

MS-315, College Women's Club of Dayton Records

Collection Number: MS-315

Title: College Women's Club of Dayton Records

Dates: 1907-2012

Creator: The College Women's Club of Dayton

Summary/Abstract:

Established in 1907, the College Women's Club of Dayton (CWC) continues to meet monthly during the fall, winter, and spring months for the purpose of uniting "alumnae of institutions of higher learning, and to foster an interest in higher education." The club continues to promote higher education, offer continuing education through study groups, and encourage service to the community. The collection contains financial, administrative, and membership records.

Quantity/Physical Description: 16.0 lin. ft.

Language(s): English

Repository:

Special Collections and Archives, University Libraries, Wright State University, Dayton, OH 45435-0001, (937) 775-2092

Restrictions on Access:

There are no restrictions on accessing material in this collection.

Restrictions on Use:

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Preferred Citation:

[Box Number, Folder Number], MS-315, College Women's Club of Dayton Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

Acquisition:

This collection was donated on behalf of the College Women's Club of Dayton by Mary Jane Pesa to Wright State Special Collections and Archives in April 2002 on behalf of the College Women's Club of Dayton.

Accruals: Additions are received annually.

Separated Material:

The Dayton Public Library has a few records of the CWC. Among these are the 1913-1914 yearbooks and the October 1944 newsletter, both of which are not found in this collection.

Revisions:

Updates were made to the collection in September 2004 by Timothy Binkley, September 2005 by Sherri Derringer, December 2005 by Garret B. Kremer-Wright, September 2007 by Rachel DeHart, October 2008 by Sara Boteler, September 2009 by Sara Boteler, and January 2011 by Patricia A. McEldowney. Additions were added to the collection and the finding aid was re-formatted by Victoria Penno, November 2012.

Related Material:

MS-187 Dayton Federation of Women's Clubs Records
MS-228 Helen Hunt Club Records
MS-408 Woman's Literary Club Records
MS-441 Trotwood Women's Club Records

Note:

The College Women's Club of Dayton conducted their business meetings following the format of a school calendar, beginning their year in October and ending in June. The end of their program year was in June, culminating with their annual June luncheon. The consistency of the club record keeping varied, not always following the October to June format. At one point, the club began to have overlapping executive board meetings, especially during periods of transition from one leadership committee to the one elected for the following year. It is advisable to check both years of club minutes. Collection processors decided to retain the monthly agendas. At one point, club presidents began to script their leadership comment. This gives interesting insight into the social nature of this organization.

The President of the College Women's Club of Dayton keeps a notebook which contains a variety of information. When the collection was initially processed, the information kept in these notebooks were separated and placed within the corresponding folders. Starting with June 2008- June 2009 the notebooks were kept intact and can be found in Series VIII.

Processed by:

Jessie Robinson and Mary Kay Mabe, March 2003

Arrangement:

The collection is organized into 8 series:

- Series I – Administrative and Organizational Management
- Series II – Financial Records
- Series III – Membership Activities

Series IV – Study Groups
Series V – Publicity and Correspondence
Series VI – Photographs
Series VII – Scrapbooks
Series VIII – President Notebooks

Biographical/Historical Note:

In 1950, the College Women’s Club of Dayton prepared the history of their organization stating, “In 1906, a young woman who had graduated from college before coming to Dayton provided the inspiration needed to form the club. On a routine visit to the office of Dr. Gertrude Felker and Dr. Eleanora Everhard, she confided that she felt isolated and lonely. While few women of that day attended college, there was here a small group of Ohio State University graduates who met occasionally. At one of their gatherings the plight of this young woman was the topic of conversation. By March of 1907, primarily as a result of the efforts of Dr. Felker and Dr. Everhard, work was well underway to bring college educated women together for fellowship and further intellectual development. In April of that year, eighteen charter members adopted a constitution and elected Dr. Felker the first president.” Thirty-eight women attended the first meeting of the College Women’s Club of Dayton, including Katharine Wright, a graduate of Oberlin College and the sister of Dayton aviators, Wilbur and Orville Wright. Katharine would later serve as the club president in 1910.

The College Women’s Club of Dayton was one of the four founding members of the Dayton Federation of Women. Members, encouraged to serve their community, distinguished themselves in the mid-1920s as the sponsors of a settlement house in the West Dayton Hungarian neighborhood, donated a surgical dressing unit during World War I, and made financial contributions to several local welfare causes, in addition to their on-going goal to foster an interest in higher education through a scholarship fund. Original members organized themselves into interest groups, called Study Groups, to promote more intimate friendships and to provide programs of specialized interest. Their topics covered the arts, drama, cooking, gardening, music, education, travel, government, and war prevention. Several of these groups continue today, adjusting their focus to meet the needs of their membership, including such topics as financial planning.

The CWC continues to meet monthly during the fall, winter, and spring months for the purpose of uniting “alumnae of institutions of higher learning, and to foster an interest in higher education.” The club continues to promote higher education, offers continuing education through their study group experiences and activities, and encourages service to the community.

Scope and Content:

The College Women’s Club of Dayton collection is composed mostly of organizational records documenting the formation and life of the Club dating from 1907 to the present. In addition to administrative records, there are several scrapbooks filled with pictures, newspaper articles, and other memorabilia.

Series I, Administrative and Organizational Management, consists of administrative and organizational records. Included in this series are club histories, meeting agendas and minutes, constitutional information, annual reports, and officer duties. Records encompass the years 1907 to 2011. The minutes for 1965-1966 are missing because they were lost in transit somewhere.

