

**SFU** Simon Fraser University Archives and Records  
Management Department

## Finding Aid - British Columbia and Yukon Association of Women's Centres fonds (F-123)

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## Summary information

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Repository:	Simon Fraser University Archives and Records Management Department
Title:	British Columbia and Yukon Association of Women's Centres fonds
ID:	F-123
Date:	1986 - 1999 (date of creation)
Physical description:	94 cm of textual records 6 photographs
Dates of creation, revision and deletion:	
Note [generalNote]:	The six photographs are included in series 5, "Correspondence", file 11 ("Correspondence, 1994").
Note [generalNote]:	Financial assistance for the arrangement and description of the records and production of the finding aid was generously provided by the Government of Canada through the National Archival Development Program, a program delivered by the Canadian Council of Archives in partnership with Library and Archives Canada (March 2009).

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## Administrative history / Biographical sketch

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### Note

The British Columbia and Yukon Association of Women's Centres (BCYAWC) was founded in 1985 as an umbrella organization of over 30 women's centres. It ceased operations in 1998. Women's centres developed in the 1970s as a project of the women's movement. They served as women-only space to practice an egalitarian model of organization. They were devoted to improving the status of women through education and political action and to helping women through the provision of safe space, support, and services. Over the years, the number of women using women's centres increased as the centres struggled to find ongoing funding.

By 1984, women's centres were looking for a more structured way to work towards common goals, including secure funding and improved cooperation and communication among centres. In 1985 they established the BCYAWC and incorporated under the BC Society Act on November 12, 1987. By 1990, the BCYAWC consisted of 31 women's resource

centres – 30 in BC, one in the Yukon. The Association was managed by a volunteer coordinating collective that included a secretary, treasurer, 11 regional representatives, and six members-at-large. Meetings were scheduled for four times a year. Around 1993 the group began to lose its cohesiveness because of funding and other issues. In 1995, the province cut the Association's funding. The following year, the Association was struck from the Registry of Societies for failure to file required documentation such as audited financial statements. While the Association made an attempt to file the papers necessary to regain status, the remaining members in 1998 agreed to dissolve the organization and distribute its assets.

## Custodial history

Upon its dissolution, over two metres of the Association's records were in the custody of its volunteer secretary, Janet Dahr. Ms Dahr donated the materials to the SFU Archives in April 2003 and in May 2003 the Archives formally accessioned and took custody and control of the records.

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## Scope and content

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Fonds consists of records made or received by the Association in the course of its activities. Activities documented include incorporation; meetings of the Annual General Meeting and various committees; maintenance of membership; financial management, budget planning, and grant applications; correspondence with member centres, regional representatives, government ministries and agencies, and other organizations; and development of a training strategy ("Planning for Change") and other projects. Records include correspondence, reports, meeting minutes and supporting papers, policies and procedures, financial records, agreements, published materials retained for reference, and notes, drafts and working papers.

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## Notes

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### Title notes

- Source of title proper: Title of the fonds is based on the name of its creator. Titles of series were supplied by the archivist based on the contents of series. At the file level, titles are based on the creator's folder names.

### Arrangement

The records were maintained by the creator as a single block of office files, and the arrangement of the fonds into series was provided by the archivist in order to facilitate intellectual access to the records. Series were established on a functional basis, grouping together records generated by similar activities. Researchers should be aware that

overlap among groupings occurs, and the entire file list for the fonds should be reviewed to determine the existence of all files on a particular subject.

Within series, files are typically arranged chronologically; exceptions only will be noted in series descriptions. Within files, documents are generally organized chronologically, though strict chronological order was not always originally maintained within files nor has it been supplied by the archivist.

### Restrictions on access

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the reference archivist for more details.

### Finding aids

File lists are available.

### Related material

The SFU Archives also holds the archival records of two women's centres that were members of the BCYAWC. See:

- F-40, Simon Fraser University Women's Centre fonds (1972-2000).
- F-76, Port Coquitlam Area Women's Centre fonds (1974-1996).

