

Women, Health and the Environment Conference Planning

By Anne Harrison, Laura Messer and Emmanuelle Reid

A report for:

Ontario Public Research Interest Group (OPRIG)

Supervising Professor: Marg Hobbs, Trent University

Trent Centre for Community-Based Education

Department: Women's Studies

Course code: WS 4951 and WS 397

Course name: Canadian Feminist Organizing and Women Health and the Environment

Term: Fall/Winter

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Call number: 646.7042 Har

Women, Health & Environment Port-folio

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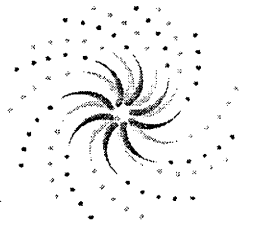
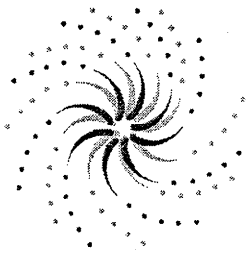
Organizers of the Women, Health and Environment conference 2001

For the organizers of next year's conference, we thought it may be helpful to include who we are and where we will be next year.

We all took part in the organizing of this conference through the Trent Centre for Community Based Education (through which we worked with O.P.I.R.G.) for credit in Women's Studies courses. Anne Harrison and Emmanuelle Reid were in the Canadian Feminist Organizing course (WS 4951) and Laura Messer was in the Women, Health and the Environment course (WS 397). Marg Hobbs, who advised us and acted as a resource on many occasions, taught both courses.

Anne Harrison is a sociology and women's studies major and is graduating this year. She is a Virgo. Emmanuelle Reid, a Pisces, is a comparative development and women's studies major in her third year. Next year she will be in Ecuador. Laura Messer is a third year politics and women's studies major. Next year this Leo will be attending Trent once again and can be reached by email at laurabeth000@hotmail.com.

To Begin:



Speakers and Workshop Leaders

Finding the speakers and workshop leaders was an ongoing process beginning when we started our planning up until the last few days before the conference. It is a good idea to keep your eyes open around Peterborough- there are many individuals, businesses, agencies and collectives that are interested in being included in this sort of event. One important thing that we learned was that you have to keep in contact with the speakers in a consistent way- otherwise they feel unsure and you look unorganized. Also, if work is divided up among the organizers, be sure to know who is contacting who- it can look very unprofessional to be calling the same person twice.

We organized the day so that first thing in the morning Miriam Wyman would speak on environmental activism, to bring a focus to the day. After that there were two 1-hour times slots during which 4 workshops were taking place. The morning workshops focussed mainly on women's health and environmental issues. The afternoon focussed more on activism. Ali Sauer spoke to everyone after lunch and then there were two more sessions of hour-long workshops with 4 workshops taking place.

The following is a list of the speakers and workshop leaders that took part in the conference and how to contact them:

-Miriam Wyman, our keynote speaker, spoke about environmental activism. Email: miriam.wyman@utoronto.ca

-Robyn Hennighan (from Breast Cancer group- 743-3186) and Vijante Ramlogan Murphy (from Peterborough Green-Up- 745-3238) spoke about environmental links to breast cancer and pesticides (2 workshops).

-Lee-Anne Baldwin (Humanistic Healing Centre- 745-7727) lead a workshop on yoga.

-Joan Smith (Hillview Organic farm- 652-8382) did a presentation on organic farming.

-Karen Basciano (876-9181) lead a workshop on reiki.

-Leanne Simpson (ERS professor- lesimpson@trentu.ca) spoke about Indigenous Environmental Perspectives.

-Yolanda Jones did a presentation on medicinal herbs and plants in Ecuador. Email: jonesyolanda@hotmail.com

-Inner Circle did a workshop on organic foods and business.

-Ali Sauer (Trent student- 743-7457) spoke about activism in India, dams and the Narmada.

-Sarah Kardash (through OPIRG, skardash@trentu.ca) lead a pad-making workshop.

-Cindy Buett (740-2975) from the Peterborough Coalition Against Poverty intended to speak but did not attend.