Series II, Financial Records, consists of financial records. Included in this series are treasurer's reports, financial ledgers, tax information, and documentation of scholarship contributions. Records encompass the years 1907 to 2012.

Series III, Membership Activities, consists of various membership activity records. Included in this series are reports of the corresponding secretary, membership rosters, and committee reports. Span dates are 1915 to 2012.

Series IV, Study Groups, consists of records of small internal organizations called Study Groups. Each of these groups focused on a particular topic such as travel, theater, or interior decorating. Included in this series is documentation of each group's organization and rules of governance as well as meeting minutes and other information pertaining to group activities. Also included are notes and programs from the club's luncheons. Records encompass the years 1954 to 2012.

Series V, Publicity and Correspondence, consists of publicity for upcoming club events. In this series are newsletters, yearly programs, documentation of club events, correspondence, and information contained in press releases. Records encompass the years 1944 to 2012.

Series VI, Photographs, consists of two boxes of photographs depicting the June luncheon and special events from the mid-1990s on.

Series VII, Scrapbooks, consists of several scrapbooks which contain photographs, newspaper clippings, awards and other Club memorabilia.

Series VIII, President Notebooks, consists of the President Notebooks. These notebooks are kept by the President for that year. Since the President changes each year the material kept in these notebooks will vary.

Subject Terms

Organizations/Corporate Names

College Women's Club of Dayton, Ohio - - Archives
Dayton Federation of Women's Clubs

Places

Dayton (Ohio)

Subjects (General)

Women - - Education (Higher) - - Ohio - - Dayton
 Women - - Societies and Clubs - - Ohio - - Dayton

Material Types

Reports
 Financial records
 Photographs
 Scrapbooks
 Correspondence
 Yearbooks
 Newsletters

Collection Inventory

Series I: Administrative and Organizational Management			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1	1	Club Brochure	c. 1998, 2000-2001, undated
	2	Historical Narratives	1940 - 2007
	3	“A Short History”	c. 1950
	4	First President / Co-Founder article	c. 1956
	5	Picture of Past Presidents	May 3, 1954
	6	Dayton Federation of Women’s Club	1978-1995, 2005-2007
	7	2 nd Time Visitor Letter and Membership Application	Undated
	8	Club Booklets	2009-2012
	7	Agendas-Board and Lunches	May-Jun 1968
	8	Agendas-Board and Regular Mtgs.	Oct. 1968-Jun 1969
2	1	Agendas-Board and Regular Mtgs.	Oct. 1969-Jun 1970
	2	Agendas-Board and Regular Mtgs.	Oct 1970-Jun 1971
	3	Agendas-Board and Regular Mtgs.	Oct 1971-Jun 1972
	4	Agendas-Board and Regular Mtgs.	Oct 1972-Jun 1973
	5	Agendas-Board and Regular Mtgs.	Oct 1973-Jun 1974
	6	Agendas-Board and Regular Mtgs.	Oct 1974-Jun 1975
	7	Agendas-Board and Regular Mtgs.	Oct 1975-Jun 1976
	8	Agendas-Board and Regular Mtgs.	Oct 1976-Jun 1977
	9	Agendas-Board and Regular Mtgs.	Oct 1977-Jun 1978
	10	Agendas-Board and General Mtgs.	Oct 1978-Jun 1979
	11	Agendas-Board and General Mtgs.	Oct 1979-Jun 1980
	12	Agendas-Board and General Mtgs.	Oct 1980-Jun 1981
	13	Agendas-Board and General Mtgs.	Jun 1987
	14	Agendas-Board and General Mtgs.	Nov 1988-May 1989
	15	Agendas-Board and General Mtgs.	Sep 1989–Jun 1990