### Accruals

As of April 2009, all accessions have been processed. No further accruals are expected.

### Other notes

- Publication status: published
- Level of detail: Full
- Status description: Published

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### Access points

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- Photographic material (documentary form)
- Textual record (documentary form)
- Women (subject)

## Series descriptions

### Series F-123-1: Organization records

Date: 1987 - 1995 (date of creation)

Scope and content:

Series consists of records relating to the establishment, structure and governance of the Association. Activities documented include incorporation, policy development, and liaison with the provincial Ministry of Women's Equality. Records includes certificate of incorporation, constitutions, policies and procedures, and correspondence.

Physical description: 6 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
F-123-1-0-0-1	File - Incorporation	1987 - 1994	Pending review	123-1
F-123-1-0-0-2	File - Women's centres in BC	1990	Pending review	123-1
F-123-1-0-0-3	File - Letterhead and forms	[ca 1990]	Pending review	123-1
F-123-1-0-0-4	File - Policies	1992 - 1995	Pending review	123-1
F-123-1-0-0-5	File - BCYAWC and Ministry of Women's Equality joint planning session	1994	Pending review	123-1
F-123-1-0-0-6	File - Orientation Manual	1994 - 1995	Pending review	123-1
F-123-1-0-0-7	File - Ministry of Women's Equality	1995	Pending review	123-1
F-123-1-0-0-8	File - New members package	1995	Pending review	123-1

### Series F-123-2: Minutes

Date: 1987 - 1998 (date of creation)

Scope and content:

Series consists of records relating to various meetings associated with the organization. Activities documented include Annual General Meetings; the meetings of several committees, including the Steering Committee, Negotiating Committee, and Coordinating Collective; and meetings of women's centres from across BC / Yukon. Records include minutes, agendas, correspondence, reports, notes and working papers.

Physical description: 19 cm of textual records

Arrangement:

Files are generally arranged chronologically, with the exception that all of the Annual General Meeting files (1987-1998) are grouped together at the head of the file list.

Related material:

Other records relating to the activities of Association committees can be found throughout the correspondence files in series 5, "Correspondence".

File / item list

Ref code	Title	Dates	Access status	Container
F-123-2-0-0-1	File - Annual General Meetings	1987 - 1990	Pending review	123-1
F-123-2-0-0-2	File - Annual General Meeting	1990	Pending review	123-1
F-123-2-0-0-3	File - Annual General Meeting	1991	Pending review	123-1
F-123-2-0-0-4	File - Annual General Meeting	1992	Pending review	123-1
F-123-2-0-0-5	File - Annual General Meeting, vol. 1	1993	Pending review	123-1
F-123-2-0-0-6	File - Annual General Meeting, vol. 2	1993	Pending review	123-1
F-123-2-0-0-7	File - Annual General Meeting	1994	Pending review	123-1
F-123-2-0-0-8	File - Annual General Meeting	1995	Pending review	123-1
F-123-2-0-0-9	File - Annual General Meeting	1997 - 1998	Pending review	123-2
F-123-2-0-0-10	File - Steering Committee minutes and notes	1989 - 1990	Pending review	123-2
F-123-2-0-0-11	File - Minutes - general	1990	Pending review	123-2
F-123-2-0-0-12	File - Negotiating Committee minutes	1992 - 1993	Pending review	123-2
F-123-2-0-0-13	File - Coordinating Collective minutes	1994 - 1995	Pending review	123-2
F-123-2-0-0-14	File - Coordinating Collective minutes	1995 - 1996	Pending review	123-2
F-123-2-0-0-15	File - Women's centres meetings	1996	Pending review	123-2
F-123-2-0-0-16	File - Meetings - general	1997 - 1998	Pending review	123-2

### Series F-123-3: Membership records

Date: 1990 - 1999 (date of creation)

Scope and content:

Series consists of records relating to the participation of member organizations in the BC and Yukon Association of Women's Centres. Records include membership forms, directories and lists, correspondence, and certificates of membership.

