



*Promoting Films By Women*

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20 November 1992

Dear *Tulia*,

Please find enclosed minutes for the last management committee meeting held on 18th November. Please note that the next meeting will incorporate the AGM, and so could everyone please make a real effort to attend. Liane has passed me her notes on the Four Corners workers review. It takes the form of an interview of each staff member by two management committee members and concentrates on the following areas:

A. What are the workers main responsibilities?  
Which of these roles is their strongest area?  
In which areas of work do they feel the need for support or a redefinition of roles.

B. What are the shared responsibilities??  
Which of these is the strongest area.  
Which areas need support or redefinition  
What other information or needs are there to make the roles more effective.

I will try and dig out the information we had previously on workers reviews and on grievance procedures, which I believe we do have somewhere as we spent a long time on Circles management working through all this. I think its important that all management has this information and that we discuss a timetable for reviews at the next management meeting.

I think that's everything, we will keep you informed of the results of next Wednesday's meeting with the BFI.

Best wishes

  
Gill Henderson

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