

ONE OF THE ORGANIZERS  
OF THE CENTER

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WASHINGTON AREA WOMEN'S CENTER

1736 R Street, NW

Washington, D.C. 20009

232-5145

December Newsletter.

PROJECT OF THE MONTH

Sophie's Parlor- The WOMEN'S CENTER

Coffee-House

Remember the coffeehouse everyone's been talking about? WELL, WE FINALLY GOT IT TOGETHER! Sophie's Parlor has been open since November 15th. Location: the basement of the Center. It is divided into 2½ rooms, plus a kitchen. The largest room has a juke box (and room to dance), chairs, couches, free pool table, coke machine and cigarette machine. There's a special little nook with a non-sexist, non-violent, pin-ball machine! The second room has a payphone, tables and chairs for drinking (there's coffee and tea), talking, table games like monopoly, chess and checkers, and, as has been happening lately, playing cards! For the first month of it's life, Sophie's Parlor will not have a schedule of events... but there is room for that to happen. Women are already planning a pool tournament to start on January 1 with a 50¢ entry fee to help get a better pool table. The one down there is playable, but if there's enough interest to get a better one, IT WILL HAPPEN! There's also interest in a pinball tournament.

Sophie's Parlor is considered a project of the Center, so ideas and suggestions are needed to make this social area a place for every WOMAN. The project group has open meetings every Wednesday at 7:30 pm. The minutes of these meetings will be posted on the bulletin board. There will also be a sheet on the board where you can write in things you want talked about at the next meeting. We are also getting a suggestion box together.

Anything can happen? If you'd like to have a folk singing or poetry reading for example, tell us about it... a note on the bulletin board will help find other women who share your interests.

There are things to do outside the Center... at the last meeting we talked about using the bulletin board to get activities together, like volleyball and basketball games, picnics and snowshoeing!

The parlor is SELF-SERVICE. Everything you need for coffee and tea is there, so HELP YOURSELVES!

Sophie's Parlor is open everyday,,, Sunday thru Thursday from 10 am til 11 pm and Friday and Saturday from 10 am til 1 am. The donation for coffee and tea -- 5¢ -- covers the cost (would anyone like a donut?). FIFTY PERCENT of the income (after expenses) from the juke box, pinball, coke and cigarette machines will go to the Women's Center in the form of a monthly sustainer.

*Sophie's Parlor is  
waiting for you — so come on downstair!*

COURT  
COUNTY  
MEET

ANNOUNCEMENTS!!!!

Speakers Bureau : All those who are interested in becoming part of speaker's bureau please call Lesly at 966-3994. Also, please call if are interested in helping coordinate it.

Woman's Camp on the Shenandoah : two and a half acres are available, Those who are interested in working out a plan for a weekend retreat for women beginning this spring meet with Linda McGonigal (931-4548), Monday, Dec. 18, 7:30; room 13.

We are desperately in need of a vacuum cleaner for the women's center. could also use an am-fm radio for the main office. Can you help?

The Liberation School needs your help. If you are interested in working on coordinating and publicizing classes which will begin in January, call le Lesly at 966-3994 or leave a message at the Women's Center. We will call you back. If you would like to teach a course we'd like to hear from you. Feminist Counselling Collective is holding Orientation Session once a month now instead of once a week. The session will be on the first Tuesday of each month. Next one will be on December 5th. At an orientation Session you will be able to find out what the collective is doing join a cr group, or join an ongoing counseling group.

Radio Free Women desperately needs access to tape editing equipment and or audio equipment of any kind. Any one having access to or knowing the whereabouts of such equipment. please contact us at 3884727; (Laura, Lark, or Juanita).

Today Publications is preparing the first Directory of Women's Organizations. If you know of a group which should be included call 628-6663 soon.

Women's Bookshop and Mail Order House: Sue Sojourner formerly of Know inc, Pittsburgh, is starting a specialized women's bookshop, selling books, buttons, posters and jewelry, books on liberation, history, fiction and periodicals and children's books. She's currently selling stuff at her home, with featured Christmas items: Childern's storybook PENELOPE AND THE MUSSELS by Shirley Boccaccio \$2., 1973 Women's calender, phone: 5464951.

POOL TOURNAMENT: There's gonna ba a pool tournament on the free pool table at Sophies Parlor (coffe-house) starting Jan. 1. Sign up sheet on bulletin board in basement. There's a 50\$ entry fee to go toward getting a better pool table.

