I hope this all works out.
I plan to make it do so.

Hope you are keeping well.
Anything I need to know
about or prior to next week's
meeting?

Arcene

P.S. I still have a Women's Program
Key. Would it be better to communicate
by electronic mail again?

November 2, 1988

To whom it may concern:

This is to serve as an invoice for professional services rendered in the production, including typesetting, layout, and distribution, of a brochure for the "Feminist Research Forum" sponsored by the Women's Research Centre, University of Alberta.

Production of this brochure occurred on the days of September 21, 22, and 23, 1988 for a total of 11 hours of work at \$12.00 per hour, comes to a total of \$132.00.

Please make the cheque out and mail to the following address:

Aureene Costuros
9823-83 Avenue
Edmonton, Alberta
T6E 2B8

Thank you.


Aureene D. Costuros



to: Aureene D. Costuros
Women's Research Centre

date: October 28, 1988

our file:

from: Janet Hood
Buyer
Materials Management Department

your file:

subject: Requisition G31986, \$132.00

As you have been informed it is the policy of the University not to have commercial dealings with persons on staff of the University.

We have carefully reviewed the situation and have decided that we are unable to comply with your request.

I apologize for the inconvenience this may cause.

Janet Hood
Buyer

JH/jlk

cc: M.M. Craige, Purchasing Manager, Materials Management Department

VENDOR CODE

REQUISITION NUMBER **G 31986**

ORDER NUMBER



PURCHASE REQUISITION

THIS IS **NOT** AN ORDER

DATE **Oct 12, 1988**

SUGGESTED SUPPLIERS

AUREENE D. COSTUROS
WOMEN'S RESEARCH CENTRE
11043-90 Ave.
CAMPUS

F.O.B. POINT SHIPPING POINT DESTINATION

PAYMENT TERMS NET 30 DAYS

FEDERAL SALES TAX EXEMPT INCLUDED EXTRA NOT APPLICABLE

DUTY FREE EXTRA INCLUDED

BUYER

QUOTES OR TENDERS DUE

DELIVER TO: DEPARTMENT **WOMEN'S RESEARCH CENTRE** **A.S.A.P.**

ROOM & BUILDING **11043-90 avenue**

INDIVIDUAL **AUREENE**

- PLEASE GIVE COMPLETE CATALOG DESCRIPTIONS AND/OR VENDOR'S CATALOG NUMBERS TO FULLY IDENTIFY YOUR REQUIREMENTS. ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM.
- WRITTEN QUOTATIONS MAY BE OBTAINED AT THE DISCRETION OF THE PURCHASING DIVISION.
- PLEASE GIVE INVENTORY INFORMATION FOR EQUIPMENT OF GREATER THAN \$100.00 UNIT VALUE.
- SUPPLIER ADDRESS SHOULD ALWAYS INCLUDE THE POSTAL CODE (CANADA) OR ZIP CODE (U.S.).

QUANTITY & UNIT	CATALOG NUMBER	DESCRIPTION & PRICE
		RE: Production of brochure for the \$ 132.00 Feminist Research Forum sponsored by the Women's Research Centre.
THIS IS NOT AN ORDER		
Payroll - see women on staff = dated Sept 26/88 Dated Sept 26/88		

EQUIPMENT INVENTORY FOLLOW UP SCHEDULE FOR: ENCLOSURE ACKNOW. ATTACHM. DUTY FREE APPLICABLE EXEMPT TAX APPLICABLE NOT APPLICABLE APPROVAL

FOR INFORMATION CALL **AUREENE COSTUROS** TELEPHONE **432-8950** ESTIMATED TOTAL VALUE \$ **132.00**

CHARGE TO ACCOUNT NUMBER(S) **64-01131-4940** AUTHORIZED SIGNATURE *Marilyn E. Robinson Smith*

DEPARTMENT **WOMEN'S RESEARCH CENTRE**

THIS FORM IS FOR INTERNAL USE ONLY. PLEASE MAIL OR DELIVER TO THE PURCHASING DIVISION, MATERIALS MANAGEMENT DEPT.