	16	Agendas-Executive and General Mtgs.	Oct 1990-Jun 1991
	17	Agendas-Executive and General Mtgs.	Oct 1991-Jun 1992
	18	Agendas-Executive and General Mtgs.	Oct 1992-Jun 1993
	19	Agendas-Executive and General Mtgs.	Oct 1993-Jun 1994
	20	Agendas-Board and General Mtgs.	Oct 1994-Jun 1995
	21	Agendas-Board and General Mtgs.	Oct 1995-Jun 1996
	22	Agendas-Board and General Mtgs.	Oct 1996-Jun 1997
	23	Agendas-Board and General Mtgs.	Oct 1997-Jun 1998
	24	Agendas-Board and General Mtgs.	Oct 1998-Jun 1999
	25	Agendas-Executive, Board and General	Jun 2001, Oct 2002-Jun 2003
	26	Agendas-Executive, Board and General	Apr 2003-Jun 2004
	27	Agendas-Board and General Mtgs.	Oct 2004-Jun 2005
3	1	Agendas-Board and General Mtgs.	Oct 2005-May 2007
	2	Agendas-Board and General Mtgs.	Oct 2007-Jun 2008
	3	Agendas-Board and General Mtgs.	Jun 2008-Jun 2009
	4	Agendas-Board and General Mtgs.	Oct 2009-Jun 2010, Oct 2011
	5	Minutes-Executive and General Mtgs.	Sep 1936-Jun 1937
	6	Minutes-Executive and General Mtgs.	Sep 1937-Jun 1938
	7	Minutes-Executive and General Mtgs.	Sep 1938-Jun 1939
	8	Minutes-Executive and General Mtgs.	Jun 1939-Jun 1940
	9	Minutes-Executive and General Mtgs.	Jun 1940-Jun 1941
	10	Minutes-Executive and General Mtgs.	Oct 1941-Jun 1942
	11	Minutes-Executive and General Mtgs.	May 1942-Jun 1943
	12	Minutes-Executive and General Mtgs.	Jun 1943-Jun 1944
	13	Minutes-Executive and General Mtgs.	Oct 1944-Jun 1945
	14	Minutes-Executive and General Mtgs.	Apr 1945-Jun 1946
	15	Minutes-Executive and General Mtgs.	May 1946-Jun 1947
	16	Minutes-Executive and General Mtgs.	Oct 1947-Jun 1948
	17	Minutes-Executive and General Mtgs.	Jun 1948-Jun 1949
	18	Minutes-Executive and General Mtgs.	Jun 1949-Jun 1950
	19	Minutes-Executive and General Mtgs.	Jun 1950-Jun 1951
	20	Minutes-Executive and General Mtgs.	1951-1953
	21	Minutes-Executive and General Mtgs.	Apr 1953-Jun 1954
	22	Minutes-Executive and General Mtgs.	Sep 1954-Jun 1955
	23	Minutes-Executive and General Mtgs.	Jun 1955-May 1956
4	1	Minutes-Executive and General Mtgs.	Jun 1956-Jun 1957
	2	Minutes-Executive and General Mtgs.	Jun 1957-Jun 1958
	3	Minutes-Executive and General Mtgs.	Jun 1958-May 1959
	4	Minutes-Executive and General Mtgs.	May 1959-May 1960
	5	Minutes-Executive and General Mtgs.	Oct 1960-May 1961
	6	Minutes-Board and Regular Meetings	May 1961-Jun 1962

	7	Minutes-Board and Regular Meetings	May 1962-May 1963
	8	Minutes-Board and Regular Meetings	May 1963-May 1964
	9	Minutes-Board and Regular Meetings	May 1964-May 1965
	10	Minutes-Board and Regular Meetings	May 1966-May 1967
	11	Minutes-Board and Regular Meetings	Jun 1967-May 1968
	12	Minutes-Board and Regular Meetings	May 1968-May 1969
	13	Minutes-Board and Regular Meetings	May 1969-May 1970
	14	Minutes-Board and Regular Meetings	Jun 1970-May 1971
	15	Minutes-Board and Regular Meetings	May 1971-May 1972
	16	Minutes-Board and Regular Meetings	May 1972-May 1973
	17	Minutes-Board and Regular Meetings	May 1973-May 1974
	18	Minutes-Board and General Meetings	May 1974-May 1975
	19	Minutes-Board and General Meetings	May 1975-May 1976
	20	Minutes-Board and General Meetings	May 1976-Jun 1977
	21	Minutes-Board and General Meetings	Oct 1977-May 1978
5	1	Minutes-Board and General Meetings	Oct 1978-May 1979
	2	Minutes-Board and General Meetings	Oct 1979-May 1980
	3	Minutes-Board and General Meetings	May 1980-May 1981
	4	Minutes-Board and General Meetings	May 1981-May 1982
	5	Minutes-Board and General Meetings	May 1982-May 1983
	6	Minutes-Board and General Meetings	May 1983-May 1984
	7	Minutes-Board and General Meetings	May 1984-Jun 1985
	8	Minutes-Board and General Meetings	Oct 1985-May 1986
	9	Minutes-Board and General Meetings	Oct 1986-Jun 1987
	10	Minutes-Executive and General Mtgs.	Jun 1987-Jun 1988
	11	Minutes-Executive and General Mtgs.	Jul 1988-May 1989
	12	Minutes-Board, Executive and Gen. Mtgs.	May 1989-Jun 1990
	13	Minutes-Executive and General Mtgs.	Oct 1990-Jun 1991
	14	Minutes-Exec. Committee and Gen. Mtgs.	Oct 1991-Jun 1992
	15	Minutes-Exec. Committee and Gen. Mtgs.	Oct 1992-Jun 1993
	16	Minutes-Executive and Board Mtgs.	Aug 1993-Jun 1994
	17	Minutes-Exec. Committee and Gen. Mtgs.	Jul 1994-Jun 1995
	18	Minutes-Exec. Committee and Gen. Mtgs.	Oct 1995-Jun 1996
	19	Minutes-Executive and General Mtgs.	Oct 1996-Jun 1997
	20	Minutes-Exec. Committee and Gen. Mtgs.	Oct 1997-Jun 1998
	21	Minutes-Board and General Meetings	Oct 1998-Jun 1999
6	1	Minutes-Board and General Meetings	Oct 1999-Jun 2000
	2	Minutes-Executive and General Meetings	Oct 2000-Apr 2001
	3	Minutes-Board and General Meetings	May 2001-Jun 2002
	4	Minutes-Executive, Board and General	Oct 2002-Jun 2003
	5	Minutes-Executive and General	May 2003-Jun 2004
	6	Minutes-Board and General Mtgs.	Oct 2004-Apr 2005
	7	Minutes-Board and General Meetings	May 2005-Jun 2006