Physical description: 6 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-123-3-0-0-1	File - Membership	1990	Pending review	123-3
F-123-3-0-0-2	File - Membership	1991 - 1992	Pending review	123-3
F-123-3-0-0-3	File - Membership	1992	Pending review	123-3
F-123-3-0-0-4	File - Membership	1993 - 1994	Pending review	123-3
F-123-3-0-0-5	File - Membership	1994 - 1995	Pending review	123-3
F-123-3-0-0-6	File - Blank membership certificate	1994 - 1996	Pending review	123-3
F-123-3-0-0-7	File - Membership	1995 - 1996	Pending review	123-3
F-123-3-0-0-8	File - Membership dues	1997 - 1999	Pending review	123-3

### Series F-123-4: Financial records

Date: 1988 - 1999 (date of creation)

Scope and content:

Series consists of records relating to the Association's management of its financial resources. Activities documented include applying for grants, budgeting, preparing financial statements and tax returns, reporting to funding agencies, and financial auditing. Records include grant applications, income tax returns, financial statements, ledgers, correspondence, reports, agreements, and contracts.

Physical description: 19 cm of textual records

Related material:

Further material relating to finances can be found in the correspondence files in series 5, "Correspondence." Project financial records are often included in the files in series 6, "Project records."

File / item list

Ref code	Title	Dates	Access status	Container
F-123-4-0-0-1	File - Funding application - Secretary of State	1988 - 1989	Pending review	123-3
F-123-4-0-0-2	File - Corporate income tax forms (T2)	1988 - 1992	Pending review	123-3
F-123-4-0-0-3	File - Financial statements	1989 - 1990	Pending review	123-3
F-123-4-0-0-4	File - Grant application	1989 - 1990	Pending review	123-3
F-123-4-0-0-5	File - Budget	1990	Pending review	123-3
F-123-4-0-0-6	File - Secretary of State evaluation	1990 - 1991	Pending review	123-3
F-123-4-0-0-7	File - Grants	1990 - 1994	Pending review	123-3
F-123-4-0-0-8	File - Ledgers	1990 - 1994	Pending review	
F-123-4-0-0-9	File - Financial statements	1991 - 1992	Pending review	123-3
F-123-4-0-0-10	File - Financial statements	1992	Pending review	123-4
F-123-4-0-0-11	File - Funding - Secretary of State	1992	Pending review	123-4
F-123-4-0-0-12	File - Operational funding	1992 - 1995	Pending review	123-4
F-123-4-0-0-13	File - Financial statements	1993	Pending review	123-4
F-123-4-0-0-14	File - Operational funding	1993 - 1994	Pending review	123-4
F-123-4-0-0-15	File - Contract, applications and reports	1994 - 1995	Pending review	123-4
F-123-4-0-0-16	File - Ministry of Women's Equality grant application	1994 - 1995	Pending review	123-4
F-123-4-0-0-17	File - Financial audit	1994 - 1996	Pending review	123-4
F-123-4-0-0-18	File - Financial statements	1994 - 1996	Pending review	123-4
F-123-4-0-0-19	File - Operational funding agreement	1995	Pending review	123-4
F-123-4-0-0-20	File - Treasurer's binder - correspondence, vol. 1	1997 - 1999	Pending review	123-4
F-123-4-0-0-21	File - Treasurer's binder - correspondence, vol. 2	1997 - 1999	Pending review	123-4
F-123-4-0-0-22	File - Corporate tax returns	1998 - 1999	Pending review	123-4

Series F-123-5: Correspondence



Date: 1986 - 1997 (date of creation)

Scope and content:

Series consists of records relating to the day-to-day operations of the BC and Yukon Association of Women's Centres. Activities documented include meetings of the Steering Committee and Coordinating Collective, financial accounting, grants management, project planning, policy development, liaison with the BC and federal governments, political activism, and reporting news from individual women's centres.

