

Guide to the Lansing YWCA Collection

Summary Information

Repository:

Capital Area District Library/Forest Parke Library & Archives
401 South Capitol Avenue
Lansing, MI 48933

Creator:

Title: YWCA Collection

Collection No.: 20901

Ascension No.: 20801

Extent: 32 boxes, 23 cubic feet

Abstract:

Materials from the Lansing YWCA (Young Women's Christian Association) dated from the 1890's to 2003.

Administrative Information

Access Restrictions:

This collection is open for research. However, due to the fragile condition of specific items, access may be restricted. Advance notice is requested.

Acquisition Information:

Donated by the YWCA of Greater Lansing

Usage Restrictions:

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Preferred Citation:

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Processing Information:

Processed by: Jill Crane

Finding Aid created by: Jill Crane

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Historical Note

The Lansing chapter of the Young Women's Christian Association (YWCA) began in 1889. Over the year the organization grew and changed buildings. At one time, the YWCA included rooms to rent and a lunch room that was open to the public. The Diana

Awards were given annually from 1977-2003 to women who were leaders in the community.

Collection Scope and Content Note

Collection includes administrative materials related to running the Lansing, Michigan chapter of the Young Women's Christian Association. Materials include minutes and reports of the board of directors as well as various committees; bylaws, strategic plans and capital campaigns. Information on specific programs such as the Diana Award, along with photographs and biographies are included. Several materials relate the history of the YWCA in Lansing, Michigan, as well as the centennial celebration in 1989. There are many scrapbooks and newspaper clippings that report specific events or recognition of YWCA members; as well as many photographs of YWCA activities and events.

Arrangement

Records organized according to material or purpose. Within the material types, the records are generally organized chronologically.

Controlled Access Terms (LC)

Subjects:

Lansing (Michigan)

Young Women's Christian Association

Contents List

Box # 1 - Bylaws, deeds, studies

Box # 2 - Board lists and attendance; Whiteley Foundation; Zonta Report

Box # 3 - Strategic Plans; Clubs, Committees & Departments

Box # 4 - Clubs, Committees & Departments; Activities

Box # 5 - Annual reports and meetings

Box # 6 - Board minutes, 1915-1949

Box # 7 - Board minutes, 1950-1966

Box # 8 - Board minutes, 1967-1972 & 1998-2002,

Box # 9 - Diana Awards, 1977, 1986, 1988, 1992

Box # 10 - Diana Awards, 1993, 1999

Box # 11 - Diana Awards, 1999; Publicity

Box # 12 - Diana Awards, 2003

Box # 13 - Diana Awards, 2003; Diana Award biographies; Diana Award Obituaries and Information

Box # 14 - YWCA Histories; Time Capsule, Building campaign; National centennial; Lansing centennial; Tribute to Mary Tilton

Box # 15 - Letters; Bulletins; Guest book; script for slide presentation; postcard book

