

Progress Place Inc. Records (MS-190) Guide

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Description is written in: English.

Describing Archives: A Content Standard

Wright State University Libraries, Special Collections and Archives

Special Collections and Archives

3640 Colonel Glenn Hwy

Dayton, OH 45435-0001

library-archives@wright.edu

URL: <http://www.libraries.wright.edu/special>

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Summary Information

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|----------------------------------|---|
| Repository: | Wright State University Libraries, Special Collections and Archives |
| Title: | Progress Place Inc. Records (MS-190) |
| ID: | MS-190 |
| Date [inclusive]: | 1974-1991 |
| Physical Description: | 4.5 linear feet |
| Language of the Material: | English . |
| Abstract: | Records detail the organization's work with mentally disabled adults in the Dayton area. Included are organizational papers, minutes, newsletters, correspondence, and financial records. |

Preferred Citation

[Description of item, Date, Box #, Folder #], MS-190, Progress Place, Inc., Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

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Scope and Contents

The records 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 fundraising 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.

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Arrangement

The collection is divided into 12 series:

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

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Administrative Information

Publication Statement

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URL: <http://www.libraries.wright.edu/special>

Revision Description

The finding aid was revised according to DACS standards by Lisa Rickey, March 2020. 2020 March

Conditions Governing Access

There are no restrictions on accessing material in this collection. (All confidential material concerning members and personnel was returned to St. Agnes Church for retention or disposal.)

Conditions Governing Use

Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.

Immediate Source of Acquisition

The records 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.

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Collection Inventory

Series 1: Organization, 1974-1988

| Title/Description | Instances | |
|--|-----------|-----------|
| Correspondence, 1986 | Box 1 | Folder 1 |
| Progress Place Brochures, undated | Box 1 | Folder 2 |
| Articles of Incorporation, Community Support Systems, Inc., 1981 | Box 1 | Folder 3 |
| Lease on Clubhouse, 1982 | Box 1 | Folder 4 |
| Background/Statement of Purpose, 1981 | Box 1 | Folder 5 |
| Board Members, 1981 | Box 1 | Folder 6 |
| Certificate of Occupancy, 1987 | Box 1 | Folder 7 |
| By-Laws and Code of Regulations, 1981 | Box 1 | Folder 8 |
| Member Handbook, undated | Box 1 | Folder 9 |
| Policy on Members' Rights, undated | Box 1 | Folder 10 |
| Lease on Clubhouse, 1987 | Box 1 | Folder 11 |
| United Way Funding, 1981 | Box 1 | Folder 12 |
| Iddings Foundation Grant, 1981 | Box 1 | Folder 13 |
| Publicity, 1981 | Box 1 | Folder 14 |

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|--|-------|-----------|
| Mental Health and Retardation Board, 1981 | Box 1 | Folder 15 |
| Director, 1981 | Box 1 | Folder 16 |
| Philosophy, 1980, undated | Box 1 | Folder 17 |
| Lexington Lodge, 1987 | Box 1 | Folder 18 |
| Newspaper Clippings on Mental Health, 1981 | Box 1 | Folder 19 |
| Newspaper Clippings on Progress Place, 1984-1985 | Box 1 | Folder 20 |
| Boarding Homes, 1985-1986 | Box 1 | Folder 21 |
| Boarding Homes, 1974-1975 | Box 1 | Folder 22 |
| Boarding House Task Force, 1975 | Box 1 | Folder 23 |
| Community Oriented Residential Social Service Facilities, 1978 | Box 1 | Folder 24 |
| Justice/Mental Health Committee, 1979-1980 | Box 1 | Folder 25 |
| Homeless Mentally Ill, 1987 | Box 1 | Folder 26 |
| Affirmative Action Program, 1988 | Box 1 | Folder 27 |

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Series 2: Fountain House, 1977-1984

| Title/Description | Instances | |
|---|-----------|----------|
| Fountain House – articles and handbooks, 1980-1982, undated | Box 2 | Folder 1 |
| Fountain House – articles and handbooks, 1977-1981, undated | Box 2 | Folder 2 |
| National Clubhouse Survey, 1983 | Box 2 | Folder 3 |
| Fountain House Newsletters, 1980, 1983 | Box 2 | Folder 4 |
| Fountain House – Program, 1981 | Box 2 | Folder 5 |
| Progress Reports, 1979-1984 | Box 2 | Folder 6 |
| Umatic Videotape – Fountain House, undated | Box 2 | Folder 7 |

