

# ACTEW ANNUAL REPORT 1997 - 1998

*Advocates for Community Based Training and Education for Women (ACTEW) is a provincial umbrella group with over 60 members across Ontario delivering employment and training services. ACTEW's mission is to promote and support community based training opportunities for women. ACTEW distributes information regarding training and labour force development policy, consults with various levels of government, works on research projects designed to enhance our understanding of the training and education terrain, and continues to advocate for women's access to quality training opportunities.*

## Message from the President and the Executive Director

In this past year ACTEW members have once again demonstrated the ability to move beyond obstacles and create opportunity. Today our members are preparing for the changes we anticipate will come with a Labour Market Development Agreement, the agreement that transfers the responsibility for training to the province. In the meantime members have been incredibly resourceful, forming new strategic alliances such as the Women's Skills Network, in order to continue delivering the excellent services community based training provides.

Two years ago we described program survival as juggling on a narrow beam. Last year it was more like walking a tightrope stretched over jagged cliffs. Now, we need a map to locate the tightrope. But, again, we add reading maps to our juggling and tightrope walking skills and stay on the path.

The ACTEW membership offers quality programs. As always, we recognise the commitment of Program Staff who are dedicated to quality services in this ever-changing landscape.

Thank you to our members who take the time out of busy schedules to come to meetings, to keep in touch, to let us know when we do things right and what we need to improve. We value the insights and contributions. May we all meet with our maps on the other side of the cliffs.

**Deborah Gardner**  
President

**Karen Charnow Lior**  
Coordinator



Advocates for  
Community Based  
Training and  
Education for  
Women

## 1997-98 BOARD OF DIRECTORS

Deborah Gardner, *President*  
Ana-Maria Bohorquez  
Judy Klie  
Theresa Roberson  
Mary Scott  
Rebecca Sugarman  
Ann Zelechow

## ACTEW Staff

Karen Charnow Lior,  
*Executive Director*  
Michelle Joseph  
*Resource Coordinator*  
Anne Morais, (*who left during this year*)  
*Researcher*

*ACTEW gratefully acknowledges the support of the following funding agencies and foundations. Their generosity allows us to continue working on behalf of our membership.*

The Trillium Foundation  
Human Resource Development Canada  
The National Literacy Secretariat  
The Ontario Women's Directorate  
Status of Women Canada  
Canadian Labour Force  
Development Board  
The New Approaches to Learning  
Network, OISE /Uof T  
JUMP, the Joint Union Management  
Program for Employee Skills  
Development, BC

## ACTEW'S STORY

In 1984, women working in community-based training programs began talking about the issues for women in their programs. They hired two researchers under a grant from Secretary of State to do a feasibility study. The study recommended establishing a women's training resource centre. In 1987, ACTEW incorporated as a non profit organization, Advocates for Community Based Training and Education for Women.

Since 1987, ACTEW has published numerous reports and position papers related to women's training issues and labour force development policy. ACTEW was involved in organizing the National Women's Reference Group, the provincial women's reference group to OTAB, and the reference group attached to local training boards. Karen Lior is now the Women's Director on the Toronto Training Board.

## ADVOCACY

ACTEW works on many levels to advocate for women's access to quality training and employment services. We meet regularly with MP Dr. Carolyn Bennet. Dr. Bennet invited ACTEW to forums for programs working with immigrant women and to meetings with Minister Hedy Fry. We were asked by Dr. Bennet to talk to the National Liberal Women's Committee.

ACTEW met with Barry Goodwin who is the liaison to the Labour Market Development Agreement Negotiations for Ontario. We were asked for our input to the negotiations. We recently met with Joan Andrew, Assistant Deputy Minister, Ministry of Education and Training to talk about the Clerical Workers Centre and ACTEW's work.

This year ACTEW became a member of the Canadian Coalition of Community-Based Training, the CCCBT. This is a national lobby group for community-based training.

ACTEW, ONESTEP and OCASI meet regularly with the Toronto Area HRCC Directors to share concerns and information regarding local training issues.

Michelle Joseph, our Resource Coordinator, is a member of the City of Toronto Task Force for Access and Equity, sub-committee on Recommendations for Women.

# 1997-1998

## Women' Skills Network

This year has seen the consolidation and growth of the Women's Skills Network. The Network, comprised of ACTEW member agencies, has found collaborative, creative ways to use scarce resources for mutual benefit. They received a grant from the Ontario Women's Directorate, worked with advertising and marketing consultants and developed a marketing strategy.

## ACTEW Web Site

Michelle has worked hard to create a site that meets our members needs and reflects the concerns and focus of the agency. She added pages for the members of the Women's Skills Network. Each member has a page linked to the ACTEW Home Page describing their services, and the pages are linked to the member's home site. Please visit our web site at [www.web.net/~actew/](http://www.web.net/~actew/)

## Survey of Employment Services

Information from the ACTEW Survey of Employment and Training Services for Women in Metro Toronto is being used by HRDC in Toronto as part of the labour market information. The report is one of five commissioned by HRDC. The others focus on the needs of visible minorities, immigrants, people with disabilities, youth and Francophones

## Learning Capacities in Community and Workplace: An action research project

This year we developed and tested a *Skills and Knowledge Profile* (SKP). The SKP helps people collect and document the skills and experience they gain in non-formal learning situations such as on-the-job, in the home, or in the community. There is a companion *Coaches' Guide to the Skills and Knowledge Profile* and two videos about the project, one with program participants from the STEP-Up Program at Dixon Hall. As the research is collected both in Ontario and British Columbia the project has a national profile.

