

Jan  Rough Draft only, Are we meeting before Jan 25th?

1989 ----- a new year and on 10th anniversary

After a decade of achievement & growth, we are now facing a new & exciting period of change at Cinema of Women

Up until now our structure has been pretty informal, and has developed over the years from a voluntary collective to what was effectively a workers cooperative. As the number of permanent staff reduces we feel that we need to introduce a more formal structure - to ensure that we remain accountable to the communities which fund us, and representative of the broad cross-section of women who both make, & consume, the films & videos we distribute

The structure that we envisage will look something like this

### Advisory Committee

consisting of between 15 - 20 women / meeting quarterly to determine the overall direction & major policies of CoW. All <sup>sub</sup>groups will be elected or ratified by the advisory committee, which will at all times be composed of more than 50% black & third world women. have equal representation of lesbian & heterosexual women, and endeavour to include women from other traditionally under-represented groups

### Board of Directors / Council of Management:

Approx 6 women, elected from & by the Advisory Co, with a range of skills, knowledge & experience (including film/video, marketing, finance, personnel etc.) This Board/Council will have formal & legal responsibility as employers, will meet monthly & its members will have specific roles & responsibilities e.g. for liaising with the screening sub-group; for the finance; for personnel / staff support etc.

# JOB GROUPS.

## Screening Sub Group

meetings on a bi weekly cycle, with ad hoc screenings or home viewings in between. Members will get a chance to view & select films & videos from a wide pool of new work, and will therefore have a key role in determining our profile.

Shd consist of a maximum of 3 women & a maximum of 10.

## Fundraising & Finance.

meeting quarterly to agree budgets & funding strategies, with different members taking on specific responsibilities in between.

Minimum of 2 members  
Maximum of 4 members

## Personnel Sub Group

responsible for coordinating recruitment, induction, liaison & support, dealing with contracts of employment, grievance, salary negotiations etc.

- This will be a standing committee which will meet quarterly on a regular basis with meetings/work in between in response to need.

Minimum of 2 members  
Maximum of 4 members

Each of the subgroups will be serviced by one of the Co-op workers & covered by a member of the Board of Directors / Council of Management.

We realize that involvement in committees is time-consuming and often quite routine & we're aware that most of you are already over-committed. We're approaching you because of the particular expertise & perspective that you'll bring & that is vital to Cinema of Women.

We feel it's important that we offer involvement geared to your own timetable and needs. Some of you may only be able to attend quarterly meetings, others may <sup>wish to</sup> be involved in the more day to day choices of material etc. What's important is that whatever time you can give helps to guarantee & shape Cinema of Women's future independent.

In addition the whole film/video distribution industry is facing new possibilities at present, with ideas <sup>being floated</sup> of merging women's organizations. ~~being floated~~ We would like Cinema of Women to be taking the initiative in conjunction with other groups coming up with its own plan of action for the future.

Questions arise are — Do we see the sector

shrinking as funding is gradually cut back? Would we like to be part of a multi-women's media ~~project~~ centre - which combines women's cinema, video & film studios for women and distribution & promotion projects? Should C.O.W., and other women's media projects campaign together for increased resources, instead of just accepting cuts as a fact of economic life? And what about our purchasing & distribution priorities for 89-90. At present we are deliberately seeking out films by & about black & third world women. Are there other under-represented groups which we should be promoting in addition?

We're proposing to arrange a first meeting early in the new year - on Wed 25<sup>th</sup> Jan at Tidelmanor 52-54 Featherstone St, EC1 (near Old St. tube) at 6.00 pm - to talk through some of these questions in more detail, hear your views and hopefully agree an advisory group & Board of Directors by Feb/March at the latest. Enclosed is a list of those women ~~we~~ we've approached.

~~Jan 25~~ Our tenth anniversary will see us facing an exciting & challenging time at Cinema of Women and we'd like you to be a part of it.

So we'll look forward to seeing you on Wed 25<sup>th</sup> Jan at 6.00 ~~pm~~ - 8.00 pm. (Refreshments provided)

Yours in sisterhood  
 ↕ space about on video

Jeanne Wilding and  
 Venus Wallace

Name	Organisation	Tel No. <small>↑ If letter coming from them why not phone Karen etc</small>
Address		

1. I would like to attend the meeting on 25<sup>th</sup> Jan 

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
  2. I can't attend in Jan. but would like to be involved on the advisory committee 

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
  3. I'm particularly interested in / or have skills to offer  
 the screening sub group ; The finance & fundraising gp   
 the personnel sub gp ; all these groups ;  
 the advisory committee only
  4. I would be prepared to be nominated as a director 

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
  5. I will need creche facilities  or childcare expenses
  6. Any other needs
- Return by JAN 14<sup>th</sup> at the latest.  
 2/12

Nina - can you ensure that the tear off slip is all together at the bottom of the last page. Try to get it all on 3 pages if possible

Ta G