Box # 16 - Misc., 1890-1995

Box # 17 - Books

Box # 18 - Newspaper clippings

Box # 19 - Scrapbooks, ? to 1927

Box # 20 - Scrapbooks, 1926-1931

Box # 21 - Scrapbook, 1946-1950

Box # 22 - Scrapbooks & Newspaper Clippings, 1910 to 1968

Box # 23 - Slides and reel-to-reel tapes

Box # 24 - Photographs

Box # 25 - Photographs

Box # 26 - Photographs

Box # 27 - Scrapbook, 1935-1941

Box # 28 - Scrapbook, 1940's-1950's

Box # 29 - Scrapbook, 1951-1955

Box # 30 - Scrapbooks, c1940-1959`

Box # 31 - Scrapbooks, 1926-1963

Box # 32 - Audio, video, objects

Box # 33 - Framed photograph and framed list of presidents

Drawer in Flat Files - Blueprints

Misc: Bronze plaque

Item List

Box # 1 - Bylaws, deeds, studies

- Folder #1 – 1906 Charter
- Folder #2 – Deeds, mortgage, titles, blueprint
- Folder #3 – Personnel Policy; Investment Policy
- Folder #4 – Bylaws & Constitution, 1922, 1940, 1953, 1983, 1994, 1996 1997, 1999
- Folder #5 – Articles of Incorporation
- Folder #6 – Bylaws Committee papers. 1996
- Folder #7 – National YWCA Bylaws, 1998 and referendum, 2002
- Folder #8 – Standing Rules Committee, 1997-1998
- Folder #9 – Membership campaigns
- Folder #10 – National Dues, 1999, 2002
- Folder #11 – YWCA Study, 1921
- Folder #12 – YWCA Study, 1947-1953
- Folder #13 – YWCA Study, 1955-1961
- Folder #14 – Long-range Study, 1956
- Folder #15 – Study for residence, 1957
- Folder #16 – YWCA Study, 1961

Box # 2 - Board lists and attendance; Whiteby Foundation; Zonta Report

- Folder #1 – Board information, 1999-2003
- Folder #2 – Board orientation, 2002-2003
- Folder #3 – Board attendance, 2000-2002
- Folder #4 – Board authorized signers, 2002
- Folder #5 – Letters to prospective board members, 2001
- Folder #6 – Lists of Board and committee members, 1889-1977
- Folder #7 – Lists of Board members, committees and misc., 1940's
- Folder #8 – Whiteley Foundation records, 1985
- Folder #9 – Zonta report

Box # 3 - Strategic Plans; Clubs, Committees & Departments

- Folder #1 – Strategic Plan, 1990-1995
- Folder #2 – Strategic Plan, 1993-1996
- Folder #3 – Strategic Plan, 1997-2000
- Folder #4 – Capital Account Committee, 1937
- Folder #5 – Centennial Observance Committee, 1951-1955
- Folder #6 – English for Foreign Wives Class, 1963-1966
- Folder #7 – Education Committee, 1915

- Folder #8 – Extension Evaluation Committee, , 1968
- Folder #9 – Foreign Communities Department, 1926
- Folder #10 – Exhibit Committee (Ravco Doll), 1950
- Folder #11 – National Communities Department, 1981
- Folder #12 – Fund Development Resource Task Force, 2000-2001
- Folder #13 – Emerging Leaders Committee, 1999

Box # 4 - Clubs, Committees & Departments; Activities

- Folder #1 – Girl Reserve Department, 1930-1933
- Folder #2 – Membership Committee, 1925-1928
- Folder #3 – Nationality Communities Department, 1929-46, 1956
- Folder #4 – Overall Planning Committee, 1963-1965
- Folder #5 – Service Department, 1940
- Folder #6 – Strategic Planning Committee, 1993-2000
- Folder #7 – Teenage Committee, 1965-1966
- Folder #8 – Transient Committee, 1952-1953
- Folder #9 – World Market Committee, 1960-1971
- Folder #10 – Food Service, 1907-1919
- Folder #11 – Club Excel, Allen Street, 2000
- Folder #12 – Club Excel, Averill, 1999-2000
- Folder #13 – Social Study Club, 1961-1977
- Folder #14 – Thistle Club, 1928-1951, 1955
- Folder #15 – Girls, Inc.
- Folder #16 – Women’s Golf League, 2001
- Folder #17 -- Women’s Golf League, 2002
- Folder #18 – Leadership School, 2000-2001
- Folder #19 – Personal Success Skills for Employment, 2000
- Folder #20 – Weekend Without Violence, 2000