	8	Minutes-Board and General Meetings	Sep 2006-May 2007
	9	Minutes-Board and General Meetings	Oct 2007-Jun 2008
	10	Minutes-Board and General Mtgs.	Oct 2008-Jun 2009
	11	Minutes-Board and General Mtgs.	Oct 2009-Jun 2010
	12	Board Meeting Attendance Records	1952-2004, 2008-2010
	13	Annual Reports	1940-1950
	14	Annual Reports	1950-1962, 1976-1985
	15	Annual Reports	1985-2012
	16	Annual Reports of Officers and Committees	1987-2002
	17	Member Reports	2005-2011
	18	Secretary and Treasurer Yearly Summaries	1962-1976
	19	Constitution, Amendments, Policies and Procedures	1940s-2003
	20	Duties of the President	c. 1990s
	21	Duties of the First Vice President	undated
	22	Duties of the Treasurer	c. 1984
	23	Duties of the Assistant Treasurer	c. 1985
	24	Duties of the Recording Secretary	undated
	25	Duties of the Corresponding Secretary	undated
	26	Duties of the Membership Chairman	c. 1990-91
	27	Duties of the Historian	undated
	28	Duties of the Publicity Chairman	c. 1960s
Series I: Program Records			
7	1	Instructions for the Program Chairman	1992
	2	Nominating Committee/Nominations	1937 –1998, 2006-2008
	3	Officer/Committee Chair/Membership Lists	1968-2009
	4	Hospitality Chairman- Procedures and Reports	1961-1962, 1987-1988, 1995-1996
	5	Parliamentary Law Information	c. 1970s
	6	Procedures for Meetings-President's copy	Jan 2006
	7	Potential Meeting Places	undated
Series II: Financial Records			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	8	Annual Treasurer's Reports	1943, 1948-1989, 1995-1997
	9	Treasurer's Reports	Nov 1944-May 1945
	10	Treasurer's Reports	Jul 1945-Jun 1946
	11	Treasurer's Reports	Sep 1946-Jul 1947
	12	Treasurer's Reports	Oct 1947-May 1948
	13	Treasurer's Reports	Sep 1948-Jun 1949
	14	Treasurer's Reports	Sep 1949-Jun 1950
	15	Treasurer's Reports	Sep 1950-Jul 1951

	16	Treasurer's Reports	Sep 1951-Jul 1952
	17	Treasurer's Reports	Sep 1952-Jul 1953
	18	Treasurer's Reports	Oct 1953-Jun 1954
	19	Treasurer's Reports	Sep 1954-Jul 1955
	20	Treasurer's Reports	Sep 1955-Apr 1956
	21	Treasurer's Reports	Sep 1956-Jun 1957
	22	Treasurer's Reports	Oct 1957-May 1958
	23	Treasurer's Reports	Oct 1958-Jun 1959
	24	Treasurer's Reports	Oct 1959-Jun 1960
	25	Treasurer's Reports	Oct 1960-Jun 1961
	26	Treasurer's Reports	Oct 1961-May 1962
	27	Treasurer's Reports	Sep 1962-May 1963
	28	Treasurer's Reports	Oct 1963-May 1964
	29	Treasurer's Reports	Sep 1964-Apr 1965
	30	Treasurer's Reports	Oct 1966-May 1967
	31	Treasurer's Reports	Oct 1967-May 1968
	32	Treasurer's Reports	Oct 1968-May 1969
	33	Treasurer's Reports	Oct 1969-May 1970
	34	Treasurer's Reports	Oct 1970-May 1971
	35	Treasurer's Reports	Sep 1971-May 1972
	36	Treasurer's Reports	Oct 1972-May 1973
	37	Treasurer's Reports	Oct 1973-Mar 1974
	38	Treasurer's Reports	Oct 1974-May 1975
	39	Treasurer's Reports	Oct 1975-May 1976
	40	Treasurer's Reports	Oct 1976-Jun 1977
	41	Treasurer's Reports	Oct 1977-May 1978
	42	Treasurer's Reports	Oct 1978-May 1979
	43	Treasurer's Reports	Oct 1979-May 1980
	44	Treasurer's Reports	Oct 1980-Jun 1981
	45	Treasurer's Reports	Oct 1981-Jun 1982
	46	Treasurer's Reports	Oct 1982-Jun 1983
	47	Treasurer's Reports	Sep 1983-Jun 1984
	48	Treasurer's Reports	Oct 1984-Jun 1985
	49	Treasurer's Reports	Oct 1985-Jun 1986
	50	Treasurer's Reports	Oct 1986-Jun 1987
	51	Treasurer's Reports	Oct 1987-Jun 1988
	52	Treasurer's Reports	Oct 1988-Jul 1989
	53	Treasurer's Reports	Oct 1989-Jun 1990
	54	Treasurer's Reports	Oct 1990-Jun 1991
7A	1	Treasurer's Reports	Sep 1991-Jun 1992
	2	Treasurer's Reports	Oct 1992-Jun 1993
	3	Treasurer's Reports	Oct 1993-May 1994
	4	Treasurer's Reports	Oct 1994-May 1995
	5	Treasurer's Reports	Oct 1995-May 1996