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Series 3: Board of Trustees, 1981-1988

| Title/Description | Instances | |
|--|-----------|----------|
| Meeting Minutes (not complete), 1981 Jan. - 1982 May | Box 3 | Folder 1 |
| Meeting Minutes, 1982 Aug. | | |

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|--|-------|-----------|
| | Box 3 | Folder 2 |
| Meeting Minutes, 1982 Sept.-Oct. | Box 3 | Folder 3 |
| Meeting Minutes, 1982 Nov.-Dec. | Box 3 | Folder 4 |
| Trustees Roster, 1983-1984 | Box 3 | Folder 5 |
| Meeting Minutes, 1983 Jan.-Feb. | Box 3 | Folder 6 |
| Meeting Minutes, 1983 Mar.-Apr. | Box 3 | Folder 7 |
| Meeting Minutes, 1983 May-Jun. | Box 3 | Folder 8 |
| Meeting Minutes, 1983 July | Box 3 | Folder 9 |
| Meeting Minutes, 1984 June | Box 3 | Folder 10 |
| Meeting Minutes, 1984 Jul.-Aug. | Box 3 | Folder 11 |
| Meeting Minutes, 1984 Sept.-Oct. | Box 3 | Folder 12 |
| Meeting Minutes, 1984 Nov.-Dec. | Box 3 | Folder 13 |
| Meeting Minutes, 1985 Jan.-Feb. | Box 3 | Folder 14 |
| Special Meeting, 1985 Feb. 1 | Box 3 | Folder 15 |
| Meeting Minutes, 1985 Mar.-Apr. | Box 3 | Folder 16 |
| Meeting Minutes, 1985 May-June | Box 3 | Folder 17 |
| Meeting Minutes, 1985 July-Aug. | Box 3 | Folder 18 |
| Meeting Minutes, 1985 Nov.-Dec. | Box 3 | Folder 19 |
| Meeting Minutes, 1986 Jan.-Feb. | Box 4 | Folder 1 |
| Meeting Minutes, 1986 Mar.-Apr. | Box 4 | Folder 2 |
| Meeting Minutes, 1986 June | Box 4 | Folder 3 |
| Meeting Minutes, 1986 July | Box 4 | Folder 4 |
| Resolution Honoring Charles D. Geisler, 1986 July 17 | Box 4 | Folder 5 |
| Meeting Minutes, 1986 Sept. | Box 4 | Folder 6 |
| Meeting Minutes, 1986 Oct. | Box 4 | Folder 7 |
| Meeting Minutes, 1986 Nov.-Dec. | Box 4 | Folder 8 |
| Meeting Minutes, 1987 Jan.-Feb. | Box 4 | Folder 9 |
| Meeting Minutes, 1987 April | Box 4 | Folder 10 |
| Meeting Minutes, 1987 May-June | Box 4 | Folder 11 |
| Meeting Minutes, 1987 July-Aug. | Box 4 | Folder 12 |
| Meeting Minutes, 1987 Sept.-Oct. | Box 4 | Folder 13 |
| Meeting Minutes, 1987 Nov.-Dec. | Box 4 | Folder 14 |

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|---------------------------------|-------|-----------|
| Meeting Minutes, 1988 Jan.-Feb. | Box 4 | Folder 15 |
| Meeting Minutes, 1988 Mar.-Apr. | Box 4 | Folder 16 |

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Series 4: Program Evaluation, 1978-1987

| Title/Description | Instances | |
|---|-----------|-----------|
| Program Committee, 1984 | Box 5 | Folder 1 |
| Program Description, circa 1985 | Box 5 | Folder 2 |
| Dustin House, undated | Box 5 | Folder 3 |
| Community Support Network News, 1985 | Box 5 | Folder 4 |
| Program Committee Report, 1985 | Box 5 | Folder 5 |
| Program Evaluation, 1978-1979, undated | Box 5 | Folder 6 |
| Program Evaluation Report Based on Members' Evaluations, 1985 | Box 5 | Folder 7 |
| Evaluations by Members, 1987 Dec. | Box 5 | Folder 8 |
| Progress Place Awards Ceremony, undated | Box 5 | Folder 9 |
| Reception Guest Book, undated | Box 5 | Folder 10 |

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Series 5: Personnel, 1978-1987

| Title/Description | Instances | |
|---|-----------|-----------|
| Position Descriptions, 1987, undated | Box 5 | Folder 11 |
| Policy and procedures/Code of Ethics, 1978, 1981, undated | Box 5 | Folder 12 |
| Evaluation Forms – blank, undated | Box 5 | Folder 13 |
| Marianist Voluntary Service Communities, 1987 | Box 5 | Folder 14 |