-Joan Mercer (from the YWCA- 743-3526 ext 114) spoke about community gardens.

-Susan Sauve (recycling co-ordinator for Peterborough) spoke about waste issues. Phone: 742-7777 ext. 1724.

-Jill Smith (Trent professor) spoke about citizens organizing around intensive farming

-Shardel Wiles (760-9296) from Lovesick Lake Naative Women's Organization did a presentation on community services.

-The Raging Grannies performed during lunch!! (contacted through Linda Slavin of INSTRUCT)

Location:

There were a few things to take into consideration when deciding on the location for the conference:

- * Availability - If it's not available - you can't hold a conference there.
- * Convenience - The downtown colleges seemed much more convenient because both are situated within walking distance of downtown (buses are few and far between on Saturdays) and both are in the midst of student neighbourhoods. The downtown colleges (because of their location) also seemed more inviting to the Peterborough community.
- * Lay-out - After narrowing down our decision to Peter Robinson or Traill, we wanted to pick the college that would best serve our purposes, needs and the needs of the conference participants. All of the rooms we were interested in at Traill were on the bottom level - which suited our accessibility issues.¹

(The closing of the downtown colleges issue did figure into our decision. We felt it was important to demonstrate the value of the downtown colleges)

The logistics of booking rooms:

The college office must be contacted. We held our conference at Traill, so we were in touch with the college secretary and the college head. We booked the Junior and Senior Common Rooms through the college office. For the seminar rooms and the lecture hall, we booked the rooms through Room Bookings (roombookings@trentu.ca). We contacted the managers of the college pub to book the Trend (the college office can give you that information). If extra chairs are needed, call Physical Resources (but, apparently there aren't very many spare chairs available - use any extra chairs you can find - but remember to put them back where they belong). Trent Security must be informed of the conference and of what doors you'll need unlocked.²

Food:

The Aramark Question:

Aramark is the food provider for Trent - it's a monopoly. We wanted to use someone other than Aramark because we didn't want to support big business with our conference and because they're pretty expensive. We found a loop-hole. Aramark has no jurisdiction over any of the college pubs. With this information we were able to hire a local caterer for the food and used Aramark only for coffee and tea.³

We decided that serving lunch and dinner would be too expensive and would also make the day too long, so we decided to serve lunch only. We hired a local caterer (Lisa Slavin, 742-9150) to make and deliver lunch for 100 people. She made sandwiches, (wraps, kaisers, croissants) vegetable platters, fruit and cheese platters and dessert squares. Almost everything was easy to carry - which made it easier to socialize. We rented dishes from Complete Rentals (George & Parkhill). Lunch was a complete success.

¹The conference has been held at Peter Robinson in the past with no accessibility issue problems that we're aware of.

²It's a good idea to tell the college dons about the conference and about any 'unlocking' concerns.

³We had to use Aramark for the coffee in the lecture hall for the opening speaker.

Budget & Fundraising

We used last years budget to get an idea of how much money we would need to make the conference a success. We went through 2 budgets, one at the beginning of the process and another later on once we realized how many speakers we were going to have and how \$40 per speaker adds up. The following is the second budget we came up with:

Prospective Income:

OPIRG, Trent University:	\$300.00
NIND, Trent University:	450.00
Women's Studies Department, Trent University:	50.00
Peter Robinson Cabinet, Trent University:	100.00
INSTRUCT, Trent University:	100.00
TCSA (Trent Central Student Association):	800.00
Total Prospective Income:	\$1800.00

Prospective Expenses:

Publicity & Outreach:	
Copies (posters, pamphlets, postage):	100.00
Total Prospective Publicity & Outreach Expenses:	100.00

Conference Materials:	
Workshop Materials (plus photocopying & package materials):	75.00
Conference Program:	45.00
'Thank You' Cards:	20.00
Total Prospective Conference Materials Expenses:	140.00

Food & Beverages:	
Lunch Supplies:	350.00
Dish Rental:	100.00
Total Prospective Food & Beverage Expenses:	450.00