	6	Treasurer's Reports	Oct 1996-May 1997
	7	Treasurer's Reports	Oct 1997-Jun 1998
	8	Treasurer's Reports	Oct 1998-Jul 1999
	9	Treasurer's Reports	Oct 1999-Jul 2000
	10	Treasurer's Reports	Oct 2000-Jul 2001
	11	Treasurer's Reports	Oct 2001-May 2002
	12	Treasurer's Reports	Oct 2002-May 2003
	13	Treasurer's Reports	May 2003-Jun 2004
	14	Treasurer's Reports	Jul 2004-Jun 2007
	15	Treasurer's Reports	Jun 2007-Jul 2008
	16	Treasurer's Reports	Feb 2009-Jun 2010
	17	Treasurer's Reports	2011-2012
8	1	Bonds	1943-1984
	2	Certificates of Deposit	1992-93, 2007
	3	Internal Revenue Forms	1975-1985
	4	Tax Information and Exemption Papers	c. 1970s and 1980s
	5	Outside Monetary Donations	1965-1968, 1980, 1996
	6	Budgets	1951-2003
9	1	Financial Ledger	1907-1918
	2	Financial Ledger	May 1918-Jan 1922
	3	Financial Ledger	Jan 1922-Jan 1925
	4	Financial Ledger	Jan 1925-Dec 1928
	5	Financial Ledger	Jan 1929-Dec 1937
	6	Financial Ledger	Dec 1937-Jun 1941
10	1	Financial Ledger	Jun 1941-Jun 1948
	2	Financial Ledger	1964-1978
	3	Financial Ledger	1978-1988
	4	Dues Book	1964-1977
	5	Auditor Reports: 1941-1952, 1955-1956, 1963, 1968-1969, 1971, 1977-1980, 1990, 1992-1993, 1995-1996, 2000-2001, 2005	1941-2005
	6	Dues Collection Slip	undated
	7	Insurance	c. 1960s-1980s
	8	Scholarship Information	c. 1960s-2010, 2012
	9	Miscellaneous Financial Records	1972, 1982, 2007 undated
Series III: Membership Activities			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
11	1	Yearbooks	1915-1924
	2	Yearbooks	1924-1927

	3	Yearbooks	1927-1930
	4	Yearbooks	1930-1933
	5	Yearbooks	1933-1936
	6	Yearbooks	1936-1939
	7	Yearbooks	1939-1942
	8	Yearbooks	1942-1945
	9	Yearbooks	1945-1948
	10	Yearbooks	1948-1951
	11	Yearbooks	1951-1954
	12	Yearbooks	1954-1957
	13	Yearbooks	1957-1960
	14	Yearbooks	1960-1963
	15	Yearbooks	1963-1966
	16	Yearbooks	1966-1969
	17	Yearbooks	1969-1972
	18	Yearbooks	1972-1975
	19	Yearbooks	1975-1978
	20	Yearbooks	1978-1981
	21	Yearbooks	1981-1984
	22	Yearbooks	1984-1987
	23	Yearbooks	1987-1990
	24	Yearbooks	1990-1993
	25	Yearbooks	1993-1996
	26	Yearbooks	1996-1999
	27	Yearbooks	1999-2004
12	1	Yearbooks	1999-2002
	2	Yearbooks	2002-2004
	3	Yearbooks	2004-200
	4	Yearbooks	2007-2010
	5	Monthly & Yearly Rosters/ New Members/Directory Changes	1951-May 1969
	6	Monthly & Yearly Rosters/ New Members/Directory Changes	Jun 1969-Mar 1972
	7	Monthly & Yearly Rosters/ New Members/Directory Changes	1972-1980
	8	Monthly & Yearly Rosters/ New Members/Directory Changes	1981-2000
	9	Monthly & Yearly Rosters/ New Member/Directory Changes	2000-2010
	10	Corresponding Secretary's Reports	1931-1944
	11	Corresponding Secretary's Reports	1961-1962
	12	Corresponding Secretary's Report	Feb 1970
	13	Corresponding Secretary's Reports	Oct 1970-Apr 1971
	14	Corresponding Secretary's Reports	Oct 1971-Jun 1972

	15	Corresponding Secretary's Reports	Jun 1972-Apr 1973
	16	Corresponding Secretary's Reports	1973-1974
	17	Corresponding Secretary's Reports	Oct 1974-May 1975
	18	Corresponding Secretary's Reports	Nov 1975-Apr 1976
	19	Corresponding Secretary's Reports	Jun 1976-May 1977
	20	Corresponding Secretary's Reports	May 1977-May 1978
	21	Corresponding Secretary's Reports	May 1978-May 1979
	22	Corresponding Secretary's Reports	Nov 1979-May 1980
	23	Corresponding Secretary's Reports	Oct 1981-Apr 1982
	24	Corresponding Secretary's Report	1989-1990
	25	Membership Reports	1964-1977
	26	Membership Reports	1977-1992
	27	Membership Reports	2009-2012
12A	1	Invitations and Program Information	1950-2003
	2	Centennial Committee	2005
	3	50 th and 100 th Anniversary Presentations	1957, 2007
	4	Dinner Party Committee Report	1959-1960
	5	New Members Coffee	1961-1962, 1969-1980
	6	Reception Committee Reports	c. 1960s-1980s
	7	Cookbook and Cookbook Report	2000
13	1	Fine Arts Delegate Report	1978-1979
	2	War Service Committee	1945-1946
	3	Membership Application	2003-2008
	4	Memorial Honors/Tributes (Alphabetical Order)	1950s-2001
	5	Member Obituaries and Funeral Cards	1997-2011
	6	Honorary Membership Committee	1973, 1995
	7	Summary of Attendance and Programs	1964-1975
	8	Perfect Attendance Certificates	2002-2005
	9	Report of the Historian	1976-1978, 2001-2002
	10	Travel Tales from the Book I'll Never Write Program	Feb. 9, 2009
	11	Annual Programs	2008-2009, 2010-2011
	12	Notes on Katharine Wright's Membership	undated
	13	Miscellaneous (Program History, Telephone Tree and Silver Inventory)	2002, 2006-2008, 2011
Series IV: Study Groups			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
13	14	Luncheon Reports, Receipts, Clippings	Jun 1954