Quote of the Month Captivity is consciousness

So's liberty. Emily Dickinson

Abridged Minutes from General Assembly-Nov.19, 1972

Shirl called the meeting to order and an agenda was worked out:

1. Aproposal was made that suggests d. agenda items for the General Assembly be posted by the phone and printed in the newsletter each month. It was vot ed on and passed. Also resolved was that ther will be a social hour each month before the GA at 1:00 and that the meeting will start at 2:00.

2. Guidelines. see guidelines and following explanation.

3. Funding. Now that Meyer foundation has turned us down, there is a real need to start considering other methods of funding, and re-writing the original proposal(eutger najubg ut kessraducakm ir more exciting-there was some disagreement over this). Acommittee on funding was formed and is meeting ~~now~~ at the center, no specific time set yet. Gerri Traina should be contacted by anyone who has any suggestions or is interested in working on funding. People who formerly worked on funding will be at this first m eeting to discuss what their experiences were.

4. Newsletter. Karen talked about the problem of never getting any direct feedback about the newsletter, that ther should be more input and res ponse. The newsletter committee should be responsible for coordinating articles submitted by people, not for writing the entire newsletter. People should bealize the importance of the newsletter as an open forum and as an instrument for communication. The envelope on the bulletin board is there for a purpose-for people to turn in artcles.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4/ 7:30 pm HEALTH PROJECT 7:30 pm ABORTION COUNSELORS MEETING	5/ 7:30 pm FEMINIST COUNSEL -LAW COLLECTIVE OPEN MEETING 8:00 pm DOMESTIC RELATIONS LEGAL COUNSELORS MEET- ING	6/ <del>7:30 pm</del> <del>COORDINATING COUNCIL</del> RAPE CRISIS CENTER ORIENTATION MEETING CALL 333-RAPE 7:30 pm COFFEE HOUSE	7/ 7:30 pm COORDINATING COUNCIL	8/	9/ 10:00 AM WORK CREWS & center	10/
11/ 7:30 pm COMBINED HEALTH - ABORTION MEETING	12/ 7:30 pm F.C.C. 8:00 D.R. LEGAL PROJECT meeting	13/ 7:30 pm COFFEE HOUSE MEETING	14/ 7:30 pm COORDINATING COUNCIL	15/	16/ 10:00 AM WORK CREWS & center	17/ 11:00 pm OPEN RAP 2:00 pm GENERAL ASSEMBLY MEETING
18/ 7:30 pm HEALTH - PROJECT 7:30 pm ABORTION COUNSELORS 7:30 pm women's CAMP MEETING	19/ 7:30 pm F.C.C. 8:00 - D.R.L.P. MEETING 8:00 pm NEWS LETTER	20/ 7:30 pm COFFEE HOUSE MEETING	21/ 7:30 pm COORDINATING COUNCIL	22/	23/ 10:00 AM WORK CREWS & center	24/
25/ 7:30 pm COMBINED HEALTH PROJECT ABORTION COUNSELORS MEETING	26/ 7:30 pm F.C.C. 8:00 D.R.L.P. MEETING	27/ 7:30 pm COFFEE HOUSE MEETING	28/ 7:30 pm COORDINATING COUNCIL	29/	30/ 10:00 pm WORK CREWS & center	31/
						ALL EVENTS AT WOMEN'S CENTER UNLESS OTHERWISE INDICATED THAT IS, 173C R, NW WASHINGTON DC 20037
						232-5145 CHECK DAILY SCHEDULE BY DOOR FOR ROOM ASSIGNMENTS

the  
you

General Assembly, cont.  
5. Library. The Library is coming along, but Carline needs help and should be contacted by anyone interested.  
6. Introductory Packet. Lexi made a plea for help in working on an introductory packet for the Center. It is an important aspect of the Center's outreach to new women who have not yet made direct contact and who want information. Any writing or artistic contributions, or anyone experienced in putting such a thing together, please leave a message in the main office.

After the items on the agenda were discussed, there was a brief discussion on the alienation of new women coming into the center. It was suggested that someone be responsible at the office to answer the door and escort new women through the center to answer their questions about the place. There is also a new meeting schedule posted on an easel at the front door with a floor plan attached to help make things easier.

