



At the meeting of the Advisory Committee on Women's Studies on August 6, 1986, the following officers were appointed as signing authorities: Jean Lauber and Marilyn Assheton-Smith to replace Dallas Cullen and Ann Hall.

Leslie Stewart will remain as a signing authority.

Ann;  
Would you please sign  
this + send it along to  
Dallas. Thanks.  
LSP

To: Operations Committee  
Women's Research Centre

From: Nanci Langford  
Doris Robbins

Doris Robbins and I have compiled a list of all the women we seriously considered for naming the research centre. I understand the Operations Committee would like to throw it open again to public input, so it would be helpful if this list was shared by being placed near the suggestion box etc. I might add that suggestions were solicited over the summer through the newsletter and in person by Doris and myself and no one offered us any names other than the two that had originally been put forward (Irene Parlby and Jenny Margetts). Doris and I proposed Geneva Misener's name (and Jenny Margetts for the meeting room) for several reasons. One, Dr. Misener seemed the most logical person, among those outstanding, in terms of the purpose of the Centre; secondly it is, we believe, politically wise to have a deceased person who has made a significant contribution to the university, if you take the tradition and guidelines of the university's names committee into account. While their guidelines should not be viewed as binding and non-negotiable, it seems prudent to recognize that suggesting someone who does not fit any of their criteria may produce a long, difficult and fruitless campaign to have the Centre named at all. Further to that point, Geneva is one of the forgotten women of the academic community when in fact she should be one of the well remembered. Others are memorable in their own special ways, and we provide this list of those here, with the hope that if a more suitable choice than Geneva Misener can be found, that someone will find it. *ht.*

Maimie S. Simpson  
Grace Duggan Cook (Dr.)  
Lila St. Clair  
Irene Parlby  
Katharine Hughes  
Miriam Elston  
Marjorie Barker  
Hazel Magee

Georgina Sackville (we stretched our geographical guideline to include  
Louise McKinney these three)  
Henrietta Muir Edwards

Mary Ellis Conlin Sterrit  
Dr. Mary Percy Jackson  
Jenny Margetts  
Dr. Geneva Misener  
Susan Gunn  
Eva Hasell  
Monica Storrs

*Handwritten notes:*  
H.M. 1007  
MS

Women's Research Centre,  
Athabasca University/University of Alberta,  
11043-University Ave.  
Edmonton, Alberta Canada T6G 2E1

Mr. Wayne McCutcheon  
Physical Plant Department  
420 General Services Building  
University of Alberta

Dear Mr. McCutcheon,  
As we discussed on the phone, I am writing to request a sign  
for the Women's Research Centre, at the above address.

We would like the sign to be as follows:

Women's Research Centre  
AU/U of A


The spacing of "U of A" should be more tightened up than my  
typewriter will permit but the idea is to indicate that it  
is a joint centre with Athabasca University.

As the other sign on the house is (if I remember correctly) dark  
print on light background I thought that our sign might look  
nice if it were the opposite: light print on a dark background.  
You might think that this will not be distinguishable enough--  
in which case I would accept your long experience of making  
such decisions.

If there are several possibilities that you would like to cons-  
ider, could you please phone me and perhaps we could make a joint  
decision. My phone number is 433-1525.

I appreciate your trouble with this.

Yours sincerely,



Diana Chown  
for the Women's Research Centre

**Distribution:**  
 White: Budget approval; Action  
 Blue: Budget files  
 Pink: Data entry; Master file  
 Yellow: Retained by originator  
 Green: (if present): Department's information  
 Gold (if present): Physical Plant circulation



Department of Physical Plant  
 University of Alberta

AR #	DIV. <b>N2</b>	REQUISITION No. <b>257 T</b>
No.:	JOB NUMBER	
STATUS * CHECK ( ) AS REQUIRED		TYPE OF JOB
H <input type="checkbox"/> = HOLD; S <input type="checkbox"/> = STANDING OPEN		