Honorariums:	
Miriam Wyman (main speaker):	100.00
Leanne Simpson:	50.00
Peterborough Green-Up:	50.00
Approximately 17 Other Workshop Leaders @ \$50.00 Each:	850.00
Total Prospective Honorariums:	1050.00

Total Prospective Expenses:	\$1740.00
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The following is the budget of what was actually spent:

OPIRG, Trent University:	\$300.00
NIND, Trent University:	450.00
Women's Studies Department, Trent University:	50.00
Peter Robinson Cabinet, Trent University:	100.00
INSTRUCT, Trent University:	100.00
TCSA (Trent Central Student Association):	800.00

Total Income:	\$1800.00
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Expenses:

Publicity & Outreach:	
Copies (posters, pamphlets, postage):	105.93
Total Publicity & Outreach Expenses:	105.93

Conference Materials:	
Workshop Materials (plus photocopying & package materials, 'Thank You' Cards):	60.67
Pad making supplies:	52.13

Total Conference Materials Expenses:	112.80
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Food & Beverages:	
Lunch Supplies:	350.00
Dish Rental:	121.90
Coffee, Tea & Juice:	72.95
Total Food & Beverage Expenses:	544.85

Honorariums:	
Miriam Wyman (main speaker):	200.00
14 Workshop Leaders @ \$40.00 Each:	560.00
2 Workshops @ \$60.00 Each:	120.00
Total Honorariums:	880.00

Total Expenses:	\$1642.68
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Excess Money:	\$258.32
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Organizations we contacted for funds includes: TCSA, INSTRUCT, NIND Fund, PR Cabinet, and the Women's Studies department. All of those contacted gave us the money we asked for. To ask for funds from the TCSA and PR cabinet we had to make a presentation at their meetings. A sample of our presentation appears in the appendix. The TCSA has a lot of money in January so that is a good time to contact them, but the colleges start to give out funding in the fall so it would be good to contact them earlier. The reason we only got funds

from PR is because other colleges that we approached were out of money, or they never got back to us.

Applying for the NIND Fund which is a fund from the President of Trent, entails a written request for funds. In this request the prospective budget and itinerary for the conference had to be included. A complete description of what needs to be done to receive funding is in the appendix.

We approached Linda Slaving, in the INSTRUCT office to receive funding from them. An international perspective had to be present at the conference in order for them to give us funding.

We were told that in the past the Women studies department had given funding through paying for photocopying. They were approached through email and paid for \$50 worth of photocopying at the Trent print shop.

Getting funding early on in the process takes a lot of stress off because sometimes it takes awhile for requests to get approved and to receive the money.

Sample funding Request letter

Hello!

My name is Emmanuelle Reid and I am writing you on behalf of the organizers of the sixth annual women's health and environment conference. I am writing to enquire if there is any financial assistance available with (the PR cabinet) for student projects.

Myself, Anne Harrison, and Laura Messer are involved in organizing the women's health and environment conference which seeks to promote awareness around the interrelated issues of women's health and the environment. This event is beneficial to Trent students as well as to members of the Peterborough community by creating a space where relationships between the two can be developed.

If your (organization) has any funds available please let us know. Thanks for your time and help!

Emmanuelle Reid

Nind Fund Request for financial aid

T.E.W. Nind Endowment Fund,

My name is Emmanuelle Reid, I along with Anne Harrison and Laura Messer are organizing the sixth annual Women's Health and Environment conference. This conference is an annual event which seeks to promote awareness around the interrelated issues of women's health and the environment. This year, our goal is to provide resources and inspiration to take action around the issue of women's health and the environment.

One of our main goals in presenting the conference is to provide a space where valuable knowledge can be shared and where important links can be made between Trent University and the Peterborough community.

We would like to make this event accessible to as many people as possible through structural accessibility, also, by not having an admittance fee, by providing free child care and food. We also feel that it is important to offer honorariums to the speakers and facilitators of

the workshops to thank them for their time and the knowledge they will share with the people attending the conference.

At this point in time the conference is set to take place at Traill college on march 17, 2001, from 9:30 to 17:00. This setting has been chosen due to its accessibility to the Peterborough Community. We will be using the lecture hall at Traill, the senior and junior common rooms, as well as a seminar room and the Trend.

