

Progress Place Collection

MS – 190

Wright State University  
Department of Special Collections and Archives

Processed by:  
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## Introduction

The papers of Progress Place (Community Support Systems, Inc.) were accessioned into the Wright State University Department of Archives and Special Collections in May 1989. They were donated by Father Carl Bach of St. Agnes Catholic Church, Dayton, Ohio. Newsletters from Progress Place were donated to the Archives in November 1989, by Jimmy Chesire, former director of Progress Place.

The papers in this collection date from 1981-1988 and fill 9 Hollinger boxes and 187 file folders. The collection is arranged into 12 series as follows:

Series 1	Organization
Series 2	Fountain House
Series 3	Board of Trustees
Series 4	Program Evaluation
Series 5	Personnel
Series 6	Transitional Employment
Series 7	Financial
Series 8	Fund Raising
Series 9	United Way
Series 10	Grants and Awards
Series 11	Mental Health Board
Series 12	Newsletters

All confidential material concerning members and personnel was returned to St. Agnes Church for retention or disposal. There are no restrictions on the use of this collection.

## Scope and Content

The papers of Progress Place consist of the working files of Community Support Systems, Inc., the non-profit corporation which introduced and implemented the clubhouse method of rehabilitation for mentally disabled adults in the Dayton area. These papers detail one organization's attempt to meet the needs of mentally disabled adults in the Dayton area. The philosophy and programs of Progress Place are described in detail, as well as the difficulties and obstacles encountered in establishing a program of this kind.

Series 1, Organization, contains the statement of purpose of Progress Place, its philosophy and policy on members' rights. This series also contains the Articles of Incorporation of Community Support Systems, Inc., Board of Trustees member lists, newspaper clippings on Progress Place and mental health, brochures, affirmative action information, and miscellaneous correspondence.

Series 2, Fountain House, contains progress reports, newsletters, articles, and videotape detailing the Fountain House movement in New York City, of which Progress Place was fashioned after.

Series 3, Board of Trustees, contains meeting minutes dating from January 1981 through April 1988.

Series 4, Program Evaluation, contains Program Committee minutes and reports, a description of the programs offered by Progress Place, and an evaluation of Progress Place by members.

Series 5, Personnel, contains descriptions of the various staff positions at Progress Place, policy and procedures, as well as a code of ethics. It also contains guidelines for evaluation of staff and information on volunteers.

Series 6, Transitional Employment, details the various jobs held by members and the businesses that Progress Place had agreements with.

Series 7, Financial, contains annual reports and end of year balance sheets for Community Support Systems, Inc. It also contains information on Grandma's Attic, a thrift shop run by Progress Place.

Series 8, Fundraising, contains correspondence, plans, and committee reports detailing fund raising efforts.

Series 9, United Way, contains the original proposal by Community Support Systems, Inc. to United Way to fund Progress Place. Minutes from yearly program conferences, correspondence, United Way agreements, site visits, and evaluations are also included.

Series 10, Grants and Awards, contains correspondence, copies of grant proposals, letters of confirmation of awards and amounts allocated to Progress Place.

Series 11, Mental Health Board, contains the original proposal by Community Support Systems, Inc. to the Mental Health Board to obtain approval and funding to establish Progress Place. It also contains annual plans and contracts, site visit reports, quarterly reports, fundraising reports, membership reports, budget reviews, and Mental Health Board meeting minutes related to Progress Place.

Series 12, Newsletters contains miscellaneous issues of the Progress Place Clubhouse newsletter, Progress Place Dispatch. This newsletter was written and produced by members of the Progress Place Clubhouse.