	15	Luncheon Reports, Receipts, Clippings	Jun 1955
	16	Luncheon Reports, Receipts, Clippings	Jun 1956
	17	Luncheon Reports, Receipts, Clippings	Jun 1957
	18	Luncheon Reports, Receipts, Clippings	Jun 1958
	19	Luncheon Reports, Receipts, Clippings	Jun 1959
	20	Luncheon Reports, Receipts, Clippings	Jun 1960
	21	Luncheon Reports, Receipts, Clippings	Jun 1961
	22	Luncheon Reports, Receipts, Clippings	Jun 1962
	23	Luncheon Reports, Receipts, Clippings	Jun 1963
	24	Luncheon Reports, Receipts, Clippings	Jun 1964
	25	Luncheon Reports, Receipts, Clippings	Jun 1965
	26	Luncheon Reports, Receipts, Clippings	Jun 1966
	27	Luncheon Reports, Receipts, Clippings	Jun 1967
	28	Luncheon Reports, Receipts, Clippings	Jun 1968
	29	Luncheon Reports, Receipts, Clippings	Jun 1969
	30	Luncheon Reports, Receipts, Clippings	Jun 1970
	31	Luncheon Reports, Receipts, Clippings	Jun 1971
	32	Luncheon Reports, Receipts, Clippings	Jun 1972
	33	Luncheon Reports, Receipts, Clippings	Jun 1973
	34	Luncheon Reports, Receipts, Clippings	Jun 1974
	35	Luncheon Reports, Receipts, Clippings	Jun 1975
	36	Luncheon Reports, Receipts, Clippings	Jun 1976
	37	Luncheon Reports, Receipts, Clippings	Jun 1977
	38	Luncheon Reports, Receipts, Clippings	Jun 1978
	39	Luncheon Reports, Receipts, Clippings	Jun 1979
	40	Luncheon Reports, Receipts, Clippings	Jun 1980
	41	Luncheon Reports, Receipts, Clippings	Jun 1981
	42	Luncheon Reports, Receipts, Clippings	Jun 1982
	43	Luncheon Reports, Receipts, Clippings	Jun 1983
	44	Luncheon Reports, Receipts, Clippings	Jun 1984
	45	Luncheon Reports, Receipts, Clippings	Jun 1985
	46	Luncheon Reports, Receipts, Clippings	Jun 1986
	47	Luncheon Reports, Receipts, Clippings	Jun 1987
	48	Luncheon Reports, Receipts, Clippings	Jun 1988
	49	Luncheon Reports, Receipts, Clippings	Jun 1989
	50	Luncheon Reports, Receipts, Clippings	Jun 1990
14	1	Luncheon Reports, Receipts, Clippings	Jun 1991
	2	Luncheon Reports, Receipts, Clippings	Jun 1992
	3	Luncheon Reports, Receipts, Clippings	Jun 1993
	4	Luncheon Reports, Receipts, Clippings	Jun 1995
	5	Luncheon Reports, Agendas, Minutes	1996, 2005-2007
	6	Luncheon Reports	Oct 2007-Oct 2008, 2009, Jun 2010
	7	Luncheon Programs	1961-1977

	8	Luncheon Programs	1985-2010
	9	Luncheon Script	Jun 2001
	10	Program-Ball celebrating 60 th Anniversary	Apr 8, 1967
	11	Banquet Sites in Dayton	1985
	12	Study Group Pamphlets	1991-93
	13	Afternoon Play Reading Group Founding History	1960, undated
	14	Afternoon Play Reading Group Guidelines	1988-1989
	15	Afternoon Play Reading Group Roster and Minutes	1961-1977
	16	Afternoon Play Reading Group Roster and Minutes	1977-1989
	17	Afternoon Play Reading Group Correspondence	1975, 1989, undated
	18	Afternoon Play Reading Group Picnic Photos	1960
	19	Arts Appreciation Group	1981
	20	Arts and Crafts Group Founding History	1960
	21	Arts and Crafts Group Guidelines	1984-1985
	22	Arts and Crafts Group Minutes, Attendance Rosters, Treasurer's Reports	1963-1972
	23	Arts and Crafts Group: Minutes, Attendance Rosters, Treasurer's Reports	1972-1979
	24	Arts and Crafts Group: Minutes, Attendance Rosters, Treasurer's Reports	1979-1994
14A	1	Arts and Crafts Group: Minutes, Attendance Rosters, Treasurer's Reports	1993-2004
	2	Arts and Crafts Group: Minutes, Attendance Rosters	Oct 2004-2010
	3	Arts and Crafts Group Minutes, Membership, Financial Report	Sep 2010-Sep 2011
	3	Book Group Founding History	1956, 1960, 2003
	4	Book Group Guidelines	1985-1986, 1999
	5	Book Group Minutes	1959-1973
	6	Book Group Minutes: Attendance Rosters, Treasurer's Reports	1973-1978
	7	Book Group Minutes: Attendance Rosters, Treasurer's Reports	1978-1983
15	1	Book Group Minutes, Attendance Rosters, Treasurer's Reports	1984-1994
	2	Book Group Minutes, Attendance Rosters, Treasurer's Reports	1994-1999
	3	Book Group Minutes, Membership Lists,	1999-2004

