

facsimile
TRANSMITTAL

to: Marcia Braundy
fax #:
re: CTHRE's Standards Committee
date: November 5, 1996
pages: 1, including this cover sheet.



This letter is being sent on behalf of the Executive committee of WITT NN with regards to your acceptance of the position on the CTHRE's Standards Committee.

The Executive discussed this with Ingrid Bron, and it was felt that filling this position on this Committee was not necessarily related to the position of National Coordinator. Having women with a variety of expertise participating on various committees is exactly what the Board has been trying to promote.

Your particular expertise regarding the development of National Standards will bring a significant contribution to this group's work, and we would be pleased to have you fulfill this role on behalf of WITT NN. We ask that you keep the Executive informed of the work of this committee.

We understand the CTHRE is covering the cost of your travel, accommodation and meals. It is our understanding that you may have to circulate information to relevant WITT women for feedback. If you require assistance with this or have any other concerns, please contact Rose Bowlby to make arrangements.

Thank you.

Maggie McDonald

Maggie McDonald

cc. Rose Bowlby
Ingrid Bron



Canadian Technology Human Resources Board
Bureau canadien des ressources humaines en technologie

In-Kind Expense Report

As part of the agreement with Human Resource Development Canada, members of the Committee and those participating in the development and evaluation of the National Standards are expected to provide 'in-kind' expense reports. We ask that you cooperate in ensuring that all your expenses as described below are recorded. Please return the reports to the CTHRB at the address below.

Name:	_____
Date:	_____
Hours Worked:	_____
Travel: Air	_____
Car (km x \$0.30)	_____
Rail	_____
Parking:	_____
Telecom:	_____
Postage:	_____
Supplies (please specify):	_____
In-kind time expended by colleagues	
Names:	_____
Hours worked:	_____
Other expenses (please specify)	_____

Canadian Technology Human Resource Board

Bureau canadien des ressources humaines en technologie



Expense Report
Compte de dépenses

Name / Nom _____

Address / Adresse _____

Postal Code / Code Postal _____

Receipts required for all expenses
Reçu requis pour toutes les dépenses

Purpose / Motif _____

	Description	Monday/Lundi	Tuesday/Mardi	Wed./Mercr.	Thursday/Jeudi	Friday/Vendr.	Sat./Samedi	Sunday/Dim.	TOTAL
1	Travel from/Voyage de								
2	Travel to/Voyage à								
3	Auto km								
4	At/à Cents/(km)								
5	Via Plane/Avion Bus/Autobus Train Other/Autre								
6	Local transp../Transp. local								
7	Parking/Stationnement								
8	Hotel/Hôtel								
9	Breakfast/Petit déjeuner								
10	Lunch/Déjeuner								
11	Dinner/Diner								
12	Telephone/Téléphone								
13	Postage/Poste								
14	Other/Autres								
15									
16									
17									
18									
19									
20	TOTALS								

I certify this statement accurate as to actual and necessary expenses

Je certifie que les dépenses inscrites à ce compte sont exactes et nécessaires

Signature _____

Date _____

For office use only / À l'usage du Conseil seulement

Distribution/Ventilation

Amount/Montant

Checked by / Vérifié par _____

Approved by / Approuvé par _____

Cheque no. / Chèque no. _____

Notes:

SEP 6 1996

Canadian Technology Human Resources Board
Bureau canadien des ressources humaines en technologie

August 29, 1996

Marsha Brondi
Vice President, Kootenay Region
Women in Trades and Technology
R.R. #1
Winlaw, British Columbia
V0G 2J0

Dear Ms. Brondi,

On behalf of the Canadian Technology Human Resources Board I invite you to attend the first meeting of the National Technologist Standards Revision committee as a representative of WITT.

In order to ensure the success of this project we require your insight and the comments of your constituents. Through the extensive network of qualified technologists that you bring to the table, we will ensure that the new national technologist standards will be of the highest quality.

Our first meeting will take place in Saskatoon on October 26, 1996. I will forward a full information package you in the next two weeks. This will include the project outline, copies of the previous technologist standards and information on each participant. In the interim I ask that you please confirm your participation in writing, and that you forward a copy of your resume. This will allow all members of the committee to learn about each other prior to the meeting.

I look forward to working with you on this project, and thank you for providing us with your time.

Sincerely,



Michael Brennan
Executive Director