

# Policy for Travel Subsidies for the CHA Annual Meeting In Kingston, June 1991

by Serge Bernier, Treasurer

The SSHRC will probably grant the CHA funds to help defray some of the travel and accommodation costs of the 1991 conference in Kingston, Ontario. 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 (chairman), the CHA President (or a delegate) and the 1991 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. 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 Kingston.

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 in February 1991 and return it to the Secretariat prior to 15 April 1991.

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, 1991 and corresponding cheques handed out in Kingston by CHA personnel.

G) Categories of participants and the expenses for which they may request assistance are as follows:

1) **CHA president and Council members.** For those attending both Council meetings: 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 the first of the two Council meetings: 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.

3. Please note that session chairs and candidates for Council positions are not eligible for travel assistance.

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## News from the CHA Secretariat

by Lyne St-Hilaire-Tardif

**Second Summer Inventory sale - a great success!** The Secretariat's 3 month Summer Inventory Sale of booklets, netted a profit of \$10,500 as compared to the first sale which brought in \$11,100. The profits from the summer sale enabled the Secretariat to again hire a summer student. Projects tackled were: a compilation on database of all past motions of the Executive, Council and Annual meetings to aid the Secretaries and new Council members as well as to enhance our institutional memory; and the database entry of the basic information for the future Directory of Members. The Secretariat remained open for all but four days during the summer months without disruption of service to CHA members and clients.

**The automation of the Secretariat continues** as all accounting records (payable and receivable) will soon be handled through the computer. We will process renewals for 1991 solely through the computer and hopefully all accounting will be on line by the middle of next year.

**1990 Annual Meeting Papers -** A total of 400 papers were sold in Victoria and later in Ottawa. We regret the inconvenience caused to any member who tried, in vain, to buy papers in Victoria on the second day of the conference. Most copies of papers were sold out on the first day and no university facilities were open to make more copies since our sessions took place on the week-end. I am looking at ways at

improving this service to delegates in Kingston. We either make too many or too few copies!

**1989 Historical Papers -** Please excuse the delay in the publication of these papers. We are endeavouring to save money and our printer guaranteed us a lower price - however, the printing of the Papers was not top priority in his shop. They should be mailed to members by fall. Again we apologize for the delay.

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## SSFC Committee on the National Museum of Canada

The Social Sciences Federation of Canada has established a committee to study questions related to the research mandate of the National Museum of Civilization. The committee is comprised of the President of the SSFC, Michel Allard, the Vice-President, Carmen Lambert, the Past-President, Caroline Andrews, Marcel Lauzière of the SSFC staff and Jean-Claude Robert, Past-President of the CHA who jointly represents the CHA and l'Institut d'histoire de l'Amérique française. The committee commenced its work in mid-August and is formulating a proposal for the Museum's administrative council. The committee hopes to meet with the council in the near future.