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Series 6: Temporary Employment, 1984-1988

| Title/Description | Instances | |
|---|-----------|-----------|
| Development, 1987, undated | Box 5 | Folder 15 |
| Placement and Evaluation, 1987, undated | Box 5 | Folder 16 |

| | | |
|--|-------|-----------|
| Aerotech, 1987 | Box 5 | Folder 17 |
| Verifications, 1987 | Box 5 | Folder 18 |
| Grievance and Member Rights Policy, 1987 | Box 5 | Folder 19 |
| Fitzpatrick/Patterson Realty, 1987-1988 | Box 5 | Folder 20 |
| Goodwill Industries, 1988 | Box 5 | Folder 21 |
| Tipton Group, 1987 | Box 5 | Folder 22 |
| Elder Beerman, 1984-1987 | Box 5 | Folder 23 |
| Public Library, 1985-1988 | Box 5 | Folder 24 |
| Throckmorton Garden Center, 1984-1987 | Box 5 | Folder 25 |

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Series 7: Financial, 1981-1988

| Title/Description | Instances | |
|--|-----------|----------|
| Annual Report, 1984 Aug. 14 | Box 6 | Folder 1 |
| Balance Sheet – Inception through June 1984, 1984 June | Box 6 | Folder 2 |
| Financial Statement, 1984 | Box 6 | Folder 3 |
| Financial Statement, 1984-1985 | Box 6 | Folder 4 |
| Financial Statement, 1985-1986 | Box 6 | Folder 5 |
| Financial Statement, 1986-1987 | Box 6 | Folder 6 |
| Donations, 1987-1988 | Box 6 | Folder 7 |
| Grandma's Attic Thrift Shop, 1981-1983 | Box 6 | Folder 8 |
| Inventory, 1987-1988 | Box 6 | Folder 9 |

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Series 8: Fundraising, 1981-1987

| Title/Description | Instances | |
|--|-----------|-----------|
| Service Club Letter/Corporate Solicitation, 1985 | Box 6 | Folder 10 |
| Fundraising Letter to "Friend of Progress Place", 1984 May | Box 6 | Folder 11 |
| Letters to Individuals, 1984 | Box 6 | Folder 12 |
| Correspondence – Corporate, 1984-1985 | Box 6 | Folder 13 |
| Religious Groups, 1984 | Box 6 | Folder 14 |

| | | |
|---|-------|-----------|
| Fundraising Plan/ Activities, 1985, undated | Box 6 | Folder 15 |
| Business Solicitation, 1985 | Box 6 | Folder 16 |
| Balancing Budget, 1986 | Box 6 | Folder 17 |
| Membership Letter, 1985 | Box 6 | Folder 18 |
| Summary, 1985 | Box 6 | Folder 19 |
| Ad Hoc Committee, 1985 | Box 6 | Folder 20 |
| Direct Mail, 1987 | Box 6 | Folder 21 |
| Fourth Quarter Report to Funders, 1985 Nov. | Box 6 | Folder 22 |
| Fundraising Letter, 1987 | Box 6 | Folder 23 |
| Mid-Year Report to Funders, 1986 | Box 6 | Folder 24 |
| Corporate Materials, 1981-1983, undated | Box 6 | Folder 25 |

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Series 9: United Way, 1982-1988

| Title/Description | Instances | |
|----------------------------------|-----------|-----------|
| Original Proposal, undated | Box 7 | Folder 1 |
| Nine Month Report, 1983 | Box 7 | Folder 2 |
| Evaluation, 1982 | Box 7 | Folder 3 |
| Correspondence, 1984-1985 | Box 7 | Folder 4 |
| Year End Actuals, 1985 | Box 7 | Folder 5 |
| Affiliated Agency, 1985 | Box 7 | Folder 6 |
| Organizational Analysis, 1985 | Box 7 | Folder 7 |
| Allocation Conference, 1986 | Box 7 | Folder 8 |
| Program Conference, 1986 | Box 7 | Folder 9 |
| Agency Fact Sheet, 1986 | Box 7 | Folder 10 |
| Agreement, 1986 | Box 7 | Folder 11 |
| United Way Agreement, 1987 | Box 7 | Folder 12 |
| Budget, 1987 | Box 7 | Folder 13 |
| Agency Fact Sheet/Proposal, 1987 | Box 7 | Folder 14 |
| Allocation, 1987 | Box 7 | Folder 15 |
| Allocations Conference, 1987 | Box 7 | Folder 16 |
| Annual Program Conference, 1987 | Box 7 | Folder 17 |