31888

PURCHASE REQUISITION

THIS IS A BUY ORDER

11019-90 ASSEMBLY
WOMEN'S PROGRAM, FACULTY OF EXTENSION

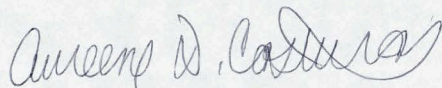
PLEASE TO WHOM YOU ORDER



October 12, 1988

This is to serve as a receipt for professional services rendered in the production, including typesetting, layout and distribution, of a brochure for the "Feminist Research Forum" to be sponsored by the Women's Research Centre, University of Alberta, on October 21 and 22, 1988.

11hours @ \$12.00/hour = \$132.00



Aureene D. Costuros



Section: EQUIPMENT, FURNISHINGS AND SUPPLIES

Subject: EMPLOYEE USE OF EQUIPMENT AND FACILITIES

RESTRICTIONS

The use of University equipment and facilities for personal reasons is not permitted without the express permission of the appropriate dean, director, department chairman or other senior administrative officer. This restriction applies during working as well as non-working hours.

**COMMERCIAL DEALINGS
WITH EMPLOYEES**

It is the policy of the University not to have commercial dealings with persons on staff of the University. Under this policy, the University does not purchase equipment, supplies or books from such persons. Persons on staff include those paid from Research or Trust funds, as well as those paid from General funds.

REPORTING MISUSE

The Comptroller of the University is responsible, under the direction of the Vice-President (Administration), for internal financial control and auditing. Any incidents involving misuse of University equipment or funds by University are to be reported to him by department chairmen.

Office of the Comptroller

The Women's Research Centre is an institute for feminist research established jointly by Athabasca University and the University of Alberta in the fall of 1988. It provides to both universities' Women's Studies Degree Programmes and their outreach or Extension programming a focal point for theoretical, critical, and applied feminist research. It also provides these same dimensions to the women's community in northern Alberta, for the Centre is designed to be a place for feminist researchers to meet and work, whatever their organizational affiliation.

This **Feminist Research Forum** will be the first of many such meetings, as we begin to consciously bring together our diverse and long-standing interests in building a solid knowledge-base for understanding the position of women in our society and for determining possible paths of action for social change.

If you are interested in belonging to the centre, or being kept informed of future activities and work of the centre, please let us know. Our address is 11043-90th Ave, University of Alberta, Edmonton, Alberta T6G 1G5, and our phone number (often answered by a telephone answering device) is 432-8950.

Feminist Research Forum

October 21 and 22 1988

at the

**University of Alberta
Education North 2-115**

sponsored by

The Women's Research Centre

Feminist Research Forum

Friday Oct 21 Front Foyer, Education North 2-115

6:30-7:30 p.m. Registration, Diana Chown & Aureene Costuros
Information Available on the Women's Research Centre

7:30 p.m. Welcome to the First Feminist Research Forum,
Marilyn Assheton-Smith (U of A), Barb Spronk and
Cathy Bray (Athabasca U)
Introduction to Dorothy Smith, Jan Williamson
Dorothy Smith: "Our Time Has Come: Celebrating
Feminist Knowledge"

8:45-10 p.m. Wine and Cheese Reception

Saturday, Oct 22 Education North

8:15 a.m. Registration, Diana Chown and Aureene Costuros

9:00 a.m. **Concurrent Sessions and Panels**

Women and Science Rm. 2-121

Chair: Margaret-Ann Armour (Dept of Chemistry)
Heidi Kass (Dept of Secondary Education): "Can Women Do
Math?"
Sharon Frantz-Lutzer (Dept of Secondary Ed.): "Secondary
Biology Teachers: Do They Understand Their Subject?"
Linda Fedigan (Dept of Anthropology): "The Role of Women in
Human Evolution"

Panel on Cultural Studies Rm. 2-119

Chair: Lisa Austin (Dept of English)
Jan Williamson (Dept of English)
Elaine Filax (Classics Dept)
Jo-anne Wallace (Dept of English)
Kathleen Martindale (Coordinator, Women's Studies, University
of Calgary)

