

**MY SISTERS' PLACE FONDS**

**SERIES 1: Administrative**

Last updated December 9<sup>th</sup>, 2016

**Dates**

[1983] - 2015

**Extent**

Textual Records

**Description**

This series contains documents used to administer services at My Sisters' Place. They have been divided into 12 sub-series.

**File and Item List (\*\*Items in red have restricted access\*\*)**

Sub-Series	Title	Dates	Box/Location
	2004 Resource Binder used by MSP Staff	2004	Drawer 5
<b>1.1: Accreditation</b>	Accreditation Canada 2008 Standards	2008	Drawer 1
<b>1.2: Correspondence</b>	Letters to My Sisters' Place from Clients and others	2013-2015	Box 1 (correspondence)
	Letter from Deb Matthews to Susan Macphail - Thank you note for invitation to Thanksgiving dinner	2010	Box 1 (correspondence)
<b>1.3: Funding</b>	Monetary Donations Jan-Dec 2012	2012 – Some forms from 2013 (in wrong binder)	Drawer 3
	Deposit Books (2)	21/12/2005 -20/03 2006 And 23/12/2005-19/07/2006	Drawer 3
	Monetary Donation Jan-Dec 2013	2013	Drawer 3
	Monetary Donations Jan-Dec 2010	2010	Drawer 3
<b>1.4: Health and Safety</b>	Health and Safety Checklists	2008	Drawer 4
<b>1.5: Kitchen Table Project</b>	Kitchen Table Project: Evaluating the Experiences of Women within the Mental Health System Since Reform - this is the project from which MSP was born!	2002	Drawer 5

<b>1.6: Meeting Notes</b>	Crouch Mental Health –Rolled up notes from a meeting	Date unknown	Drawer 4
	2008 Staff Meeting Notes	2008-2011	Drawer 5
<b>1.7: Planning</b>	Sustainability Team – Papers Sustainability team member lists, MSP 2013 Survey Preliminary Data, MSP Evaluation, 2013-2014 budget, November 2012 program Update, hand-written notes for UCW	2012-2014	Drawer 3
<b>1.8: Policies and Procedures</b>	Personnel Policies	2010	Drawer 2
	MSP Program Procedures	2009 (April 2)	Drawer 2
<b>1.9: Professional Development</b>	My Sisters' Place Retreat – January 31, 2008 - Staff Program Review + Action Items Follow-up	2008 (May 31)	Drawer 3
	My Sisters' Place Retreat -	2007 (January 31)	Drawer 3
	My Sisters' Place Retreat 2009 – Illustrated timeline Rolled up sheet paper – Rough condition	2009	Drawer 3
	Nonviolent crisis intervention training program – participant workbook 2 copies, 1 from Mark Wendling and 1 from Susan Macphail. Hand-written notes	2010 (October 20)	Drawer 2
	South West LHIN Board and Health Service Provider Boards: Folder from a presentation Pamphlets, Agenda, Slide Printouts with handwritten notes	Date Unknown	Drawer 2
	Making Gains Workshop – London CARES	2009 (May 20)	Drawer 1
	Meditation in Psychotherapy	2006 (June)	Drawer 4
	Lakefield JEMH Conference 2007	2007 (July 6-7)	Drawer 2
	A Pornography Workshop for Women	[1983]	Drawer 2
	Proceedings of Open Space Session: Creating the Agenda for Community Action. Stopping Woman Abuse: Issues Solutions, Action. National Conference June 6&7, 2002	2002 (June 6-7)	Drawer 2
	Wife Abuse Understanding the issues: A workshop manual for community groups/by Shirley Endicott Small, Carol Greenlee	1986	Drawer 2

	All Our Sisters Conference Papers May 9-11 2011 at the London Convention Centre	2011	Box 1 (Professional Development)
<b>1.10: Sign-in Sheets</b>	Sign in Sheets	2014	Drawer 3
	Participant Sign-in Sheets	2014-2015	Drawer 2
	Participant Sign-in Sheets	2013 (Jan-June)	Drawer 2
	Participant Sign-in Sheets -7 separate binders	Aug 2009- July 2010 July 2010- Dec 2010, January- June 2011, July-Dec 2011, Jan- March 2012, April-July 2012, August- December 2012,	Drawer 1
<b>1.11: Statistics</b>	WMHR Statistics 2012	2012	Drawer 4
<b>1.12: WOTCH</b>	WOTCH: Community Resource Directory	2008 (June)	Drawer 4
	WOTCH: Emergency Policies & Procedures	2007 (May 31)	Drawer 4
	WOTCH: Staff Training Workshop	2007 (January 16)	Drawer 4
	WOTCH: Privacy Policy	2009	Drawer 4
	WOTCH: Strategic Direction to 2012	2012	Drawer 4
	WOTCH: Operational Plan 2009	2009	Drawer 4
	WOTCH: My Sisters' Place Program Procedures	2009 (April 2)	Drawer 4
	Anam Cara Procedure Manual	2009 (Sept. 8)	Drawer 2
	Orientation Manual / WOTCH	2011 (June 7)	Drawer 2
	Business Plans – WOTCH Community Mental Health Services Strategic Plan	2006 (Nov. 21)	Drawer 2
	WOTCH intake Specialist Referral Package / Feb, 2009	2009 (February)	Drawer 1
	WOTCH: Health and Safety for Staff and Clients	2009 (December)	Drawer 4