Box # 5 - Annual reports and meetings

- Folder #1 – Annual reports, no date
- Folder #2 – Annual reports/President’s report, 1888-1893
- Folder #3 – General Secretary’s report, 1903-1904
- Folder #4 – Annual reports and meetings, 1906-1913
- Folder #5 – Annual reports & history, 1914-1916
- Folder #6 – Annual reports, 1917-1919
- Folder #7 – Annual report, 1919
- Folder #8 – Annual report, 1920
- Folder #9 – Annual reports and meetings, 1921-1922
- Folder #10 – Annual reports and meetings, 1923-1924
- Folder #11 – Annual reports and meetings, 1925-1927
- Folder #12 – Annual reports and meetings, 1928-1929
- Folder #13 – Annual reports and meetings, 1930-1931
- Folder #14 – Annual reports and meetings, 1935, 1937, 1938
- Folder #15 – Annual report and meeting, 1939 (50th anniversary)
- Folder #16 – Annual reports and meetings, 1946, 1947, 1949

Folder #17 -- Annual reports and meetings, 1950, 1952-1958
Folder #18 – Annual reports and meetings, 1960-1969
Folder #19 – Annual reports and meetings, 1970-1975
Folder #20 – Annual reports and meetings, 1981-1983
Folder #21 -- Annual reports and meetings, 1993, 1994, 1996, 1997
Folder #22 – Annual reports and meetings, 2000
Folder #23 – Annual reports and meetings, 2001
Folder #24 – Annual reports and meetings, 2002

Box # 6 - Board minutes, 1915-1949

Folder #1 – Board minutes, 1915-1924
Folder #2 – Board minutes, 1925
Folder #3 – Board minutes, 1925-1927
Folder #4 – Board minutes, 1928-1931
Folder #5 – Board minutes, 1932-1937
Folder #6 – Board minutes, 1938-May, 1941
Folder #7 – Board minutes, May, 1941-May, 1943
Folder #8 – Board minutes, 1943-1945
Folder #9 – Board minutes, 1946-1947
Folder #10 – Board minutes, 1948-1949

Box # 7 - Board minutes, 1950-1966

Folder #1 – Board minutes, 1950-1951
Folder #2 – Board minutes, 1952-1953
Folder #3 – Board minutes, 1954-1955
Folder #4 – Board minutes, 1955-1956
Folder #5 – Board minutes, 1957-1959
Folder #6 – Board minutes, 1960
Folder #7 – Board minutes, 1961
Folder #8 – Board minutes, 1962
Folder #9 – Board minutes, 1963
Folder #10 – Board minutes, 1964
Folder #11 – Board minutes, 1965
Folder #12 – Board minutes, 1966

Box # 8 - Board minutes, 1967-1972 & 1998-2002

Folder #1 – Board minutes, 1967
Folder #2 – Board minutes, 1968
Folder #3 – Board minutes, 1969
Folder #4 – Board minutes, 1970
Folder #5 – Board minutes, 1971
Folder #6 – Board minutes, 1972
Folder #7 – Board minutes, 1998
Folder #8 – Board minutes, 1999
Folder #9 – Board minutes, 2001
Folder #10 – Board minutes, 2002

Box # 9 - Diana Awards, 1977, 1986, 1988, 1992

Folder #1 – Diana Awards, 1977
Folder #2 – Diana Awards, 1986, Applications and selection forms
Folder #3 – Diana Awards, 1986, Applications and selection forms
Folder #4 – Diana Awards, 1986, Applications and selection forms
Folder #5 – Diana Awards, 1986, Applications and selection forms
Folder #6 – Diana Awards, 1986, Applications and selection forms
Folder #7 – Diana Awards, 1986, Applications and selection forms
Folder #8 – Diana Awards, 1988, Nominations
Folder #9 – Diana Awards, 1992, Nominations

Box # 10 - Diana Awards, 1993, 1997, 1999

Folder #1 – Diana Awards, 1993, Program
Folder #2 – Diana Awards, 1997
Folder #3 – Diana Awards, 1997, Final report
Folder #4 – Diana Awards, 1999
Folder #5 – Diana Awards, 1999, Nomination forms
Folder #6 – Diana Awards, 1999, Nominations
Folder #7 – Diana Awards, 1999, Nominations

Box # 11 - Diana Awards, 1999

Folder #1 – Diana Awards, 1999, Nominations
Folder #2 – Diana Awards, 1999, Nominations
Folder #3 – Diana Awards, 1999
Folder #4 – Diana Awards, publicity