Women and the Spiritual Rm. 2-117

Chair: ?
Jane Bramadat (Westwood Unitarian/Universalist Minister):
"Approaches to Researching Feminist Spirituality"
Fran Hare (St Stephen's College): "Feminist Theology"
Marlene Brauer (St Stephen's College): "Women's Spirituality"
Donna Christianson-Coolley (Union College and University):
"Women's Inner Journey"

10:15 a.m. Coffee and Juice, Front Foyer, Rm. 2-115

10:30 a.m. **Concurrent Sessions**

Workplace Equity for Women Rm. 2-121

Chair: Patricia Valentine (Faculty of Nursing)
Carol Wodak (Human Rights Commission): "Indicators of Women's
Inequity and Obstacles to Change"
Frances Adams (Women's Program, Secretary of State): "Pay Equity
as an Organizing Focus"

Research for Native Women Rm. 2-119

Chair: Jenny Margetts (Independent Researcher)
Barbara Spronk (AU): "Distance Education and Native Women"
Marilyn Assheton-Smith (Educational Foundations): "Education and
Employment"
Lorraine Coutereille (Independent Researcher)
Lynda Lange (Boreal Institute): "Northern Industrial Employment"

Women and Political Involvement Rm. 2-117

Chair: Cathy Bray (U of A and AU)
Cathy Cavanaugh (AU): "Irene Parby, a Historical Political Woman"
J A Legras (Independent Researcher): "Feminist Struggles in the
Partisan Political Process"
Susan Jackel (Canadian Studies): "Working on a Women's Campaign"

11:45 a.m. **Lunch** catered on site in **EdN 2-125** (in back of meeting
area).

1:00 p.m. **Concurrent Sessions and Panels**

Panel on Applied Feminist Research Rm. 2-123

Chair: Andrea Harbour (Common Woman Books)
Helen Greaves (ASWAC)
Jane Templeman (Options for Women)
Janina Vanderpost (Women's Secretariat)
Liz McCord (Planned Parenthood): "Reproductive Technology"

Feminist Philosophy Rm. 2-121

Chair: Debra Shogan (Physical Education)
Winnie Tomm (Coordinator, Women's Studies, U of A): "The Self and
the System: Theories of the Personal and the Social/Political"
Lynda Lange (Boreal Institute): "Theories of Reproduction"
Randi Warne (St Stephen's College)

Saturday Oct 22 (cont)

Panel on Feminist Therapy Rm. 2-119

Chair: Jan Williamson (Dept of English)
Rosa Spricer (Psychologist, Private Practise)
Cheryl Malmø (Psychologist, Private Practise)
Rosemary Liburd (Psychologist, Student Counselling Services)

2:15 p.m. Pick up juice or coffee in foyer

2:25 p.m. **Plenary Session** Rm. 2-135

The Women's Research Centre: What Is It and What Can It Be?

3:30 p.m. Closing

4:00 p.m. To the Research Centre House for more talk and
catered snacks 10043 - 90 Avenue

.....
Forum registration (please send to Women's Research Centre
at 11043-90 Avenue, University of Alberta, T6G 1G5).

Name.....

Address.....

Phone number.....

Need child care? Yes, Friday night..... Yes, Saturday..... No.....

Registration fee of \$10.00 enclosed?.....
(Includes lunch; wine tickets \$2.00 extra). Additional
donations are welcome; you will receive a receipt for them).

To help us plan and order food, please pre-register or
leave a message on our answering machine at 432-8950.

Parking will be available in the area just east of the
Education Building, or the parking lot east of 112 street.

The one **door** which will always be open is the one by the
Education library, in the **south-east corner** of the building.

The University is now a **non-smoking area**. Please smoke
only in the designated area, by the juice machines on the
first floor Education South.

