

SFU Simon Fraser University Archives and Records
Management Department

Finding Aid - Port Coquitlam Area Women's Centre fonds (F-76)

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Port Coquitlam Area Women's Centre fonds

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Summary information

Repository:	Simon Fraser University Archives and Records Management Department
Title:	Port Coquitlam Area Women's Centre fonds
ID:	F-76
Date:	1974 - 1996 (date of creation)
Physical description:	88 cm of textual records
Dates of creation, revision and deletion:	

Administrative history / Biographical sketch

Note

The Port Coquitlam Area Women's Centre Society was established as the result of efforts by a small group of women who met originally as a consciousness-raising group in 1974. They saw the need to establish a place for women to meet, give support, share their knowledge and experience, and to have a place that could provide a safe environment for women in crisis. With the support of the city councils of Coquitlam, Port Coquitlam, and Port Moody, the women were given an old concession stand to convert into the Port Coquitlam Area Women's Centre in 1975. The society itself incorporated under the British Columbia Societies Act in 1975, and ran the centre, which provides not only a meeting place, but also information, referrals and volunteer opportunities. The society also lobbies government, and is involved in community projects, such as the Coquitlam Women's Transition House. The Port Coquitlam Area Women's Centre is run as a collective. Committees are formed as required. Each committee is responsible to the membership and gives a report at the general monthly meetings. A steering committee coordinates all activities. It consists of five women with a rotating membership; every three months one of its members is replaced in order to allow more women in the centre to be involved in the process of decision making. This structure ensures that there are experienced members on the steering committee at all times, but allows new (and inexperienced) members to participate and learn. The steering committee also ensures that decisions made at general meetings are carried out and brings issues forward to the general membership for action.

The Port Coquitlam Area Women's Centre continues to be active to this day, and operates under the guiding principles of feminism, including the idea that women have the right to be full and equal members of society. It is a member of the National Action Committee for the Status of Women; the BC/Yukon Association of Women's Centres; the Legal, Education, and Action Fund; and the BC Coalition for Abortion Clinics.

Scope and content

The fonds consists of records created, received and collected by the Port Coquitlam Area Women's Centre in carrying out their objectives. Records reflect the administration and organization of the centre; financial arrangements and funding; projects, programs and activities the centre is involved with; its relationship with other feminist organizations; and publications. Includes constitution, by-laws, minutes of general meetings, minutes of steering committee meetings, membership lists, reports, financial records, correspondence, and publications.

Notes

Title notes

- Source of title proper: Title is based on the provenance of the fonds.

Immediate source of acquisition

The collection was donated to the Simon Fraser University Archives by the Port Coquitlam Area Women's Centre.

Arrangement

Original order was maintained by the Archivist where possible. Where no order was apparent, the materials were arranged by the Archivist.

Restrictions on access

Some files may contain personal 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 archivist for more details.

Finding aids

Series descriptions and file lists are available.

Related material

Please consult the inventory for the Women's Bookstore Collection, F-111.

Accruals

All accessions have been processed as of September 2002. No further accruals are expected.

Other notes

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

Access points

- Community life (subject)
- Women (subject)

Series descriptions

Series F-76-1: Administration and organization records

Date: 1975 - 1984 (date of creation)

Scope and content:

Series consists of records relating to the administration and organization of the Port Coquitlam Area Women's Centre. Records reflect the establishment of the centre, its functions and activities, and its internal organization. Also reflects the structural relationship of committees, and members. Includes the constitution, by-laws, minutes from general meetings and from the steering committee, records of other centre committees, membership lists, policies and procedures, annual reports, and centre statistics.

Physical description: 22 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-76-1-0-0-1	File - Constitution and By-Laws - Societies Act	1975	Open	76-1
F-76-1-0-0-2	File - General meetings - minutes	1975	Open	76-1
F-76-1-0-0-3	File - General meetings - minutes	1976	Open	76-1
F-76-1-0-0-4	File - General meetings - minutes	1977 - 1978	Open	76-1
F-76-1-0-0-5	File - General meetings - minutes	1979 - 1980	Open	76-1
F-76-1-0-0-6	File - General meetings - minutes	1981 - 1982	Open	76-1
F-76-1-0-0-7	File - General meetings - minutes	1983	Open	76-1