		Treasurer's Reports, Photos	
	4	Book Group Minutes, Membership Lists	2006-2010
	5	Book Group Minutes, Treasurer's Report	Sep 2010-Apr 2012
	6	Evening Group Founding History	1960
	7	Evening Play Reading Group Founding History	1959
	8	French Group Founding History	undated
	9	Foreign Affairs Group Founding History	1960
	10	Garden Group Founding History	1960
	11	Garden Group Minutes, Attendance Rosters, Treasurer's Reports	1951-1960
	12	Garden Group Minutes, Attendance Rosters, Treasurer's Reports	1960-1969
	13	Garden Group Minutes, Attendance Rosters, Treasurer's Reports	1970-1979
	14	Garden Group Minutes, Attendance Rosters, Treasurer's Reports	1979-1989
	15	Garden Group Minutes, Attendance Rosters, Guidelines	1989-2004
	16	Garden Group Schedules and Membership Lists	1999-2003
16	1	Gourmet Group Founding History	1960, 1970
	2	Gourmet Group Guide Rules (North and South)	1960-2007
	3	Gourmet Group Minutes	Mar 1960-May 1965
	4	Gourmet Group Minutes	Oct 1965-May 1970
	5	Gourmet Group Leadership	1960-1994
	6	Gourmet Group North and South Rosters	1998-1999, 2001-2002
	7	Gourmet Group Treasurer's Reports	1970-1981
	8	Gourmet Group (North) Program	Apr 1998
	9	Gourmet Group (North) Treasurer's Reports	1981-2001
	10	Gourmet Group (North) Minutes and Membership list	Nov 2003-2010
	11	Gourmet Group (North) Minutes and Membership List	Dec 2010-May 2012
	12	Gourmet Group (South) Officers	2005-2006
	13	Gourmet Group (South) 25 th Anniversary	1995
	14	Gourmet Group (South) Waiting Lists	1978-1979, 1982-1983, 1987-1988
	15	Gourmet Group (South) Minutes	Oct 1970-May 1975
	16	Gourmet Group (South) Minutes	Oct 1975-May 1980
	17	Gourmet Group (South) Minutes	Oct 1980-Dec 1985
	18	Gourmet Group (South) Minutes	Sep 1986-May 1990
	19	Gourmet Group (South) Minutes	1990-1994, 2001-2002,

			2006-2007
	20	Gourmet Group (South) Minutes and Roster	Oct 2007-2010
	21	Gourmet Group (South) Minutes and Member List	Sep 2010-May 2011
	22	Interior Decorating Group History, Officers, Membership	1960, 1990s
	23	Interior Decorating Group Guidelines	1985
	24	Interior Decorating Group Minutes	c. 1960s
	25	Interior Decorating Group Minutes	1960-1961
	26	Interior Decorating Group Minutes	1961-1963
	27	Interior Decorating Group Minutes	1963-1965
	28	Interior Decorating Group Minutes	1965-1967
	29	Interior Decorating Group Minutes	1967-1969
	30	Interior Decorating Group Minutes	1969-1971
	31	Interior Decorating Group Minutes	1971-1973
	32	Interior Decorating Group Minutes	1973-1975
17	1	Interior Decorating Group Minutes	1975-1977
	2	Interior Decorating Group Minutes	1977-1979
	3	Interior Decorating Group Minutes	1979-1981
	4	Interior Decorating Group Minutes	1981-1983
	5	Interior Decorating Group Minutes	1983-1985
	6	Interior Decorating Group Minutes	1985-1987
	7	Interior Decorating Group Agendas/Minutes	1987-1989
	8	Interior Decorating Group Minutes	1989-1991
	9	Interior Decorating Group Minutes, Correspondence	1991-1993
	10	Interior Decorating Group Minutes, Correspondence	1993-1994
	11	Interior Decorating Group Membership, Attendance	1976-1995
	12	Interior Design Group Minutes, Treasurer's Report	2006-2007
	13	Interior Design Minutes, Member List	Oct 2007-2010
	14	Interior Design Group Minutes, Treasurer's Report, Program and Paid Members List	Oct 2010-May 2011
	15	Investment Club-Founding History	1998
	16	Investment Club Minutes	Feb 2004-Nov 2004
	17	Investment Club Minutes	Jan 2006-Nov 2006
	18	Investment Club Minutes, Treasurer's Report	Jun 2007-2010
	19	Investment Group Minutes	May 2010-Apr 2012
	20	LePetit Gourmet (North)-History	1976
	21	LePetit Gourmet (South)-History, Rules	1973, 1982
	22	Money Management Group-Guide Rules	2004