**COORDINATING COUNCIL REPORT.** The last three meetings have been primarily devoted to discussion of the Guidelines, in the hope that they will be passed at the next meeting. New matters include the probable assignment of Center space to the D.C. Women's Political Caucus, the vacant room on the third floor may be allocated for this purpose. Also, the Legal projects will begin regularly scheduled counselling nights at the Center. The three projects concern Domestic relations, Credit and Employment discrimination. The counselling hours will be posted in the main office. The CC, which consists of five at large reps from the General Assembly, and reps from each project group, wishes to remind everyone that its meetings are open. Most of the discussion concerns the day to day operations of the center, allocating funds and space, and doing a lot of things that really should be done by the office collective (which is not meeting due to internal difficulties) such as meeting room assignments. More office workers and phone workers are needed and welcome.

#### Proposed Guidelines For The Women's Center Structure

At the next General Assembly meeting there will be a discussion and vote on the enclosed guidelines. We have included them in the newsletter so that everyone will have a chance to read and think about them before that time. If approved by the Coordinating Council and the General Assembly, they will become part of the Women's Center Structure.

#### General Assembly Agenda

Following are some suggested items for the next General Assembly meeting, which will be on Sunday Dec. 17th at 2:00pm. They are by no means the only items that will be discussed, so if there is anything that you would like to bring up, please come by and add it to the agenda list which is now posted in the foyer, or bring it with you to the meeting.

#### Suggested Agenda Items to date:

1. Funding progress report of newly formed committee
2. Proposed Guidelines-discussion and vote as to whether they should be adopted as part of the women's center's structure.
3. Introduction Packet-Committee progress report
4. Building Progress Report- what's been done and what still needs doing.

PROPOSED  
WOMEN'S CENTER GUIDELINES

November 2, 1972

Purpose of proposed guidelines -

1. As a means to work out the balance of needs of the Project Groups and the overall Women's Center.
2. To know what is expected of project groups and the Center so that they can work better together toward a common goal.
3. For efficient functioning of the Women's Center and its groups
  - a. Improved communications
  - b. Not duplicating efforts and resources
  - c. Continuity
4. To provide a supportive functional basis for project groups and the Center
5. To facilitate a broad perspective on the women's movement
6. To create an environment for women to act on resolving differences and solving common problems
7. To facilitate a broad perspective on women's needs

I. PROJECT GROUPS

- A. Definition - A project group is a definite support or action group working to provide services in a specific area of women's concerns. The purpose of project groups is directly related to the overall development of the Women's Center. Their sanction for operation is internal to the Women's Center and its membership. A project group grows out of the concept of meeting the needs of women.
- B. Financial Responsibilities
  1. Project group to Center
    - a. Each group will have a financial contact who will be responsible for-
      - (1) Petty cash for her group
      - (2) Being cognizant of laws on tax exemption necessary to remain under Women's Center
      - (3) Keep bookkeeper and treasurer informed of bills to be paid
      - (4) Making sure that all funds that come to the group go to the Women's Center bookkeeper
    - b. Gifts and specific donations may be earmarked for a project group. All sustainers will go directly for the general maintenance of the Women's Center as of
  2. Center to Project Group
    - a. The Women's Center shall provide tax exempt status for all project groups. This encompasses-
      - (1) Making quarterly reports to IRS
      - (2) Doing bookkeeping records and keeping receipts for income and expenses
      - (3) Keeping a general petty cash fund to be handled by Central Office staff.
    - b. Rent for the Women's Center will be paid out of general funds.
    - c. The Women's Center shall act as funding agent for project groups.
    - d. Funds above the amount needed to maintain the operational costs of the Women's Center will be allocated to various project groups in accordance with the operational structures of the W.A.C.

## C. Building Maintenance Responsibilities

1. Project Group to Women's Center
  - a. Responsibility for making repairs in individual project rooms is the responsibility of that group.
  - b. Project groups with permanent space or utilizing rooms, must keep them clean.
  - c. Project groups are responsible for adhering to cleaning schedules set up by Central Office staff.
2. Women's Center to Project Group
  - a. The Women's Center is financially responsible for repairs of all rooms, including project rooms.
  - b. The Central Office will be responsible for preparing schedules for:
    - (1) Cleaning common areas and providing cleaning materials.
    - (2) Room usage for meetings.