Box # 12 - Diana Awards, 2003

Folder #1 – Diana Awards, 2003
Folder #2 – Diana Awards, 2003
Folder #3 – Diana Awards, 2003
Folder #4 – Diana Awards, 2003, Dinner information
Folder #5 – Diana Awards, 2003, Sponsors
Folder #6 – Diana Awards, 2003, Tickets

Box # 13 - Diana Awards, 2003; Diana biographies; Diana obituaries & information

Folder #1 – Diana Awards, 2003, Nominations
Folder #2 – Diana Awards, 2003, Nominations
Folder #3 – Diana Awards, 2003, Nominations
Folder #4 – Diana Awards, Biographies of Diana Award winners, 1975-1999
Folder #5 – Diana Awards, Biographies of Diana Award winners
Folder #6 – Diana Awards, Obituaries and information about Diana Award winners

Box # 14 - YWCA Histories

Folder #1 – National YWCA histories

Folder #2 – Tribute to Mary E. Tilton, 1890
Folder #3 – History article, 1909
Folder #4 – History of YWCA, 1924
Folder #5 – Laying of cornerstone, 1926
Folder #6 – Histories of YWCA, 1909-1955
Folder #7 – Histories of YWCA
Folder #8 – History of YWCA, 2001
Folder #9 – “Special recognition”, 2001
Folder #10 – Inventory of time capsule
Folder #11 – Building campaign, 1925
Folder #12 – National YWCA Centennial, 1955
Folder #13 – National YWCA Centennial, 1955
Folder #14 – Lansing YWCA Centennial, 1989
Folder #15 – Lansing YWCA Centennial, 1989

Box # 15 - Letters; Bulletins; Guest book; script for slide presentation; postcard book

Folder #1 – YWCA letters, 1937-1941
Folder #2 – Bulletins, 1969-1970
Folder #3 – Guestbook, 1978-1982
Folder #4 – Cookbook, 1989
Folder #5 – Camp info, Mettamiga
Folder #6 – Communist & Anti-Facist materials, ca. 1948
Folder #7 – Logos/graphics
Folder #8 – Script for slide show
Folder #9 – Norway postcard scrapbook
Folder #10 – Diana dinner programs, 1975-1990

Box # 16 - Misc. papers, 1890-1995

Folder #1 – Misc. papers, 1890-1899
Folder #2 – Misc. papers, 1900-1909
Folder #3 – Misc. papers, 1910-1919
Folder #4 – Misc. papers, 1920-1929
Folder #5 – Misc. papers, 1940-1949
Folder #6 – Misc. papers, 1950-1959
Folder #7 – Misc. papers, 1960-1969
Folder #8 – Misc. papers, 1970-1979
Folder #9 – Misc. papers, 1989-1995
Folder #10 – Misc. papers, no date

Box # 17 - Books

#1 –Centennial Cookbook, spiral bound, 1989, by the YWCA of Greater Lansing
#2 – Favorite Songs and Hymns, 1899, Edited by J.P. McCaskey, with inscription
#3 – The YWCA—An Unfolding Purpose, 1950, by Mary S. Sims (w/o dust jacket)
#4 – The YWCA—An Unfolding Purpose, 1950, by Mary S. Sims (w/o dust jacket)

- #5 – Finance Development Guide, Section VI, Part 1, 1977, National Board of the YWCA.
- #6 – Finance Administration Guide, Section IV, 1975, National Board of the YWCA.
- #7 – Budget Guide, Section II, 1975, National Board of the YWCA.
- #8 – Capital Campaigns Guide, Section VI, Part 2, 1978, National Board of the YWCA.
- #9 – Accounting Guide, Section III, 1975, National Board of the YWCA.
- #10 – Roles Relationships Guide, Section I, 1978, National Board of the YWCA.
- #11 – A Building Manual for the YWCA, Part 2: Design Guidelines for New or Renovated Buildings, 1981, National Board of the YWCA

