

Greater Lawrence Young Women's Christian Association (YWCA) Collection, 1892-1979

(1977.026)

NOTE: The Index pages (1 – 11) are searchable, but the balance of the document is not.

Subjects:

Greater Lawrence, YWCA, Young Women's Christian Association, Women, Girls, Families, Committees, Meetings, Panels, Centennial, Married, Marriage, Clubs, Board of Directors, Minutes, 19 Orchard St., 38 Lawrence St., Dedications, Finance, Renovations, National Board, Budgets, Buildings, Professional, By-Laws, Camp Fort Pond, Camp Mayanuk, Camp Y-Wood, Hurricanes, United Fund Day Camp, Children's Center, Child Labor, Citizenship, Training, Classes, Education, Recreation, Fitness, Community, Constitutions, Cookbooks, Deacy vs. YWCA, Decorating Committee, New Wing, Crime Prevention, Dormitory, Employment, Homemakers, Households, Affirmative Action, Feminism, Farm Worker, Supreme Court, Fitness, Flood of 1936, Fuller Club, Hanging on the Green, Hannah Harrison School, Mental Health, Swimming, Histories, History, Scrapbooks, Archives, Hurricane of 1938, Homelands Festival, Immigration, Native American, International Institute, International Fiesta, Land Litigation, Valley St., Coffee hours, Latin-American Exchange Project, City of Lawrence, Membership, Catholicism, Founding, Members, Memorial Funds and Trusts, Mother's Club, Fundraising, Mortgage, YWCA Name Change, National Industrial Recovery Act, News, Newsletters, Officers, Personnel, Volunteers, War, Photographs, Plays, Skits, Poems, Verses, Pools, Prayers, Inspirational Essays, Public Positions Taken, Abortion rights, Arms Reduction, Anti-apartheid, Busing, CETA, ERA, Panama Canal Treaty, Race, Title IX, Civil Rights, United Farm Workers, United Nations, Gun Control, Vietnam War, Harlem YWCA, Racial Justice, Radio Scripts, Relief Work, Rentals, Residence, Y-Teen Club, Y-Family Christmas, Salem, NH; Strike of 1919, Songs, Staff Names, UMass Internship, Wages, The Women's Press, The Women's Bulletin, Foreign Girls, Young Adults, Immigrant City Archives, Andover, North Andover, Women's Resource Center, Role of Women, Women's Movement, Voting, Protestant, Methuen, Protestant Evangelical Churches, Fellowship, Radical, Divorce, 8-hour Day, Interracial Harmony, Boarding Houses, Vocational Training, Immigrant Welfare, 1892, Juniper Point, Salem Willows, Mill Workers,

People:

Eartha Dengler, Anna Coleman Ladd, President Richard Nixon, Phyllis Connell, Doris Knightly, Grace, McAllister, Amelia Olenio, Ethel Sherman, Glendora McIlwain Putnam, Angela Davis, Ethel Miller, Harriet Walworth,

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GREATER LAWRENCE YOUNG WOMEN'S CHRISTIAN ASSOCIATION

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INTRODUCTION

GREATER LAWRENCE YOUNG WOMEN'S CHRISTIAN ASSOCIATION

Formerly: Lawrence Young Women's Christian Association;
Young Women's Christian Association of Lawrence

Greater Lawrence: Lawrence, Andover, North Andover and Methuen of
Massachusetts, and Salem, New Hampshire

YWCA's began in the latter half of the nineteenth century in England and America as part of the contemporary women's movement. The reciprocal needs of women forced into employee^{and} immigrant roles by the industrial revolution, and of those more affluent seeking to express their religious beliefs in charitable works, resulted in community-based organizations in London, then New York and Boston, and eventually around the world.

A third group, that of a paid staff of dedicated trained professionals, carried increasing responsibilities as the associations grew in size and volunteer help diminished.

In 1906 the autonomous local Associations formed the YWCA of the United States. World headquarters, at first in London, became established in Geneva.

