Revised
MINUTES: Status of Women Committee
Thursday, November 24, 2011 – 5:30 p.m.
Room 264, Hamilton City Hall

PRESENT: Denise Doyle, Amirah Hassan, Catherine Hughes, Myra James,
Patti McNaney, Catherine Pead, Uzma Qureshi

REGRETS: Adele Alfano, Heather Judson, Michelle Poirier, Denise Spoelstra,
Basharat Tayyab, Baldeep Virk
Councillor Brenda Johnson

ALSO PRESENT: Maxine Carter, City of Hamilton

1. WELCOME & INTRODUCTIONS
Committee members were welcomed.

2. DECLARATIONS OF INTEREST
None declared.

3. DELEGATION – Mary Agro, Human Resources Division re Workforce Census
Committee members welcomed Mary Agro, Manager, Organizational Development who attended to share the Workforce Census results. Mary reviewed the process, methodology and outcomes of the project conducted by TWI Inc.

Comments / questions raised included:
- are the unions representative of the staff they serve?
- there is a need to get data that focuses on women and the key roles & responsibilities they play in the organization and our committee is prepared to go to Council to recommend this
- HR could consider purchasing aggregate data regarding women
- if workforce census results / implementation plan is going to work, the City will need to put more dollars towards ensuring the Equity Policy is implemented – perhaps the City of Hamilton should be looking at implementing an equity lens
- City of Ottawa is using Equity & Inclusion Lens throughout the whole municipality
- City of Hamilton currently has only 3 women elected to City Council – this does have an impact on how decisions get made.
The Committee requested that Human Resources provide them with regular updates and other opportunities for input as the HR/Workforce Census goes forward.

The committee thanked Mary Agro for her presentation.

4. **APPROVAL OF MINUTES**

(M. James/U. Qureshi)  
That the minutes from the October 27, 2011 meeting of the Status of Women Committee be approved as circulated. **CARRIED**

5. **BUSINESS ARISING FROM MINUTES**

Follow up with Basharat regarding the Muslim Women’s Association Holiday event costs.

Regarding the draft Guideline for Absenteeism, Maxine Carter suggested that the Committee have a look at the document that has been developed by Clerks for all Agencies, Boards and Committees and make the necessary adjustments in their document. Maxine will bring a copy of this document to the next meeting.

6. **BUSINESS / DISCUSSION**

6.1 **Workplan Updates**

Group 1 – Focus Outreach and Communications  
Denise Doyle provided an update.  
The subcommittee provided an update regarding the activities that they are working on:
- webpage updating to link to City’s site. Committee was asked to have a look at the Woman Abuse Working Group website as a comparator.
- revamping brochure including ensuring the visuals are more inclusive of all women and translating the brochure in different languages.

(U. Qureshi/M. James)  
That the Status of Women Committee approve the contracting of Factor[e] to update the existing Status of Women brochure and create additional outreach material, including the Status of Women website. **CARRIED**

Factor[e] will develop a plan and submit the work completed through the Chair of Subcommittee One.
Group 2 – Survey
The committee members met with representatives of Gender Studies, Knowledge in Action Course at McMaster. The Professor expressed a desire to work with Community organizations and groups. The students will help us with the development of a survey. Estimated 35-40 hours to work on the survey questions. Subcommittee 2 – Survey will meet with the class the 2nd week in January 2012 to discuss who the Status of Women Committee is. Subcommittee discussed purchasing a membership with Survey Monkey. Subcommittee will also purchase incentives for survey participants. The survey will take approximately 20 minutes to fill out. Subcommittee will investigate another option for conducting research. Hendershot Consulting is very experienced conducting over the phone surveys.

(A. Hassan/P. McNaney)
That the Status of Women Committee partner with McMaster Gender Studies to develop and implement community surveys for women. CARRIED

(M. James/P. McNaney)
That the Status of Women Committee purchase a Survey Monkey membership in the amount of $348.00 for one year for the development of community surveys. CARRIED

(P. McNaney/M. James)
That the Status of Women Committee purchase twenty-six (26) $25 grocery gift cards to be used as incentives for women who participate in the survey. CARRIED

Maxine Carter will look into potential dates when the Status of Women Committee can make a presentation to Council during budget deliberations.

7. NEW BUSINESS

7.1 YWCA Correspondence
A letter was received from the Hamilton YWCA requesting that the Status of Women Committee consider partnering with the YWCA in the upcoming 2012 Women of Distinction Awards celebration.

Discussion followed and it was decided that this item will be deferred to the January 2012 meeting.

8. ANNOUNCEMENTS and INFORMATION SHARING

There will be no meeting in December.

9. ADJOURNMENT
On motion (C. Hughes/P. McNaney), the committee adjourned.