Box # 18 - Newspaper clippings

- Folder #1 – Newspaper clippings, 1927
- Folder #2 – Newspaper clippings, 1928-1930
- Folder #3 – Newspaper clippings, 1907-1920s
- Folder #4 – Newspaper clippings, 1940s-1950s
- Folder #5 – Newspaper clippings, 1960
- Folder #6 – Newspaper clippings, 1960-1964
- Folder #7 – Newspaper clippings, 1970-1971
- Folder #8 – Newspaper clippings, 1973-1974
- Folder #9 – Newspaper clippings, 1975
- Folder #10 – Newspaper clippings, 1974-1979
- Folder #11 – Newspaper clippings, 1977-1983
- Folder #12 – Newspaper clippings, Misc. years

Box # 19 - Scrapbooks, ? to 1927

- Folder #1 – Scrapbook, no date
- Folder #2 – Scrapbook, 1923
- Folder #3 – Scrapbook, 1924
- Folder #4 – Scrapbook, 1925
- Folder #5 – Scrapbook, 1926
- Folder #6 – Scrapbook, 1927

Box # 20 - Scrapbooks, 1926-1931, 1961-1972

- Folder #1 – Scrapbook, 1926-1931
- Folder #2 – Scrapbook, 1929-1931
- Folder #3 – Scrapbook, 1961-1972

Box # 21 - Scrapbook, 1946-1950

Box # 22 - Scrapbooks & Newspaper Clippings, 1910 to 1968

- Folder #1 – Scrapbook, 1951-1955
- Folder #2 – Newspaper clippings, 1955-1968
- Folder #3 – Scrapbook, 1910-1960
- Folder #4 – Scrapbook, 1955-1958
- Folder #5 – Newspaper clippings, 1958

Box # 23 - Slides and reel-to-reel tapes

Gray, metal, box #1 – undated individual slides and 4 boxes of slides
Gray, metal, box #2 – dated and undated individual slides, ca. 1952-1953
Reel-to-reel tape in gray box, “1959 Water Show”
Reel-to-reel tape in black, teal and yellow box, “1960 Water Show”
Package of slides from Diana dinner, no date

Box # 24 - Photographs

Folder #1 – YWCA Building
Folder #2 – R.C Leavenworth Collection
Folder #3 – Diana Dinner Awards – unknown years
Folder #4 – Diana Dinner Awards, 1975, 1977, 1980, 1984, 1985, 1990, 1992
Folder #5 – YWCA 100th Anniversary Dinner, 1989
Folder #6 – Diana Award Nominees
Folder #7 – Foreign visitors

Box # 25 - Photographs

Folder #1 – YWCA Camp
Folder #2 – Family/Summer Day Camp
Folder #3 – YWCA Children
Folder #4 – Girl Reserves
Folder #5 – “Y” Teens
Folder #6 – World Market
Folder #7 – Various YWCA programs
Folder #8 – Chef’s Challenge, 1994
Folder #9 – City scenes
Folder #10 – YWCA Staff

Box # 26 - Photographs

Folder #1 – Misc. photos, with names and dates
Folder #2 – Misc. photos, with names or information but no dates
Folder #3 – Misc. photos, without names but with dates or other information
Folder #4 – Misc. photos, without names or dates
Folder #5 – Slides, Misc., 1977
Folder #6 – Photos of Diana Award designs, 1975-1997
Loose photograph of adult and children near nursery door.