Container Listing

**Series 1: Organization**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1	1	Correspondence	1986
	2	Progress Place Brochures	
	3	Articles of Incorporation, Community Support Systems, Inc.	1981
	4	Lease on Clubhouse	1982
	5	Background/Statement of Purpose	1981
	6	Board Members	1981
	7	Certificate of Occupancy	1987
	8	By-Laws and Code of Regulations	1981
	9	Member Handbook	
	10	Policy on Members' Rights	
	11	Lease on Clubhouse	1987
	12	United Way Funding	1981
	13	Iddings Foundation Grant	1981
	14	Publicity	1981
	15	Mental Health and Retardation Board	1981
	16	Director	1981
	17	Philosophy	
	18	Lexington Lodge	1987
	19	Newspaper Clippings on Mental Health	1981
	20	Newspaper Clippings on Progress Place	
	21	Boarding Homes	1985-1986
	22	Boarding Homes	1974-1975
	23	Boarding House Task Force	1975
	24	Community Oriented Residential Social Service Facilities	1978
	25	Justice/Mental Health Committee	1979-1980
	26	Homeless Mentally Ill	1987
	27	Affirmative Action Program	1988

**Series 2: Fountain House**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2	1-2	Fountain House – articles and handbooks	
	3	National Clubhouse Survey	1983
	4	Fountain House Newsletters	1980, 1983
	5	Fountain House – Program	1981
	6	Progress Reports	1979-1984
	7	Videotape – Fountain House	

**Series 3: Board of Trustees**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
3	1	Meeting Minutes (not complete)	Jan. 1981-May 1982
	2	Meeting Minutes	Aug. 1982
	3	Meeting Minutes	Sept.-Oct. 1982
	4	Meeting Minutes	Nov.-Dec. 1982
	5	Trustees Roster	1983-1984
	6	Meeting Minutes	Jan.-Feb. 1983
	7	Meeting Minutes	Mar.-Apr. 1983
	8	Meeting Minutes	May-Jun. 1983
	9	Meeting Minutes	July 1983
	10	Meeting Minutes	June 1984
	11	Meeting Minutes	Jul.-Aug. 1984
	12	Meeting Minutes	Sept.-Oct. 1984
	13	Meeting Minutes	Nov.-Dec. 1984
	14	Meeting Minutes	Jan.-Feb. 1985
	15	Special Meeting	Feb. 1, 1985
	16	Meeting Minutes	Mar.-Apr. 1985
	17	Meeting Minutes	May-June 1985
	18	Meeting Minutes	July-Aug. 1985
	19	Meeting Minutes	Nov.-Dec. 1985
4	1	Meeting Minutes	Jan.-Feb. 1986
	2	Meeting Minutes	Mar.-Apr. 1986
	3	Meeting Minutes	June 1986
	4	Meeting Minutes	July 1986
	5	Resolution Honoring Charles D. Geisler	July 17, 1986
	6	Meeting Minutes	Sept. 1986
	7	Meeting Minutes	Oct. 1986
	8	Meeting Minutes	Nov.-Dec. 1986
	9	Meeting Minutes	Jan.-Feb. 1987
	10	Meeting Minutes	April 1987
	11	Meeting Minutes	May-June 1987
	12	Meeting Minutes	July-Aug. 1987
	13	Meeting Minutes	Sept.-Oct. 1987
	14	Meeting Minutes	Nov.-Dec. 1987
	15	Meeting Minutes	Jan.-Feb. 1988
	16	Meeting Minutes	Mar.-Apr. 1988

**Series 4: Program Evaluation**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
5	1	Program Committee	1984
	2	Program Description	
	3	Dustin House	

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
5	4	Community Support Network News	1985
	5	Program Committee Report	1985
	6	Program Evaluation	
	7	Program Evaluation Report Based on Members' Evaluations	
	8	Evaluations by Members	Dec. 1987
	9	Progress Place Awards Ceremony	n.d.
	10	Reception Guest Book	n.d.

### **Series 5: Personnel**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
5	11	Position Descriptions	
	12	Policy and procedures/Code of Ethics	
	13	Evaluation Forms – blank	
	14	Marianist Voluntary Service Communities	1987

### **Series 6: Temporary Employment**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
5	15	Development	
	16	Placement and Evaluation	
	17	Aerotech	
	18	Verifications	1987
	19	Grievance and Member Rights Policy	
	20	Fitzpatrick/Patterson Realty	
	21	Goodwill Industries	
	22	Tipton Group	
	23	Elder Beerman	
	24	Public Library	
	25	Throckmorton Garden Center	