F-76-1-0-0-8	File - Steering Committee - minutes	1975	Pending review	76-1
F-76-1-0-0-9	File - Steering Committee - minutes	1976 - 1979	Pending review	76-1
F-76-1-0-0-10	File - Education Committee	1976 - 1979	Pending review	76-1
F-76-1-0-0-11	File - Letter Lobby Committee	1976 - 1977	Pending review	76-1
F-76-1-0-0-12	File - Letter Lobby Committee	1979 - 1981	Pending review	76-1
F-76-1-0-0-13	File - Library Committee	1975 - 1979	Pending review	76-1
F-76-1-0-0-14	File - Newsletter Committee	1975 - 1977	Pending review	76-1
F-76-1-0-0-15	File - Special Projects Committee - Child Care Centre (Paddington Station)	1978 - 1979	Pending review	76-1
F-76-1-0-0-16	File - Membership Lists	1975 - 1984	Open	76-1
F-76-1-0-0-17	File - Policies and Procedures	1975	Open	76-1
F-76-1-0-0-18	File - Policies and Procedures Manual	1983	Open	76-2
F-76-1-0-0-19	File - Annual Reports	1976 - 1979	Open	76-2
F-76-1-0-0-20	File - Annual Reports	1977	Open	76-2
F-76-1-0-0-21	File - Annual Reports	1980 - 1982	Open	76-2
F-76-1-0-0-22	File - Annual Reports	1983	Open	76-2
F-76-1-0-0-23	File - Annual Reports	1984	Open	76-2
F-76-1-0-0-24	File - Centre Statistics	1975	Pending review	76-2
F-76-1-0-0-25	File - Centre Statistics	1976	Pending review	76-2
F-76-1-0-0-26	File - Centre Statistics	1982 - 1983	Pending review	76-2

Series F-76-2: Financial records

Date: 1975 - 1984 (date of creation)

Scope and content:

Series consists of records relating to the finances of the Port Coquitlam Area Women's Centre. Records reflect treasurer's reports, grant applications, and funding arrangements with the Provincial government and the United Way. Includes reports, budgets, monthly income statements, and correspondence.

Physical description: 11 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-76-2-0-0-1	File - Treasurer's Reports	1977 - 1983	Pending review	76-2
F-76-2-0-0-2	File - Funding	1975 - 1979	Pending review	76-2
F-76-2-0-0-3	File - Ministry of Human Resources - agreements / grant and funding applications	1975 - 1984	Pending review	76-3
F-76-2-0-0-4	File - United Way - funding and correspondence	1979	Pending review	76-3
F-76-2-0-0-5	File - United Way - funding and correspondence	1980	Pending review	76-3
F-76-2-0-0-6	File - United Way - funding and correspondence	1981	Pending review	76-3
F-76-2-0-0-7	File - United Way - funding and correspondence	1982	Pending review	76-3
F-76-2-0-0-8	File - United Way - funding and correspondence	1983	Pending review	76-3

Series F-76-3: Correspondence

Date: 1974 - 1987 (date of creation)

Scope and content:

Series consists of correspondence created and received by the Port Coquitlam Area Women's Centre in carrying out their objectives. Records reflect general correspondence relating to centre programs, requests for information, association with other feminist groups, and the like. Also includes correspondence files relating to specific issues and topics such as Wages for Housework, the National Film Board, and letters of support for the centre.

Physical description: 13 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-76-3-0-0-1	File - Correspondence	1974 - 1975	Pending review	76-3
F-76-3-0-0-2	File - Correspondence	1975 - 1987	Pending review	76-3
F-76-3-0-0-3	File - Correspondence	1976	Pending review	76-3
F-76-3-0-0-4	File - Correspondence	1977	Pending review	76-4
F-76-3-0-0-5	File - Correspondence	1978 - 1979	Pending review	76-4
F-76-3-0-0-6	File - Correspondence	1981 - 1982	Pending review	76-4
F-76-3-0-0-7	File - Correspondence	1983	Pending review	76-4
F-76-3-0-0-8	File - Correspondence	1984	Pending review	76-4
F-76-3-0-0-9	File - Correspondence - Doug Collins incident	1983	Pending review	76-4
F-76-3-0-0-10	File - Correspondence - Judy Erola	1983	Pending review	76-4
F-76-3-0-0-11	File - Correspondence - Letters of Support	1975 - 1979	Pending review	76-4
F-76-3-0-0-12	File - Correspondence - Men's Support Group	1983	Pending review	76-4
F-76-3-0-0-13	File - Correspondence - National Film Board	1979	Pending review	76-4
F-76-3-0-0-14	File - Correspondence - Wages for Housework	1976	Pending review	76-4

Series F-76-4: Projects, programs and activities

Date: 1975 - 1984 (date of creation)

Scope and content:

Series consists of records relating to projects, programs, and activities of the Port Coquitlam Area Women's Centre. Records reflect letter writing campaigns, and special projects such as the Douglas College Cut protest, the Coquitlam Transition House, and the Pat Isert Memorial fund. Also reflects the centre's involvement with specific issues such as discrimination in local sports and Red Hot Video. Includes correspondence, press releases, minutes, newspaper clippings, pamphlets, hand bills, and financial records.