Box # 27 - Scrapbook, 1935-1941

“Instant Desk File” notebook with pockets that contain materials

Box # 28 - Scrapbook, 1940’s-1950’s

Box # 29 - Scrapbook, 1951-1955

1. Scrapbook from 1951-1951, primarily newspaper articles
2. Scrapbook from 1952-1955, primarily newspaper articles

Box # 30 - Scrapbooks, c1940-1959

1. Scrapbook from 1946-1958, primarily newspaper articles
2. Scrapbook from c.1943, Century Travel Service" Michigan tourism brochures
3. Scrapbook from 1957-1959, primarily newspaper articles

Box # 31 - Scrapbooks, 1926-1963

1. "Publicity Book" Lansing Chapter Child Study Club, 1932-1938, primarily newspaper articles
2. Scrapbook box from 1928-1939, with materials of the Lansing Chapter of the Michigan Child Study Association, including annual reports and minutes.
3. Scrapbook box from 1930-1963, with materials of the Lansing Chapter of the Michigan Child Study Association, including annual reports and minutes.

Box # 32 - Audio, video, objects

Audio

1. Audio – Reel Master, Lucille Ball – YW Today radio announcement, reel-to-reel tape, 1994
2. Audio – Lucille Ball – YW Today radio announcement, reel-to-reel tape, 1994, 2 copies
3. Audio –Lucille Ball – YW Today radio announcement, cassette tape, 1994, 2 copies
4. Audio – Meeting – Stabenow, Hollingsworth, Lyddon – 4/21/1998

Video

5. Video - "Women" who have made a difference; YWCA Diana salute" VHS, 3 copies
6. Video - YWCA Diana Awards, 5/25/1988, 1 hr. 30 minutes, VHS
7. Video - Diana Awards 1986, 1 ½ hr, 6/2/1986, VHS
8. Video - Diana Awards Dinner, 1990, May 26, 1990, VHS
9. Video – "Lansing's YWCA – A work of heart and mind", Length 22:48, VHS, 2 copies

Floppy Drives

10. YWCA BSR Diana Dinner, Lists + Docs
11. Tri County Women, 10/2002, from Pat Curran, 5 files, sorted by zip
Diana Dinner, 1999 Data files (sponsors, registrants); 2002 Tri County Women's files (5); 2002 Diana Dinner—Reunion, previous reports. From B Sayer Koch fiels/Diana _____ files.
12. 1997 Diana Award Databases, 6-18/1997
2003 Prospective sponsors; '99 Advertisers; '99 sponsors; 2003 Early response return form; 2003 Early response form; 2003 Diana committee; Lansing's Lg employers
13. 2003 Diana Dinner Invitation list; ticket sales
14. Diana Winners; Lifetime Achievement Winners
15. Disk with no label

CDs

16. Diana Dinner, 2003

17. Diana Dinner Master CD, All files (BSK desktop + laptop); Dinner photos Lisa Jenkins
18. Diana Dinner + past recipient reunion photos

Objects

19. Wooden stand for crystal bowl, inscribed "The Gladys Olds Anderson and Bernice
20. Olds Roe 1999 Lifetime Achievement Award Peggy Olds Wortz
21. Crystal bowl with logo and "YWCA Greater Lansing" etched on one side
22. Two-part small crystal dish from "Studio Nova Japan" label
23. Green velvet box with Diana Award metal inside
24. Green velvet box with Diana Award metal inside, house within a white box
25. Set of keys with green fabric lanyard attached
26. Coffee mug with YWCA logo and words "70th" and "1978", signed on bottom by JM Barnes '78
27. Nameplate and holder, "YWCA of Greater Lansing", plastic
28. Gavel with gold-colored band
29. Gavel with image of building and "1857-1932" on one head of gavel

Box # 33 - Framed photograph and framed list of presidents

1. Framed black and white photo "W.Y.C.A. Pagent, Lansing, Mich., May 20, 1922, Photo by R.L. Leavenworth. On the backing is a label that says "Mrs. Mohr's Art Studio, Picture Framing. 317 S. Washington Ave., Lansing, Mich.
2. Framed list of YWCA presidents from 1927-1987, with a top heading that says "Social Study Club"
3. Framed plaque of names of Diana Award Recipients with names of individual recipients engraved into small nameplates, 1975-1999.

Drawer in Flat Files E11

Blueprints

Misc: Bronze plaque

"In Memory of" bronze plaque with list of 13 names