Originally membership and voting privileges were limited to those who belonged to Protestant Evangelical Churches. Growing secularism eventually made the Church relationship less important, and in 1934 membership was open to all adult women on their personal commitment to the aims of the Association: "to build a fellowship of women and girls..."

The YWCA's almost immediately took radical positions on public affairs in order to reach women workers. They endorsed the rights of labor to organize, the abolition of child labor, uniform divorce laws, equality for women economically and politically, the 8-hour day, peaceful solutions to world problems. Interracial harmony was a continual aim, with an Interracial Charter adopted in 1946.

The local YW's at first provided boarding houses, vocational training, employment bureaus, prayer meetings, travelers' aids, and citizenship information. Services were soon expanded to include children's activities and health programs, and an International Institute of Immigrant Welfare; and have varied each year to meet changing demands. YW's have started and spun-off such groups as Travelers Aid Societies, International Institutes, The National Federation of Business and Professional Clubs, and women's exchanges.

The Lawrence YWCA was organized in 1892 by twenty-two women of Lawrence and neighboring towns.

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The YWCA collection in the Immigrant City Archives consists of minutes and agendas, lists of members and officers, financial records, programs and publicity flyers, correspondence, monthly and annual reports, newspaper clippings, photographs. They are separated according to the YWCA organizational plan (Box 004, Folder 5), with a few additional groupings like the Building Campaigns. Within each department the files start with the Committee meeting minutes and the financial statements, and continue with other records in chronological order. The Board of Director's meetings minutes are the primary source for all information.

HISTORY OF LAWRENCE YWCA

1892 -

Twenty-two ladies of the Protestant faith formed the Lawrence YWCA in 1892, meeting in the parlor of the YMCA. They quickly hired a General Secretary, rented rooms in the Bay State Building on Essex Street, and appointed an Advisory Board of eight men. They started classes in current events, the Bible, needle-work, cooking; and provided hot food and an employment bureau for the young women of the city. In 1899 the institution was incorporated. In 1906 it became a charter member of the national organization. In 1910 the Lawrence chapter was one of the first in the U.S. to create an International Institute to serve the immigrant women brought to Lawrence by the textile mills.

By the fiftieth anniversary in 1942 the paid staff had grown to eight, the Board of Directors to thirty-four, the membership to 877. The varied programs, from health education to summer camps, from World Fellowship to Club involvements for teen-agers, served over a thousand women and girls. The YWCA cooperated supporttively with community groups like the Community Chest, the USO and the schools. The annual budget had increased to \$19,000.

Physically the YWCA grew. From the Bay State Building it moved to rooms over the Bay State Bank. In 1906 the Association purchased the Nathaniel White House at 38 Lawrence Street for \$20,000, added a gymnasium, and ran there a flourishing lunch room for several years, and a boarding house. Briefly it owned a half-house at 300 Haverhill Street, willed to it for a boarding house. For the International Institute a house at 52 Union Street was rented along with several rooms at various locations near the mills. In 1918 the Institute consolidated its services at 19 Orchard Street in a building donated for charitable uses by the Lawrence Manufacturing Association. In 1932 the Lawrence Street building was torn down and an enlarged one erected on the site. It was expanded and a swimming pool added in 1967.

For summer recreation during the first years Dr. Florence Robinson gave to the YWCA a lot of land on Riverdale Street in Methuen that was used for outings and picnics, and was later sold. In 1906 Miss Harriet Walworth gave the use of her summer cottage at Juniper Point, Salem Willows, for recreation. Much of the proceeds of the eventual sale of her property went to the purchase of Camp Mayanuk on Fort Pond near Leominster in 1923. This was sold in 1945, and Camp Y-Wood in Salem, N.H. was bought in 1958.

In 1960 the Lawrence YWCA became the YWCA of Greater Lawrence, with branches in Andover, North Andover, Methuen and Salem, N.H.

