

# Policy for travel subsidies for the CHA annual meeting in Victoria, May 1990

by Serge Bernier, Treasurer

SSHRC will probably grant the CHA funds to help defray some of the travel and accommodation costs of the 1990 conference. This grant is the sole source of funds available to the CHA to assist members travelling to the conference.

- A) To oversee the distribution of these funds, the CHA executive has named an ad hoc committee composed of the Treasurer (chair), the CHA President (or a delegate) and the 1990 Programme Chair (or a delegate).
- B) The CHA **does not undertake to pay the full allowable expenses** of qualified participants. The travel subsidy received by the CHA is likely to decline and only be sufficient to cover a small portion of each participant's expenses. **In 1989, for example, we were able to reimburse an average amount of \$123 to eligible participants.** Consequently, we must insist that all members, therefore, should apply first to their own institutions for subsidy.
- C) Consideration will be given to compensating members only for costs incurred within Canada and the amount awarded will be based on the cost of transportation, with priority given to those from more than 300 km. from Victoria.
- D) Applicants for subsidies must be participants in the conference as defined in (G) below. They must be CHA members or guests invited by the programme committee, and must have registered with the CHA.
- E) If the travel fund is insufficient to cover the allowable claims of all members, **preference will be given to graduate students, sessional faculty and other participants in a similar situation.** Those participants mentioned above and all other admissible persons who wish to be considered for assistance from the CHA must fill out the appropriate form

which we will be sending before February 1990 and return it to the Secretariat.

- F) The ad hoc committee will meet once the CHA has received the SSHRC subvention (usually the beginning of May) in order to divide it among those eligible. Decisions will be communicated in writing around May 15, 1990 and corresponding cheques handed out in Victoria May 26-29, 1990 by CHA personnel.
- G) Categories of participants and the expenses for which they may request assistance are as follows:
- 1) CHA Council members and 1991 Programme Committee. For those attending both Council meetings and for members of the Programme Committee: lowest possible return air fare, or mileage at \$0.20 mile/\$0.12 kilometre (not to exceed lowest

possible return air fare); bus service to and from airports; four nights single-room accommodation in university residence and per diem (\$20/day). For Council members attending only one Council meeting: lowest possible return air fare or mileage rates (see above); bus service to and from airports; two nights single-room accommodation and per diem incidentals.

2) Other participants: for those giving papers, commentators, animators, panelists, those reporting to CHA Council or the AGM: lowest possible return air fare or mileage rates (as in no. 1); bus service to and from airports; single-room accommodation in university residence for two nights; per diem at \$20/day for two days. Graduate students, sessional faculty members and other historians in a similar position may claim CHA registration fee.

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## News From the CHA Secretariat

by Lyne St-Hilaire-Tardif

**Summer inventory sale - a great success!** The Secretariat's 3 month Summer Inventory Sale of booklets, *Registers of Dissertations* and *Historical Papers*, netted a profit of \$11,098.60, which represents 60% of the overall sales for the last year! The encouraging results of this first sale may very well incite us to do it again next year.

**Automation of the Secretariat and Membership Renewals.** Following the approval of the Executive, the Secretariat proceeded this summer in automating its procedures. Thanks to the purchase of a Macintosh SE computer last fall, we have now completed the input of all members' names, addresses, membership data and other pertinent information. All this information was entered on the MAC by Mlle Sylvie Tremblay, a graduate history student hired during the summer. Many other summer projects were completed, such as preparing an Office Procedures Manual, the CHA's constitution, Index to *Historical papers*, 1969 to present and more.

You may have noticed a few changes on the renewal membership form. We are asking all members to verify the information on the form. It is crucial that our database be as accurate as possible.

**Memberships paid for 1989.** The CHA has experienced the highest membership total in August 1989 since 1979. The membership is now at 1830 - an additional 300 members signed in the last twelve months!