**WORK REQUISITION**

ORIGINATING DEPT.: DO NOT FILL SHADED AREAS

ORIGINATING DATE **May 21/92**

(Department)

PLEASE FURNISH THE UNDERNOTED GOODS AND /OR SERVICES TO: **Misener/Margetts Women's Research Centre**

PERSON TO CONTACT <b>Noreen Bell</b>	PHONE NUMBER <b>492-8950</b> <b>492-8956</b>	MOST CONVENIENT PERIOD FOR WORK TO BE DONE <b>Tues or thurs morning</b>	
BUILDING, AREA OR SERVICE	LOC-PT 1	ROOM NO. OR SPECIFIC LOCATION <b>11043-90 Avenue</b>	LOC-PT2
OPEN OR REQUESTED DATE (YR-MO-DA)	CLOSE DATE (YR-MO-DA)	EST	PHYSICAL PLANT'S ESTIMATE OF COST \$

DESCRIPTION OF WORK (Title followed by details)

**International Call Forwarding**

TELECOMMUNICATIONS  
 DIVISION  
 PHYSICAL PLANT  
 TELEPHONE SOFTWARE  
 CHANGES

REQUEST  
**June 1/92**  
 COMPLETED ON  
**OK**  
 BY

CHARGE ACCOUNT NO. <b>64 01131</b>	TYPE OF BILLING			PHYSICAL PLANT'S ESTIMATE NO. (If available)
	None 0	By Job 1	By W.O. 2	
	Job Prog. (By Job) 3	Job Delay 4	Job Prog. (By W.O.) 5	ORDERING DEPARTMENT'S ESTIMATE COST \$

ACCOUNT TITLE: **Assheton-Smith M**  
**18500 Ed. Fdns**

AUTHORIZED SIGNATURE: **Noreen Bell**  
 PLEASE PRINT NAME: **Noreen Bell**

— PHYSICAL PLANT USE ONLY —

DRAWING No.'s \_\_\_\_\_ DESIGN NO.: \_\_\_\_\_

PHYSICAL PLANT APPROVAL: \_\_\_\_\_

PROJECTS  BUILDING MAINTENANCE  MECHANICAL UTILITIES  ELECTRICAL UTILITIES   
 OPERATIONS  TELEPHONES  VEHICLE POOL  GROUNDS

OTHER (specify)  \_\_\_\_\_

JOB NO.: \_\_\_\_\_ W.O. NO.: \_\_\_\_\_

X-REF-NO. (Bldg/Est/File No.?) \_\_\_\_\_

From: Barb Shokal (8/28/92)

To: Marilyn Assheton-Smith

Reply to: RE>Women's Research Centre, my absence

I'll ensure that the computer sheets are sent to Noreen. I suggest that a letter be written to Special Funds and Research Accounting indicating Noreen as alternate signing authority (the letter should include an example of Noreen's signature). Sometimes forms may be stopped because someone checked the signing authority on the account. This would lead to unnecessary problems (especially while you are away). Best to deal with this possibility while you are still here. Barb

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Date: 8/28/92 7:43 AM

To: Barb Shokal

From: Marilyn Assheton-Smith

Barb, while I am away Noreen Bell will be tending to administration of the centre. Could you ensure that the financial statements go directly to her? (from here). I usually read them first and send them to her, but she will transfer money into the account if needed. Should we do anything about signing authority? The system is accepting her signature on p.o's etc, as it should, and she is not on university payroll... we can do some kind of "work-arounds" but if you can think of pitfalls, let me know.

=====

COPY

**Misener/ Margetts Women's Research  
Centre**

**Athabasca University/University of Alberta  
11043-90th Avenue Edmonton, Alberta**

September 9, 1992

Office of the Comptroller  
Special Funds and Research Accounting  
University of Alberta

To Whom It May Concern:

I am signing authority for the Research Centre however I will be on leave until December 31, 1992. Noreen Bell will act as interim signing authority in my absence. Ms. Bell's signature is recorded below:

Thank you.

Marilyn Assheton-Smith