Physical description: 15 cm of textual records

File / item list				
Ref code	Title	Dates	Access status	Container
F-76-4-0-0-1	File - Community Telidon Network	1983	Pending review	76-4
F-76-4-0-0-2	File - Discrimination - girls' hockey	1981	Pending review	76-4
F-76-4-0-0-3	File - Doctors' Directory	1979	Pending review	76-4
F-76-4-0-0-4	File - Douglas College Cut Protest - correspondence / support letters	1982	Pending review	76-4
F-76-4-0-0-5	File - Douglas College Cut Protest - general 1/2	1982	Pending review	76-5
F-76-4-0-0-6	File - Douglas College Cut Protest - general 2/2	1982	Pending review	76-5
F-76-4-0-0-7	File - Douglas College Cut Protest - information	1982	Pending review	76-5
F-76-4-0-0-8	File - High School Women's Studies Program	1977	Pending review	76-5
F-76-4-0-0-9	File - International Women's Day / Year	1975	Pending review	76-5
F-76-4-0-0-10	File - Pat Isert Memorial Fund	1979	Pending review	76-5
F-76-4-0-0-11	File - Pornography	1982 - 1983	Pending review	76-5
F-76-4-0-0-12	File - Pornography - Red Hot Video	1982	Pending review	76-5
F-76-4-0-0-13	File - Rally for Action newsletter	1976	Pending review	76-5
F-76-4-0-0-14	File - Transition House - Coquitlam	1977 - 1978	Pending review	76-5
F-76-4-0-0-15	File - Transition House - Coquitlam	1980 - 1981	Pending review	76-5
F-76-4-0-0-16	File - Women's Centre Conference	1984	Pending review	76-5

Series F-76-5: Liaison with associated groups

Date: 1975 - 1984 (date of creation)

Scope and content:

Series consists of records relating to the Port Coquitlam Area Women's Centre's association with other women's groups. Records reflect liaison with the Vancouver Status of Women, the BC Federation of Women, women's centres throughout the Province, and others. Includes correspondence, reports, membership lists, agenda, minutes, newsletters, and ephemera.

Physical description: 12 cm of textual records

File / item list				
Ref code	Title	Dates	Access status	Container
F-76-5-0-0-1	File - Vancouver Status of Women	1975 - 1979	Pending review	76-6
F-76-5-0-0-2	File - United Way - Human Care Needs Study	1979	Pending review	76-6
F-76-5-0-0-3	File - Voluntary Information Services Exchange	1975 - 1977	Pending review	76-6
F-76-5-0-0-4	File - Women's Centres	1975 - 1976	Pending review	76-6
F-76-5-0-0-5	File - B.C. Federation of Women	1975 - 1976	Pending review	76-6
F-76-5-0-0-6	File - B.C. Federation of Women	1977 - 1979	Pending review	76-6
F-76-5-0-0-7	File - Fraser Valley Women's Coalition - minutes and papers	1976 - 1977	Pending review	76-6

F-76-5-0-0-8	File - Fraser Valley Women's Coalition - newsletter	1977	Pending review	76-6
F-76-5-0-0-9	File - Status of Women - papers	1979 - 1981	Pending review	76-6
F-76-5-0-0-10	File - B.C./Yukon Women's Advocate Committee	1975	Pending review	76-6
F-76-5-0-0-11	File - Coquitlam groups	1975 - 1980	Pending review	76-6
F-76-5-0-0-12	File - Women's groups	1979 - 1984	Pending review	76-6

Series F-76-6: Publications

Date: 1975 - 1996 (date of creation)

Scope and content:

Series consists of publications produced and collected by the Port Coquitlam Area Women's Centre. Includes the centre newsletter Women Today, a history of women's centres, guides, bulletins, newsletters from other organizations and newspaper clippings.

Physical description: 13 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-76-6-0-0-1	File - Story of a Women's Centre	1979	Open	76-7
F-76-6-0-0-2	File - Newsletter - Women Today	1975	Open	76-7
F-76-6-0-0-3	File - Newsletter - Women Today	1976	Open	76-7
F-76-6-0-0-4	File - Newsletter - Women Today	1977	Open	76-7
F-76-6-0-0-5	File - Newsletter - Women Today	1978	Open	76-7
F-76-6-0-0-6	File - Newsletter - Women Today	1979	Open	76-7
F-76-6-0-0-7	File - Newsletter - Women Today	1980	Open	76-7
F-76-6-0-0-8	File - Newsletter - Women Today	1981	Open	76-7
F-76-6-0-0-9	File - Newsletter - Women Today	1982	Open	76-7
F-76-6-0-0-10	File - Newsletter - Women Today	1983	Open	76-7
F-76-6-0-0-11	File - Newsletter - Women Today	1984	Open	76-7
F-76-6-0-0-12	File - Newsletter - Women Today	1992 - 1996	Open	76-7
F-76-6-0-0-13	File - Guide to the B.C. Women's Movement	1975	Open	76-7
F-76-6-0-0-14	File - Ishtar	1975 - 1976	Open	76-7
F-76-6-0-0-15	File - Priorities	1980 - 1987	Open	76-7
F-76-6-0-0-16	File - Resource Bulletin	1980	Open	76-7
F-76-6-0-0-17	File - Transition Houses for Women	1978	Open	76-7
F-76-6-0-0-18	File - WICCA	1975	Open	76-7
F-76-6-0-0-19	File - Newspaper clippings	1975 - 1982	Open	76-7