To highlight the work we organized two workshops. One presentation was for the *Prior Learning Assessment and Recognition Conference* in Montreal and the other for the *National Coalition of Community Based Training Conference* in Toronto. We have been invited to present at the Trillium Investing in the *Whole Community: Strategies for a Caring Society Conference* in October 1998.

# HIGHLIGHTS

The National Literacy Secretariat, the Canadian Labour Force Development Board, the JUMP Project in British Columbia, and the *New Approaches to Learning and Work Network* at the Ontario Institute for Studies in Education/UT are funding this project.

## Choosing Training

ACTEW published and is distributing this manual across Canada. The handbook is a tool to help women to become self-sufficient, informed consumers and active participants in a process of life-long learning. It includes information on labour market trends, assessing and evaluating training providers, developing a career path, support systems, and a resource list. In the fall *Choosing Training?* will be available at the Toronto Women's Bookstore.

The book was possible with support from the Ontario Women's Directorate and Status of Women, Canada.

## Public Education

ACTEW continues our public education initiatives. We are delivering workshops on labour market information, the importance of a job search program, and on the *Choosing Training?* manual.

## Clerical Worker's Centre

The Clerical Workers Centre opened the door in December to unemployed workers with a clerical background. The Centre is the concrete achievement of the Metro Toronto Clerical Workers Labour Adjustment Committee. The Committee published the study *Job Loss and Entry Level Information Workers*, which called for the creation of a centre for clerical workers. George Brown College, Times Change and ACTEW are partners in the Centre.

## Canadian Coalition of Community Based Training, Human Resource Study

Last year, ACTEW was a member of a national Steering Committee for a human resources study of the Canadian community based training sector. The report, *The Second Century: Community-Based Training in Canada*, National Human Resources Study, was released for a national forum in January.

ACTEW was a member of the Guest Editorial Board for the Canadian Women's Studies issue *Women and Education*. We were also part of the Ad Hoc Committee which was responsible for *Confronting the Cuts: A Sourcebook for Women in Ontario*.

In the spring, ACTEW was asked by ONESTEP to facilitate meetings with members and the City of Toronto regarding the Ontario Works Program. There were several meetings with Commissioner Shirley Hoy to talk about the referral process and the need for assessment.

## NEW OFFICE

In April, ACTEW moved to a new location and a larger office. We are now at 401 Richmond Street West, Suite 355, near Richmond and Spadina Avenue. This space provides better access to our Resource Centre. We celebrated with an Open House in May

## What Members Say About ACTEW

*"...I love the informality and the sense of connection I feel at and after a meeting"*

*"I find the present format to be excellent"*

*"We are fortunate to have you advocating on our behalf."*

*"...your mailings are the best feature of belonging to the association. Keep up the great work!"*

## STATEMENT OF REVENUE AND EXPENSES FOR YEAR ENDING MARCH 31, 1998

Schedule A	1998	1997
<b>Revenue</b>		
<b>Grants</b>		
Human Resource Development Canada	\$ 4,462.	\$ 26,394.
The Trillium Foundation	33,600.	40,000.
Ontario Women's Directorate	17,208.	13,126.
Opportunity For Advancement/ Levi Strauss & Co. (Canada)	—	23,000.
Status of Women Canada	18,000.	—
Clerical Workers centre/George Brown College/HRDC	27,800.	—
Canadian Labour Force Development Board	11,500.	—
Joint Union Management Program for Employee Skills Development, British Columbia (JUMP)	10,000.	—
	140,070.	112,520.
Memberships	2,300.	1,475.
Interest	652.	297.
Fundraising - net	1,062.	1,615.
<b>Schedule B</b>		
<b>Expenses</b>		
Salaries and wages	72,318.	64,551.
Employee benefits	7,475.	7,565.
Project Expenses	28,741.	—
Subcontract	—	15,458.
Professional fees	—	750.
Rent	3,604.	4,840.
Insurance	815.	815.
Office and computer supplies	5,851.	6,849.
General expenses	6,104.	6,754.
Audit, accounting and bookkeeping	2,437.	1,302.
Telephone and Internet	2,437.	1,302.
Travel and conference	1,200.	1,648.
Moving expenses	9,119.	—
	140,021	113,498
<b>Excess of Revenues over Expenses</b>	4,063.	2,409.
<b>Unrestricted Net Assets, beginning of the year</b>	6,595.	4,186.
<b>Unrestricted Net Assets, end of year</b>	<b>\$ 10,658.</b>	<b>\$ 6,595.</b>

Extracted from the audited financial statements prepared by Don Hall, Chartered Accountant

### Membership in ACTEW

Membership in ACTEW is available to all groups offering women a community-based training approach. Membership is also open to individuals who support the ACTEW mandate. Associate memberships are available.

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