Thank you for considering this application for \$ 450.00 from the T.E.W. Nind Endowment Fund. Any assistance would be greatly appreciated.

Thank you,

Emmanuelle Reid, Anne Harrison, Laura Messer

Volunteers

When we first started talking about volunteers we were going to get people to make salads to help alleviate the cost of food. In the end we decided that it would be much easier just to get a caterer, and we had enough money to do it. We did have volunteers come and help us during the day but the only time we really used them was in the morning when we were setting everything up and at the end of the day when we put everything back. In hindsight it probably would have been good to have a few volunteers to sit at our information table, which we did ourselves, and to run around to tell the workshops when there was five minutes left. As it happened we were able to manage that ourselves but perhaps if there had been more people there it would have been more difficult.

VOLUNTEERS WANTED

TO HELP WITH
THE

WOMEN, HEALTH &
ENVIRONMENT
CONFERENCE

If interested contact: ereid@trentu.ca

lmesser@trentu.ca

aharrison@trentu.ca

or 749-2461

Publicity

We used a few different methods of getting the word out about the conference. We postered downtown and at Trent, chalked, used radio, newspaper, television, emails and fax.

For posters, all of our photocopying was done at the Print Shop at Trent through the funding from the Women's Studies department. We had a few different posters- it can be a good idea to use a computer and be very neat because there is so much info to include on them. Also, make sure you get them up early and put more up when they get ripped down (and they will). We put ours up two weeks before the conference but would suggest a week earlier. Along with the date & location etc. be sure to include a small description, that it is free, and who it is sponsored by (\$). This applies to chalking as well. Using chalk on the bridge at Trent is great because so many students see it and it doesn't get lost among the many, *many* posters around the university. In addition, Trent email lists reach specific students and can contain more detailed information (women's studies, environmental studies, comparative development lists for example). You must have permission from the department to use their list.

These publicity methods work well to inform students but we also wanted to reach out to the Peterborough community. We used newspapers, radio and television for this, as well as faxing different agencies. A list of our contacts follows this section. As with the posterings, this could have been done earlier.

Media List

Radio

Kathryn Collins (in charge of public service announcements) or Jack Roe (program director) at CKPT 1420 AM and Country 105.

Phone: 742-8488 ext. 462

Fax: 742-1417

Paul Lang (public events) for the Wolf 101.5 and 980 The Kruz.

Phone: 748-6101

Fax: 742-7708

Email: specialevents@acell.com or plang@sympatico.ca

Barb Woolner (program director) at Trent Radio

Phone: 741-4011

Fax: 748-1795

Email: tentradio@trentu.ca

Television

Michelle McKay (assignment editor) or Amy Terill (news director) at CHEX.

Phone: 742-0451

Fax: 742-2930

Email: newswatch@chextv.com

Lori Henry (community bulletin board director) at Cogeco Local Channel 10.

Phone: 743-8602

Fax: 742-3563

Newspapers

Paul Rellinger (editorial department) at Peterborough This Week.

Phone: 749-3383

Fax: 749-0074

Email: thisweek@cycor.net

Rob McCormick (editor) at the Peterborough Examiner.

Phone: 745-4644 ext. 251

Fax: 743-4581

Email: news@mail.cycor.com.ea

Clifford Maynes (editor) at Green Communities.

Phone: 745-7470

Fax: 745-7294

Email: cmaynes@web.net

Fax List

Fax Listings

Mature Living	743-3817
Prime Time	749-1105
Causeway Connect	292-0393
Alzheimer's Society	748-6174
Sherbrooke Heights	750-1135
Hospice	742-0064
Cancer Society	742-4027
Heart & Stroke	749-1470
P.A.S.E	876-5013
Red Cross	743-6659
Access Centre	743-9559
V.O.N.	745-3041
V.I.P	742-3015
Activity Haven	876-1673
Kingswood	742-2487
Empress Gardens	876-1908
Princess Gardens	750-0711
Applewood Manor	749-1991
Rubidge Hall	749-3335
Peterborough Manor	876-4740
Hillstead	745-8196
A. Rolph, RBDC	743-4516

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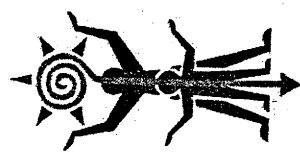


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OUR AD!

