

THIS AGREEMENT MADE THIS 15<sup>th</sup> DAY OF MAY, A.D. 1991

BETWEEN :

CANADIAN RESEARCH INSTITUTE FOR THE  
ADVANCEMENT OF WOMEN CONFERENCE ORGANIZING COMMITTEE  
(hereinafter referred to as "the committee")

OF THE FIRST PART,

- and -

MARCELLINE FORRESTIER  
(hereinafter referred to as "the contractor")

OF THE SECOND PART.

AGREEMENT TO ORGANIZE THE ANNUAL NATIONAL  
CONFERENCE TO BE HELD  
NOVEMBER 8, 9 AND 10, 1991.

RECITALS :

WHEREAS the committee has voluntarily agreed to plan and  
organize the above-mentioned conference;

AND WHEREAS the contractor shall be retained to  
facilitate the organizing of this conference;

AND WHEREAS the parties hereto desire to express the  
terms and conditions of such writing to be completed;

NOW WITNESSETH THEREFORE the parties hereto agree as  
follow :

1. TERM

The contractor agrees to complete the work within an  
eight (8) month period pursuant to time lines as follows :

May 1<sup>st</sup> to August 31<sup>st</sup> - Part-time for an average of 18  
hours per week;

September 1<sup>st</sup> to December 31<sup>st</sup> - Full-time (35 hours  
per week).

2. PAY SCHEDULE

The committee agrees to pay the contractor a monthly salary of \$2,600.00 (full-time) calculated at \$17.50 per hour during the months of part-time work. Salary shall be paid monthly with the possibility of a mid-month advance upon request.

3. WORK DESCRIPTION

The contractor shall, generally, facilitate the work of the organizing committee, by researching, negotiating, coordinating and planning all aspects of the conference. She shall be present at all committee meetings to report on work accomplished and to receive new directions and priorities.

4. CONTRACTOR'S WORKPLACE AND DAILY SCHEDULE

The contractor will work from the office of the Misener/Margetts Women's Research Centre, 10349 - 90<sup>th</sup> Avenue in Edmonton. The daily schedule of the contractor shall be determined solely by the contractor subject to the contractor's availability to the committee members and committee as a whole.

5. COMMITTEE DUTIES

The committee shall provide overall direction to the contractor and such direction shall include consultations to determine format and content of the conference. The committee

shall provide guidance to the contractor concerning the resource people and materials to be used for the purpose of organizing the conference.

The two co-chairpersons will provide immediate supervision and guidance for the contractor.

6. AMENDMENTS

This contact may be terminated at any time upon agreement by the two parties. If the committee is unable to maintain its financial obligations with the contractor, it will advise her at least one (1) month before effecting any change to the contract.

IN WITNESS WHEREOF the parties hereto agree and sign this day and year first written above.

SIGNED AND DELIVERED  
in the presence of :

\_\_\_\_\_  
Witness

M. Forestier  
Contractor

\_\_\_\_\_  
Co-chair of Canadian Research  
Institute for the Advancement  
of Women

Lynette Sturges  
Co-chair comité ICREF

THIS AGREEMENT MADE THIS 15<sup>th</sup> DAY OF APRIL, A.D. 1991

BETWEEN :

**CANADIAN RESEARCH INSTITUTE FOR THE  
ADVANCEMENT OF WOMEN CONFERENCE ORGANIZING COMMITTEE**  
(hereinafter referred to as "the committee")

- and -

**JULIE ANNE LE GRAS**  
(hereinafter referred to as "the contractor")

**AGREEMENT TO FUNDRAISE FOR THE CRIAW NATIONAL  
CONFERENCE TO BE HELD  
NOVEMBER 8, 9 AND 10, 1991.**

1. **TERM**

The contractor agrees to complete the work within a maximum of five (5) months.

2. **PAY SCHEDULE**

The committee agrees to pay the contractor a daily fee of \$150.00 to a maximum of \$3,000.00. Fees shall be paid monthly upon presentation of an invoice.

3. **WORK DESCRIPTION**

The contractor shall, generally, seek out sources of funding and submit to each the necessary documentation and applications. She shall submit monthly progress reports to the committee. Every attempt shall be made to reach the objective of raising \$30,000.00.

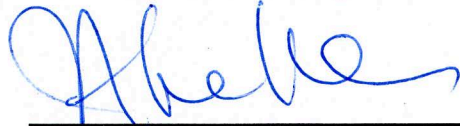
4. COMMITTEE DUTIES

The committee shall provide overall direction and relevant information to the contractor. The committee shall provide guidance to the contractor concerning the funds needed for all aspects of organizing and hosting the conference.

The two co-chairpersons will provide immediate supervision and guidance for the contractor.

5. AMENDMENTS

This contact may be terminated at any time upon agreement by the two parties.



---

Julie Anne Le Gras  
Contractor



---

Agathe Gaulin  
Co-chair comité ICREP



Marcelline:

May	1470	
June	1382.50	
July	892.50	
August	<u>1400</u>	approx.
	5145	

4 mth part-time \$5145

Sept.	17 days		2082.50
Oct.	19 days		2327.50
Nov.	17 days		2082.50
Dec.	<u>12 days</u>	(finish Dec. 19 <sup>th</sup> )	<u>1470.00</u>
	65 days		

$$17.50 \times 7 \text{ hrs} \times 65 \text{ days} = 7962.50$$

4 mth part-time	5145	
4 mth 4 day wk	<u>7962</u>	
	13,107	+ benefits

Nareen

Sept-Nov.  
10 hrs / week  
20 hrs / week

minimum  
maximum

40 hrs x \$15 =  
\$600 / month  
80 hrs x \$15 = \$1200 / month

$$240 + 365 + 277.50 + 457.50 + 420 = 1760$$

Aug. \$600 approx.

Aug. 600 approx.

Sept. - Nov. (1200/mth) 3600

5960 max.

or

1760

600

Sept. - Nov. (\$600/mth) 1800

4160 min.

To: Agathe Gaulin, co-chair CRIAW/ICREF Conference Committee

From: Noreen Bell, Administrative Assistant

Here is a summary of my hours for May 28 through June 12, 1991:

Tuesday, May 28	-	1 hour
Thurs., May 30	-	1 hour
Friday, May 31	-	3 hours
Monday, June 3	-	1 hour
Tuesday, June 4	-	1 hour
Wednesday, June 5	-	2.5 hours
Thursday, June 6	-	2 hours
Friday, June 7	-	4 hours
Tuesday, June 11	-	2 hours
Wednesday, June 12	-	5.5 hours
Total		24 hours



paid  
June 13/91

24 hrs @ \$10/hr  
= \$240



STATEMENT

Carol Murray - Interim Coordinator

11 April 1991

DATES: 25 February - 09 April 1991

RESPONSIBILITIES: various administrative tasks including letters of acknowledgement to prospective participants, the preliminary brochure and typing of minutes.

HOURS WORKED: 33.5 X \$10.00/hour = \$330.50

C. Murray.  
(copy in finance file)