### **Series 7: Financial**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
6	1	Annual Report	Aug. 14, 1984
	2	Balance Sheet – Inception through June 1984	June 1984
	3	Financial Statement	1984
	4	Financial Statement	1984-1985
	5	Financial Statement	1985-1986
	6	Financial Statement	1986-1987
	7	Donations	1987-1988
	8	Grandma's Attic Thrift Shop	
	9	Inventory	1987-1988

**Series 8: Fundraising**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
6	10	Service Club Letter/Corporate Solicitation	
	11	Fundraising Letter to "Friend of Progress Place"	May 1984
	12	Letters to Individuals	1984
	13	Correspondence – Corporate	1984-1985
	14	Religious Groups	
	15	Fundraising Plan/ Activities	
	16	Business Solicitation	1985
	17	Balancing Budget	1986
	18	Membership Letter	1985
	19	Summary	1985
	20	Ad Hoc Committee	1985
	21	Direct Mail	1987
	22	Fourth Quarter Report to Funders	Nov. 1985
	23	Fundraising Letter	1987
	24	Mid Year Report to Funders	1986
	25	Corporate Materials	

**Series 9: United Way**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	1	Original Proposal	
	2	Nine Month Report	1983
	3	Evaluation	1982
	4	Correspondence	
	5	Year End Actuals	1985
	6	Affiliated Agency	1985
	7	Organizational Analysis	1985
	8	Allocation Conference	1986
	9	Program Conference	1986
	10	Agency Fact Sheet	1986
	11	Agreement	1986
	12	United Way Agreement	1987
	13	Budget	1987
	14	Agency Fact Sheet/Proposal	1987
	15	Allocation	1987
	16	Allocations Conference	1987
	17	Annual Program Conference	1987
	18	Affiliation Review meeting	1987
	19	Plan/Proposal	1988
	20	Agency Fact Sheet	1988
	21	Budget/Allocation	1988
	22	Monthly Reports	Oct. 1984-Jun. 1985
	23	Site Visit Hand-outs	Aug. 6, 1985

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	24	Donor Option Program	1985
	25	Organizational Analysis	1988

### **Series 10: Grants and Awards**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
8	1	Miami Valley Regional Planning Commission	1983
	2	United Way Services Development Fund Grant	1984
	3	St. Agnes Church Proposal	1984
	4	Department of Education, Federal	1984
	5	State Department Grants, Self-Help	1984
	6	Catholic Social Services	
	7	Charitable Trust Registration Forms	
	8	648 Board	
	9	Northwest Boarding Home Ministry	1986
	10	St. Paul's, St. Genoe's	1986
	11	St. Leonard's Sunday Community	1986
	12	Iddings Foundation Grant	1984
	13	Contingency Fund Grant	1988
	14	Elko Foundation	1987
	15	Corner Cupboard Charities	1988
	16	VA Homeless Veterans Program	1987
	17	Video Project	1986
	18	Renovation	1987
	19	Dayton Foundation	1983-1987

### **Series 11: Mental Health Board**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
9	1	Original Proposal	Sept. 1983
	2	Annual Plan/Contract	1983-1984
	3	Annual Plan/Contract	1985
	4	Contract	1986
	5	Annual Plan	1986-1987
	6	Contract	1987-1988
	7	Annual Plan	1987-1988
	8	Annual Plan	1988-1989
	9	State Block Grant	1988
	10	Site Visit Reports	1988
	11	Quarterly Reports	1985
	12	Quarterly Reports	Dec. 1985-Jun. 1987
	13	Quarterly Reports Monitoring	1987
	14	Quarterly Reports	1987-1988
	15	Fundraising Reports	Fall 1985

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
9	16	Monthly Membership Reports	1985
	17	Contingency Plans	1987
	18	Organizational Analysis	1985
	19	Budget Review	1986-1991
	20	Grievance Procedure	1987
	21	Service Agreements	
	22	Dayton Mental Health Center Agreement	1985
	23	Mental Health Board Meeting Minutes	Jun. 1986-Mar. 1987

**Series 12: Newsletters**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
9	24	Progress Place Dispatch	Nov. 1983, Nov. 1984, Feb. 1986