**The Women's Research Centre
(Athabasca University and the University of Alberta)**

invite you to

a Feminist Research Forum

Friday, October 21 and Saturday October 22

Room 2-115
Education North
University of Alberta Campus

Friday at 7:30 p.m.

Dorothy Smith

from the Ontario Institute for Studies in Education will speak on

"Our Time Has Come: Celebrating Feminist Knowledge"

Saturday from 9 a.m to 3:30

We will have a number of sessions on Women's Research

Registration \$10.00 (includes Saturday lunch).

Contact Marilyn Assheton-Smith at 432-2556 for further
information

Feminist Research Forum

October 21 and 22 1988

at the

**University of Alberta
Education North 2-115**

sponsored by

The Women's Research Centre

Feminist Research Forum

Friday Oct 21

Front Foyer, Education 2-115

6:30 - 7:30 p.m.

Registration, Diana Chown and Aureere Costuras

Information Handout on the Women's Research Centre Available

Education 2-115

7:30

Welcome to the First Feminist Research Forum

(Marilyn Assheton-Smith U of A and Barb Spronk, Cathy Bray Athabasca U)

Introduction to Dorothy Smith

(Jan Williamson)

Dorothy Smith:

Our Time Has Come: Celebrating Feminist Knowledge.

Front Foyer, Education 2-115

8:45 to 10 p.m.

Wine and Cheese

Saturday, Oct 22

8:15 a.m.

Registration, Diana Chown and Aureere Costuras

9:00 a.m.

Session 1: Women and Science Room 2-121

Chair, Margaret-Ann Armour (Dept of Chemistry)

Heidi Kass (Dept of Secondary Education): Can Women Do Math?

Sharon Frantz-Lutzer (Dept of Secondary Education): Secondary Biology

Teachers: do they Understand their Subject?

Linda Fedigan (Dept of Anthropology): Women Studying Mammals

Session 2: Panel on Cultural Studies

Room 2-119

Chair, Lisa Austin (Dept of English)

Jan Williamson (Dept of English)

Elaine Filax (Classics Dept)

Jo-Anne Wallace (Dept of English)

Kathleen Martindale (Co-ordinator, Women's Studies, University of Calgary)

Session 3: Feminist Theology

Room 2-117

Chair (not yet confirmed)

② Fran Hare (St Stephens College)

④ Donna Cooley (Open University)

① Jane Bramadat (Westwood Unitarian/Universalist Minister): Approaches to Researching Feminist Spirituality.

③ Marlene Braver (St Stephen's College) "Women's Spirituality"

10:15 Coffee and Juice, Front Foyer Education

Room 2-115

10:30

Session 4: Work Place Equity for Women Room 2-121
Chair, Patricia Valentine (Faculty of Nursing)
Carol Wodek (Human Rights Commission) : Indicators of Women's Inequity
and Obstacles to Change
Frances Adams (Women's Program, Secretary of State): Pay Equity as an
Organizing Focus

Session 5: Research for Native Women Room 2-119
Chair Jenny Margetts (not yet confirmed)
Barbara Spronk (AU): Distance Education and Native Women
Marilyn Assheton-Smith (Educational Foundations): Education and Employment
Lorraine Coutereille (U of A) (not yet confirmed)
Lynda Lange (Boreal Institute): Northern Industrial Employment

Session 6: Women and Political Involvement Room 2-117
Chair Cathy Bray (U of A and Athabasca U)
Cathy Cavanaugh (Athabasca U): Irene Parlby, a historical political woman
J A Legras (Independent Researcher): Feminist Struggles in the Partisan
Political Process.
Susan Jackel (Canadian Studies): Working on a Women's Campaign

11:45 Lunch, catered on site Room 2-125 (In back of meeting area)

1:00

Session 7: Panel on Applied Feminist Research Room 2-123
Chair, Andrea Harbour (Common Woman Books)
Helen Greaves (ASWAC)
Jane Templeman (Options for Women)
Janina Vanderpost (Women's Secretariat)
Liz McCord (Planned Parenthood): Reproductive Technology