| | | |
|--|-------|-----------|
| Affiliation Review meeting, 1987 | Box 7 | Folder 18 |
| Plan/Proposal, 1988 | Box 7 | Folder 19 |
| Agency Fact Sheet, 1988 | Box 7 | Folder 20 |
| Budget/Allocation, 1988 | Box 7 | Folder 21 |
| Monthly Reports, 1984 Oct. - 1985 Jun. | Box 7 | Folder 22 |
| Site Visit Hand-outs, 1985 Aug. 6 | Box 7 | Folder 23 |
| Donor Option Program, 1985 | Box 7 | Folder 24 |
| Organizational Analysis, 1988 | Box 7 | Folder 25 |

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Series 10: Grants and Awards

| Title/Description | Instances | |
|--|-----------|-----------|
| Miami Valley Regional Planning Commission, 1983 | Box 8 | Folder 1 |
| United Way Services Development Fund Grant, 1984 | Box 8 | Folder 2 |
| St. Agnes Church Proposal, 1984 | Box 8 | Folder 3 |
| Department of Education, Federal, 1984 | Box 8 | Folder 4 |
| State Department Grants, Self-Help, 1984 | Box 8 | Folder 5 |
| Catholic Social Services, 1985-1987 | Box 8 | Folder 6 |
| Charitable Trust Registration Forms, 1984 | Box 8 | Folder 7 |
| 648 Board, 1985-1986 | Box 8 | Folder 8 |
| Northwest Boarding Home Ministry, 1986 | Box 8 | Folder 9 |
| St. Paul's, St. Genoe's, 1986 | Box 8 | Folder 10 |
| St. Leonard's Sunday Community, 1986 | Box 8 | Folder 11 |
| Iddings Foundation Grant, 1984 | Box 8 | Folder 12 |
| Contingency Fund Grant, 1988 | Box 8 | Folder 13 |
| Elko Foundation, 1987 | Box 8 | Folder 14 |
| Corner Cupboard Charities, 1988 | Box 8 | Folder 15 |
| VA Homeless Veterans Program, 1987 | Box 8 | Folder 16 |
| Video Project, 1986 | Box 8 | Folder 17 |
| Renovation, 1987 | Box 8 | Folder 18 |
| Dayton Foundation, 1983-1987 | Box 8 | Folder 19 |

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| Title/Description | Instances | |
|--|------------------|-----------|
| Original Proposal, 1983 Sept. | Box 9 | Folder 1 |
| Annual Plan/Contract, 1983-1984 | Box 9 | Folder 2 |
| Annual Plan/Contract, 1985 | Box 9 | Folder 3 |
| Contract, 1986 | Box 9 | Folder 4 |
| Annual Plan, 1986-1987 | Box 9 | Folder 5 |
| Contract, 1987-1988 | Box 9 | Folder 6 |
| Annual Plan, 1987-1988 | Box 9 | Folder 7 |
| Annual Plan, 1988-1989 | Box 9 | Folder 8 |
| State Block Grant, 1988 | Box 9 | Folder 9 |
| Site Visit Reports, 1988 | Box 9 | Folder 10 |
| Quarterly Reports, 1985 | Box 9 | Folder 11 |
| Quarterly Reports, 1985 Dec. - 1987 Jun. | Box 9 | Folder 12 |
| Quarterly Reports Monitoring, 1987 | Box 9 | Folder 13 |
| Quarterly Reports, 1987-1988 | Box 9 | Folder 14 |
| Fundraising Reports, 1985 Fall | Box 9 | Folder 15 |
| Monthly Membership Reports, 1985 | Box 9 | Folder 16 |
| Contingency Plans, 1987 | Box 9 | Folder 17 |
| Organizational Analysis, 1985 | Box 9 | Folder 18 |
| Budget Review, 1986-1991 | Box 9 | Folder 19 |
| Grievance Procedure, 1987 | Box 9 | Folder 20 |
| Service Agreements, 1987, undated | Box 9 | Folder 21 |
| Dayton Mental Health Center Agreement, 1985 | Box 9 | Folder 22 |
| Mental Health Board Meeting Minutes, 1986 Jun. - 1987 Mar. | Box 9 | Folder 23 |

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| Title/Description | Instances | |
|--------------------------|------------------|--|
|--------------------------|------------------|--|

Progress Place Dispatch, 1983 Nov., 1984 Nov., 1986 Feb.

Box 9

Folder 24

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