Because of the informal record-keeping of the Association, the files contain other document types besides letters sent and received. Records also include minutes, agendas, invoices, vouchers, bills, financial statements, forms, news releases, newsletters, reports, briefs, position papers, project proposals, drafts, working papers and notes.

Physical description: 25 cm of textual records  
6 photographs

Note:

The six photographs are included in file F-123-5-0-0-11 ("Correspondence, 1994").

File / item list

Ref code	Title	Dates	Access status	Container
F-123-5-0-0-1	File - Correspondence	1986 - 1989	Pending review	123-5
F-123-5-0-0-2	File - Correspondence	1990	Pending review	123-5
F-123-5-0-0-3	File - Correspondence, vol. 1	1990 - 1991	Pending review	123-5
F-123-5-0-0-4	File - Correspondence, vol. 2	1990 - 1991	Pending review	123-5
F-123-5-0-0-5	File - Correspondence, vol. 1	1992	Pending review	123-5
F-123-5-0-0-6	File - Correspondence, vol. 2	1992	Pending review	123-5
F-123-5-0-0-7	File - Correspondence, vol. 1	1993	Pending review	123-5
F-123-5-0-0-8	File - Correspondence, vol. 2	1993	Pending review	123-6
F-123-5-0-0-9	File - Correspondence, vol. 1	1993 - 1995	Pending review	123-6
F-123-5-0-0-10	File - Correspondence, vol. 2	1993 - 1995	Pending review	123-6
F-123-5-0-0-11	File - Correspondence	1994	Pending review	123-6
F-123-5-0-0-12	File - Correspondence	1995	Pending review	123-6
F-123-5-0-0-13	File - Correspondence	1996	Pending review	123-6
F-123-5-0-0-14	File - Correspondence	1997	Pending review	123-6

**Series F-123-6: Project records**

Creator: British Columbia and Yukon Association of Women's Centres. Committee for the Planning for Change Project

Date: 1989 - 1995 (date of creation)

Scope and content:

Series consists primarily of records relating to the Planning for Change training strategy, but also contains files relating to a few other smaller projects undertaken by the Association. Records include correspondence, proposals, contracts, letters of agreement,

meeting agendas and minutes, briefs, reports, reprints, financial statements, drafts, notes, and working papers.

Physical description: 19 cm of textual records

Access points:

- British Columbia and Yukon Association of Women's Centres. Committee for the Planning for Change Project

File / item list

Ref code	Title	Dates	Access status	Container
F-123-6-0-0-1	File - Wife assault project	1989	Pending review	123-8
F-123-6-0-0-2	File - Computer network	1989 - 1990	Pending review	123-8
F-123-6-0-0-3	File - Needs assessment questionnaire - responses, vol. 1	1991	Pending review	123-7
F-123-6-0-0-4	File - Needs assessment questionnaire - responses, vol. 2	1991	Pending review	123-7
F-123-6-0-0-5	File - Needs assessment questionnaire - report	1991	Pending review	123-7
F-123-6-0-0-6	File - Planning for Change - correspondence, budget	1990 - 1992	Pending review	123-8
F-123-6-0-0-7	File - Training strategy	1990 - 1993	Pending review	123-8
F-123-6-0-0-8	File - Train the Trainers Workshop	1991	Pending review	123-8
F-123-6-0-0-9	File - Training strategy	1991 - 1993	Pending review	123-8
F-123-6-0-0-10	File - Building Links: A Women's Conference	1992	Pending review	123-8
F-123-6-0-0-11	File - Training strategy	1992 - 1993	Pending review	123-8
F-123-6-0-0-12	File - Training strategy	1992 - 1994	Pending review	123-8
F-123-6-0-0-13	File - Resource Manual: Burnout to Breakthrough	1993	Pending review	123-8
F-123-6-0-0-14	File - Training strategy	1993	Pending review	123-8
F-123-6-0-0-15	File - Training report	1993 - 1995	Pending review	123-8