

October 19, 1988

Wonderful Women,

During the WITT conference we had a vision -- a vision of a Women's School of Trades and Technology, taught by women, administered by women, for women. This is a step in bringing that vision to reality.

At one of our bag lunch meetings in front of Alberta Hall, Alison, Carole and I agreed to take forward the feasibility study process. We are also reminding you of what we all agreed to work on locally, and to ask for feedback on the work we have begun.

1. Provincial Reps - We have enclosed a list of everyone who signed up. You can see that only B.C., Manitoba and Nova Scotia are complete. We need two women in each province and territory to:
 - a) involve other women in setting up the school
 - b) look for possible funding - federally, provincially, privately, unions, foundations, women's organizations, churches, etc.
 - c) seek out models of other schools such as Graphic Arts Institute, schools in Jamaica and England, West End Machining and George Bain in Toronto, Sunbow Foundation in Chicago, etc. and,
 - d) serve as a local contact.

2. We need lots of information to complete the feasibility study proposal. At our meeting in Winnipeg we recognized the need for:
 - a) a tender list of suitable applicants to carry out the feasibility study. (See list of qualifications under Suggested process)
 - b) provincial labour market information. This should be available from your local CEC and should include projections as well as the designated skills shortage list. They should also have a description of the industries and resource base in your province or territory.
 - c) a list of recognized trades and technologies. These vary from province to province.

The three of us brainstormed about what we needed to know to set up the school. We wanted to keep the scope as broad as possible. Please check the list of parameters for the feasibility study and give us feedback. They are not prioritized.

We have drafted a budget without figures and want your feedback on areas to include:

Proposed Budget

Travel - cross Canada for feasibility person; travel to interview (team plus candidates); provincial reps to meeting for report back from feasibility study.

Photocopying and postage - report will be distributed prior to meeting; correspondence with provincial reps, etc.

Contract fees - for feasibility person

Administrative Support - Staff to ensure continuity throughout project. The person would be located where responsibility for the feasibility rests, e.g. Winnipeg

Office rent, supplies, etc. - reimbursement for feasibility person, regular expenses for school

Telephone - including conference calls for provincial reps on a regular basis

Computer - Some people on communications list have computers and modems; ongoing computerization of information

Miscellaneous - What have we forgotten?


WHEW!

Bank account - Alison opened the bank account at Assiniboine Credit Union for \$541.00. Until we receive funding, we will report bi-annually.

The final proposal will be mailed out to provincial reps unless everyone wants to see it. Please indicate so when you reply.

Now for the fun part. The last task we would like you to do is take some time and describe what the school would be like to you. Write down your vision and send it to us. The composite will become the description in the feasibility proposal.

Forward ever,


Joyce Rankin
Alison Nutt
Carole Clubb