## D. Administrative Responsibilities

1. Project Group to Women's Center
  - a. Each project group must have a representative on the Co-ordinating Council who must attend every meeting or find an alternate to do so.
    - (1) The representative is responsible for informing all members of that group about discussions and decisions made in the CC.
    - (2) Each project group shall have one vote on the Co-ordinating Council.
  - b. Groups must submit monthly written reports to include report of activities, membership, i.e., names, addresses and phone numbers.
    - (1) Names of contact people for financial, publicity, newsletter, Central Office collective, and Speaker's Bureau.
    - (2) Reports are to be made in triplicate: one to CC, one for permanent file and one posted.
    - (3) Office schedules should be included in the first monthly report.
  - c. Copies of all relevant correspondence should be referred to Central Office.
2. Women's Center to Project Group
  - a. Records of all Co-ordinating Council and General Assembly meetings will be kept available to all members.
  - b. The Women's Center mailing list will be kept up-to-date and accessible in the Main Office.
  - c. The Central Office shall be responsible for posting progress reports and keeping a permanent file of them.

## E. Staff Responsibilities

1. Project Group to Women's Center
  - a. Each project group will provide a liaison to the Central Office Collective to define their needs and limitations in the Central Office. These liaisons are responsible for their group providing staff for the Central Office according to guidelines set up by the Central Office Collective.
  - b. Project groups may hire staff and set salaries according to their own needs and financial abilities. They will be paid through the Women's Center bookkeeper.

2. Women's Center to Project Group  
 The Central Office Collective will set up systems and schedules for:  
 a. Covering the Central Office phone and logging in calls.  
 b. Taking care of Central Office mail.  
 c. Allocating rooms which are not permanent office space.

## II. ORGANIZATIONS

A. Definition - An organization is a group whose existence is autonomously defined and controlled by women and is sanctioned by a membership and governing structure separate from the Women's Center. (Any group fitting this definition may be a part of the Women's Center as long as it is not a part of or affiliated with an organized political party.)

B. Financial

1. Due to the limitations of tax-exemption, all organizations housed in the Women's Center shall be responsible for a portion of the maintenance costs. This amount will be set by the organization subject to the approval of the Co-ordinating Council and General Assembly.
2. Sustainers and gifts made to the Women's Center cannot be earmarked for organizations nor can any monies of the Women's Center be allocated for organizations.
3. Central Office Staff and office space cannot be used by organizations without reimbursement.

C. Building Maintenance

1. Organizations are responsible for making repairs in their rooms and keeping them clean. The Women's Center is financially responsible for repairs.
2. Organizations are responsible for adhering to schedules set up by Central Office Collective for cleaning common areas.

D. Administrative

1. The Women's Center is responsible to organizations in the same way it is responsible to project groups.
2. Each organization must have a representative on the Co-ordinating Council who must attend every meeting or find an alternate to do so. This representative is responsible for informing other members of the organization of discussions and decisions made at these meetings.
3. Each organization shall have one vote.
4. Representatives should inform the Central Office of activities which they wish posted.
5. Each organization shall submit an initial description of its purposes, activities and specific contact people. They are responsible for keeping this up-to-date and notifying the Central Office of any changes.

E. Staff

1. Organizations must have a contact person for the Central Office Collective for defining their needs and co-ordinating Central Office staffing. Scheduling for room space for meetings must be done through the Central Office. The Center will make available such space whenever possible.

2. The Central Office Collective co-ordinates its systems of operation for the Central Office based on the needs of all its members.

\* Asterisks apply only to organizations housed in the Center.

### III. SISTER GROUPS

As there are many groups in Washington which do not fit the above definition of organizations, but are groups in which women are involved in areas that concern all of us, we have created the concept of Sister Group. The most important aspect of this concept is communication and cooperation; that our respective membership be aware of those things that are being done that affect us all as women.

This would include contacts for newsletter, resources, bulletin boards and exchange of liaisons for important meetings and actions. Individual members of sister groups are encouraged to participate in the Central Office to improve communications between project groups, organizations and sister groups.

### IV. MEMBERSHIP

- A. Any group wishing to define its relationship to the Women's Center as an organization or project group should be cognizant of the rights and responsibilities contained in these articles and be committed to fulfilling them.
- B. Any group desiring to become a project group or organization of the Women's Center must submit a written description of the group, its purpose, program, membership, activities, and designation of group identification to the Coordinating Council of the Women's Center. Approval of the Coordinating Council and the General Assembly is required for membership.