	23	Money Management Group Yearly Programs	1981-1982, 1995-1998
	24	Money Management Group-Membership	1980-2004
	25	Money Management Group-Treasurers Reports	2002-2007
	26	Money Management Minutes, Treasure's Report, Member List	2007-2010
	27	Money Management Group Minutes and 2010-2011 Financial Report	2010-2012
	28	Money Management Group-Fall Luncheon	1995
	29	Morning Play Reading Group	1972
	30	Scribblers Group-History	1960, 1972
	31	Sew and So Group-Founding History	1973
	32	Sew and So Group Minutes	1987-88
	33	Sew and So Group Guidelines	1970s
17A	1	Sew and So Group Outside Correspondence	1973, 1980
	2	Sew and So Group Yearly Programs/Reports	1973-1974, 1986-1987
	3	Sew and So Group-Membership Lists	1973-1989
	4	Theater Arts Group-Founding History	undated
	5	Theater Arts Group-Guidelines	undated
	6	Theater Arts Group-Membership, Attendance	1979-1995
	7	Theater Arts Group-Correspondence	1994
	8	Theater Arts Group Minutes	1979-1981
	9	Theater Arts Group Minutes	1981-1983
	10	Theater Arts Group Minutes	1983-1985
	11	Theater Arts Group Minutes	1985-1987
	12	Theater Arts Group Minutes	1987-1989
	13	Theater Arts Group Minutes	1989-1991
	14	Theater Arts Group Minutes	1991-1993
	15	Theater Arts Group Minutes	1993-1995
	16	Theater Arts Group Play List	1960s-1980s
	17	Theater Arts Group Play Bills	1955-1962
18	1	Travel Group-Founding History	1960
	2	Travel Group-Guidelines	1985
	3	Travel Group-Agenda	1989-1990
	4	Travel Group-Agenda	1990-1991
	5	Travel Group-Agenda	1991-1992
	6	Travel Group-Agenda	1992-1993
	7	Travel Group-Minutes	2005-2010
	8	Travel Group-Contracts Patterson Homestead & Otterbein Church	undated

	9	Travel Group-Leader's Notes	undated
	10	Travel Group-Membership	1985-1994
	11	Volunteer Service Group Founding History	1962
	12	Volunteer Service Group-Guidelines	undated
	13	Volunteer Service Group Secretary's Book	Mar 1992-Apr 1995
	14	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1961-1970
	15	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1970-1971, 1974-1975
	16	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1975-1976, 1980-1981
	17	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1981-1982, 1988-1989
	18	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1989-1990, 1994-1995
	19	Volunteer Service Group News Clippings	c. 1960s
	20	Volunteer Service Group Volunteer Service Bureau Information	1972-1973
	21	Volunteer Service Group-Reminders	1972-1973
	22	Volunteer Service Group Yearly Service Lists	1961-1989
	23	Volunteer Service Group Service Hours Rosters	1964-1965, 1970-1971
	24	Volunteer Service Group Service Hours Rosters	1971-1972, 1979-1980
	25	Volunteer Service Group Outside Correspondence	undated
	26	Volunteer Service Group November Luncheons	1978, 1988
	27	Volunteer Service Group-Speech	undated
	28	Volunteer Service Group-Obituaries	undated
	29	Volunteer Service Group Attendance Rosters	c. 1990
	30	Volunteer Service Group Notes to Leader	1968
	31	Volunteer Service Group Disbanding Information	1995

Series V: Publicity Correspondence

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
19	1	Newsletters	Feb-Apr 1944, Jan 1945
	2	Newsletters	Oct 1946-May 1949
	3	Newsletters	Jan 1950-Apr 1955
	4	Newsletters	Oct 1955-Jun 1960

	5	Newsletters	Oct 1960-Jun 1965
	6	Newsletters	Oct 1965-Jun 1970
	7	Newsletters	Oct 1970-Jun 1975
	8	Newsletters	Oct 1975-Jun 1980
	9	Newsletters	Oct 1980-Jun 1985
	10	Newsletters	Sep 1985-Jun 1990
Series V: Newsletters			
20	1	Newsletters	Sep 1990-Jun 1995
	2	Newsletters	Sep 1995-Jun 1999
	3	Newsletters	Sep 1999-Jun 2003
	4	Newsletters	Sep 2003-Jun 2006
	5	Newsletters	Sep 2006-Jun 2010
	6	Newsletters	Oct 2010-Jun 2012
	7	Newsletter Articles	1963-2000
	8	Press Releases	c. 1960s
	9	Press Releases	c. 1960s
	10	Press Releases	c. 1960s
	11	Publicity Reports	1966-1973
	12	Newspaper Clippings	1954-2010
	13	Internal Correspondence	1974-2005
	14	Incoming-Outgoing President Correspondence	1995-1997, 2000
	15	Meeting Place Correspondence/Contracts	1967-2004, 2008
	16	General Correspondence	1945-2008
Series VI: Photographs			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
20A	1	June Luncheon	1996-1999, 2001
	2	Meeting and Luncheon Photos	2010
	3	Meeting and Luncheon Photos	2011
20B	1	Meeting and Luncheon Photos	2012
	2	Special Events	Feb 2007-Mar 2007
Series VII: Scrapbooks			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
21	1	Newspaper clippings scrapbook	Jan 1940-Jun 1947
22	1	Newspaper clippings scrapbook	Sep 1947-May 1955
23	1	Newspaper clippings scrapbook	Sep 1955-May 1973

24	1	Photographs & Newspaper clippings	1989-2000
25	1	Two scrapbooks-Photographs of events	1996
	2	Newspaper clippings scrapbook	1999-2006
26	1	Scrapbook- Memorials and Certificates	1954-2001
Series VIII: President's Notebooks			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
27	1	President Marjorie MacKeown	Jun 2008-Jun 2009
	2	President Judith D. Holt	2009-2010