Evaluations & Recommendations

Our intention was to have everyone fill out an evaluation critiquing the conference. Unfortunately, most people don't like filling out evaluation forms. We didn't get very many back - certainly not enough to form any sort of conclusions. But we do think evaluations would provide valuable insight into the structure and subject matter of the conference. Our recommendation is to strictly enforce evaluations. Perhaps participants could fill them out before lunch.

We recommend having the conference in February rather than March. March is a busy time for both students and faculty. International Women's Week is in March, and although our conference was held for the following week, one of the events that usually occurred during International Women's Week was held the same day as our conference (the Women's Market at Peterborough Public Library). The Women's Market competed with our conference and because of this (we believe) we didn't have the numbers that we should have had - we expected over 100 participants but only 75 participants attended. We started at 9:30am - this is much too early for an event held at Trent on a Saturday morning!

Miriam Wyman, our keynote speaker, kicked off the day - we had expected this to be fairly well attended, but the lecture hall was barely half full. She suggested that next time the conference should start around 11:00am with a speaker, followed by a discussion and then break for lunch.

We recommended that people pre-register for workshops - especially for workshops like yoga and pad-making that can accommodate only a limited number of participants. Not many people pre-registered - but we didn't expect them to - so we had registration sign-up sheets available at our information table throughout the day of the conference.

Pre-registration for children should be mandatory. The Trent Women's Centre provided childcare for the conference. They arranged volunteers and booked their own space (at Kerr House). There were 2 volunteers in the morning and 2 in the afternoon but there was only 1 child (he left in the afternoon). Pre-registration for children would give the childcare providers an idea of how many children to expect (or not to expect).

The theme of our conference was 'action' - but we kept this subtle. Perhaps a more overt theme would present a bolder look for the conference.

We recommend wearing name tags - to aid facilitators and participants and to avoid confusion.

We began our publicity blitz about 2 weeks before the conference - we should have began 3 weeks before the conference. Any newsletters that come out bi-monthly or quarterly should be contacted well in advance. Miriam Wyman suggested a couple of web-sites that publicise up-coming events - the Ontario Women's Health Network and People and Planet-Friendly Events and Resources (co-ordinated by Peter Blanchard) www.planetfriendly.net.

Follow-up

- * It's important to leave the location of the conference clean and organized. Any chairs or tables should be returned to their original position.
- * Thank-you cards should be sent to all of the facilitators, the sponsors, and anyone else who helped with the conference.

TAKING STOCK

(not to be confused with cattle rustling)

If I were running these sessions...

I LIKED...

and I...

A problem I had which was solved...

I DIDN'T LIKE ...

I would like to know more about...

I'll be able to follow up this session with...

FOR NEXT

TIME...

Deal More with women's health issues
This was billed as health & environment conference
Carole Legum 877-2699

TAKING STOCK

(not to be confused with cattle rustling)

I LIKED...

all I
attended

and I...

wish I could
have heard
some of the
talks that
overlapped

If I were running
these sessions...

Could not have done better -
lunch was great also - so
many choices for vegetarians!

I DIDN'T LIKE ...

liked all sessions

A problem
I had which
was solved...

I would like to know more about...

I'll be able to follow
up this session with...

A really worthwhile
and informative
day. Congratulations
to organizers and
many thanks for
allowing public to
attend!

FOR NEXT

TIME...

Some of great tragedies
our culture contributes to
or does nothing to relieve
such as land exploitation
in Amazon, AIDS crisis

in Africa, our own Native
Apartheid etc.

TAKING STOCK

(not to be confused with cattle rustling)

If I were running these sessions...

I LIKED...

and I...

A problem I had which was solved...

I DIDN'T LIKE ...

I would like to know more about...

I'll be able to follow up this session with...

FOR NEXT

TIME...

Deal More with women's health issues
This was held as health & environment conference
Carol Legum 877-2699