Session 5: Feminist Philosophy Room 2-121
Chair, Debra Shogan (Physical Education)
Winnie Tomm (Co-ordinator, Women's Studies, University of Alberta): The
Self and the System: Theories of the Personal and the Social/Political
Lynda Lange (Boreal Institute): Theories of Social/Cultural Reproduction
Randi Warne (St Stephen's College)

Session 9: Panel on Feminist Therapy Room 2-119
Chair Jan Williamson
Rosa Spricer (Psychologist, Private Practise)
Cheryl Malmo (Psychologist, Private Practise)
Rosemary Liburd (Psychologist, Student Counselling Services)

2:15 Pick up juice or coffee

2:25 Plenary Session Room 2-135
The Women's Research Centre: What is it and What Can it Be?

3:30 Closing

4:00 p.m. To the Research Centre House for more talk and catered snacks
..... 11043 90 Ave.

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8950

Forum Registration (please send to Women's Research Centre at 11043-90th Ave, University of Alberta, T6G 1G5).

Name.....

Address..... Phone Number.....

Need child care? Yes, Friday night..... Yes, Saturday..... No.....

Registration fee of \$10.00 enclosed?..... (Includes lunch, wine tickets \$2.00 extra). Additional donations are welcome; you will receive a receipt for them.

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8950

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**Women's Research Centre,
11043-90 Ave.
University of Alberta,
Edmonton, Alberta T6G 2G5
September 23, 1988**

Dear


Thank you for agreeing to **chair** one of the sessions in the first Women's Research Forum of the Women's Research Centre. The Forum will begin with a talk by Dorothy Smith on Friday evening, October 21, and all other sessions are held on Saturday, October 22. All sessions are in the Education Building, North Wing, either in the amphitheatre (2-115) or in the breakout rooms around that amphitheatre (2-117 to 2-135).

Enclosed is a draft of the forum brochure. Although there may be slight changes on Saturday, it is expected that all times of sessions will be as indicated. Your session is scheduled for Saturday at

..... o'clock, in room #.....

We have asked all presentors to speak for about 15 minutes, to ensure that there is time for everyone in the room to comment and ask questions. That is, we have called this gathering a forum rather than a conference in an attempt to convey a meeting in which we all participate, rather than one in which some speak and others listen. Although we have not termed every session a "panel", presentors have been encouraged to comment on other presenter's research, to draw out generalizations, or to ask questions, as they would if they were panel members or members of the audience.

Thanks again for joining us. We look forward to an enjoyable 24 hours, in which we share our interest in women's research. We will be ending Saturday with a plenary to discuss the research centre followed by snacks and refreshments at the Research Centre House. Plan to stay for both events if you possibly can.


Marilyn Assheton-Smith

Cheryl
Cash Bar

170 + address
72 / labels

Mince to
Comm Wm
Bools

University of Alberta

United Church Chaplaincy Advisory Committee

* Letter for joining to all
includes Dept brochure -
VP Research - Russ Paul
VP Academics - Terry Morrison
* Jan Feb to Press Interview - try to get #
for Friday pm

NOTICE OF CHANGE OF MEETING TIME

Wednesday, September 1, 1993

* Letter to individuals who might be interested
* letters to ?

1. Are you interested in being a member
2. Affinity with the RSL club
No, for at present ← donations - must value membership
3. Informal or just presentations - maybe
in a descriptive - simple page (e.g. Veggie)
4. Names of supporters - setting up people -
Ask some to make home at noon

Package to Annex by Monday.
drop at Reg. house

Café Selat
1064 st - S of Jasper

Phone re: registration tables & chairs
to let me know cost of cheque -

Jennifer D'O'Brien 484 6931

Alma - - -

Doris Robbins
Marjorie Bowler

Pete ^{Spencer}
#5 Issin
~~Pat Bennett~~ -

Mami King
Betty Adams
Elaine McCoy
Joe Reiner
Helen Hunley?

ACW 64-01131

10/1
finit broken - mail
a few phone calls

Answer a 2 for work if possible ✓

Conference Series - final arrangements & costs - Deann @ 4411

- #2 for wine - problems?

Cancel 1st floor at the same time

Phone Deann re: phone - about 3 pm

TAD
10/9/47
D.H.
Ph Lisa re. 110
Ph Jenny re. 110

Check in office for notes for Shara James
- May hospital?

(110)
get 11 re:
wine - about
100

~~Pick up book - XWL @ 9/5/3~~

Plan - be descriptive } To Answer a? To J
- expression of interest } Williams to edit

May A from Credit Union
Change Account Num - ph Credit Union

~~Bring home phone book for copies address~~

Plan work for A → capital
→ expenses
→ several projects → Special Projects
→ Chaff & Lee
→ Wiggins
→ Census Database
+ Employment
(Rick Jones)

Plan invites to special guests - think a bit more

Org this case - Answer a?

ok Add ID's - hang yellow form 5442-

I.D. exists already ok

ok Computer re phone visit on 64. - called 3432, no problem
as long as it.

ok phone mail room about mail 4432

ph/ok board 2738

Timeline

Oct 27/22 Fri/Sat

An Inni Fetter - from all years to celebrate

Green Costume
Mentor to call
hosting
Cheryl
Sean + Bridgette
co-chairs

M-A - Jan - Janice + Lisa + Bridgette

\$600

Fri pm - all day Sat
Dorothy from Keynote

Saturday - small signs of research
Brochure. → Planning
→ Advertising
→ Space
→ \$ -
→ Set Admin / by A
labour power -
→ sentiment - see / stat
commit
repeat
planning -

Humanities - Lecture Hall -

- 1) Presentation to Annis Public
that was the
research
2) next step
next chair for research

English Dept
Owen Program
Emis - main org
Phy Ed
* Heidi Katz - Science
* Jan Payne - Har Payne Van + Min \$
Buse
Dist Ed
\$ & Tech.
Jan
Paul

Stokes Center
Business
→ CAPB

Smugg's hand
Punch Buy done
An Inni Fetter to see
clear to see
next step

3x3
2 count
\$5
14/15
9-10
12
2
2
30
Punch
Book
Unit
here

Athabasca - Marilyn
Commy \$
\$ Bly / Eng

* Resources for Research

\$ → Dea Chia — Research VP,

1st meeting — Flyer for the meeting — you too. or
2nd meeting been invited

→ setting the research centre —

→ joining the governing committee —

→
Nov 5 — for 2nd mtg

Bernice Kessels

Margaret Cohen

Food estimates @ 100 persons

725 lunch ^{add up}	725 ⁰⁰
60% ju + coffee x 2	120 ⁰⁰
Wine ALCB price +10%	
14 white + 6 red @ 10	200 ⁰⁰
Cheese 220 price	220 ⁰⁰
Fruit 85 ⁰⁰ ..	85 ⁰⁰
Veg + Dip 85 ⁰⁰ ..	85 ⁰⁰
	<hr/>
	<hr/>
	\$ 1435 ⁰⁰

(if under 50 + add 70)

Kevin Mochie -

Devi 4/11
 4 hr juv
 tent booked
 11³⁰ - 1³⁰ Sat
 8³⁰ - 10³⁰ Fringst

Pro rest Wine + Cheese - \$ 387⁰⁰ + 924

(N.B.)
 Call
 Berni
 Center
 re. table
 5221

Plan
 for 100 ppl
 wine

- ③ Break (dinner etc) @ 10³⁰ am - 100 people
- ④ 2³⁰ pm. Cofe - for juv

② Tables @ 2-125

Food costs - Fri night

Chips etc	110
	42 ⁵⁰
	12 ⁰⁰
Burritos	60
Wings	8 ⁰⁰
Wine	35 ⁰⁰
	35 ⁴⁰
	31 ⁸⁰
	21 ¹⁵
	16 ²⁰
<hr/>	
	372.05

Sat -	60
	48
	58.0
	50
<hr/>	
	* 728

Buyer Trm	170
<hr/>	
	* 1270.00