Programs were adapted over the years to meet the changing needs of the Lawrence women. Since the life of the city was dominated by the textile factories and by the influx of immigrant labor to work in them, the YWCA became engaged in easing foreign women into the American world and in educating young women mill workers. Much of the funding for these endeavours came

History

from the mill managers and owners. In the intermittent manager-employee struggles the YWCA preserved a tactful neutrality. The many economic and social studies done by the Lawrence Staff and members in the '20's and '30's form an historical record of some weight and attest to their earnest search for understanding of, and ways to help, the immigrant woman. While aiding the foreigners continued to be a part of the YW program, more sophisticated courses and entertainments were devised for the growing second and third generations: overseas trips, health clubs, child care, tennis, co-ed evenings, a residency.

Membership, originally based on Protestant Church membership, became in the 1920s a matter of dues-plus-commitment to aims. The aims changed from Christian conversions to the encouragement of personal growth in young women and to their social and economic improvement. Along the way the YWCA publicly supported racial integration, minimum wages and work hours, women and child labor laws, peace in Vietnam, and the ERA.

Several special emergencies arose: the mill strikes of 1912, 1919 and 1931; the failure of the Community Chest campaign in the depression year of 1932; the hurricane of 1938 that damaged Camp Mayanuk; the flood of 1936.

Studies of the industrial and labor conditions in Lawrence are part of the Young Adult Committee records in Box 020-3. Accounts of immigrants are in the International Institute Committee records, Box 029.

HISTORY OF LAWRENCE YWCA

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State certification of name change	1960		F38
Correspondence about archives	1976-1977		F39
The Woman's Bulletin	April 14, 1906		F40
35 Scrap Books (in large boxes)	1923-1939	001/2	V1-V6
	1935-1945	001/3	V7-V12
	1941-1948	001/4	V13-V18
	1949-1964	001/5	V19-22, V25, V30 V32
	1952-1975	001/6	V23-V24, V26-V29 V33-V35

A 27, 24, 26, 23

B 33, 34, 29, 28, 35

* BOX 001 DIVIDED INTO 2 BOXES - 001/A + 001/B

001/A FOLDERS 1-40

001/B MISC YWCA BROCHURES & PAMPHLETS

LAWRENCE YWCA MEETING NOTES 1892-1895 INCLUDING
THE MINUTES OF THE FOUNDING MEETING.

NATIONAL BOARD YWCA

1928 -

The local YWCAs, of which Lawrence was one, formed the national organization in 1906 to represent them nationally and internationally. The National Board had the responsibility of developing programs to implement the policies set at the triennial membership conventions. Board members were delegates to the quadrennial World YWCA Council. They set standards for, and certified once every convention cycle, the local associations after thorough review. They gave support, information, and personal attention to local members and staffs. National Board members were chosen by the local associations through an elected Nominating Committee, one-half the Board at each convention, and served for a 6-year term. The professional staff grew in size and effectiveness over the years, and gave strong direction to the local staffs and membership.

Box 002/1 contains organizational records including Constitutional revisions, policy discussions, charts, standards for Association reviews, bibliographies; an organization chart for the National Board 2/4/38; a description of the Foreign Division in 1939; and of the National Student YWCA on college campuses in 1972, and a 1972 report of a National Board meeting. It also contains a history of the protection of the YWCA name 9/27/73.

Financial records in Box 002/1 consist of annual Lawrence association pledges to the National Board, based on World Fellowship gifts, shared membership dues and budget responsibility. The amounts rose from under \$1000 in the 1940s to \$8000 in the 1970s, with the local Association paying from 60% to 80% of the fixed quota. There are also fund-raising training leaflets.

The Hannah Harrison School (Box 002/2, File 9) was a tuition-free vocational school endowed by philanthropist, Julius Garfinkel in 1950 and administered by the YWCA of Washington, D.C.

Public positions taken by the national Association (Box 002/6) were consistently in favor of racial justice (a fair trial for Angela Davis in 1971 and busing for equal education); peace (in Vietnam); security and rights of labor; abortion rights; CETA; a woman Justice of the Supreme Court. Publicity aids include lists of films and Feminine Figures 1968, 1970, 1971 with selected facts about American women and girls. See also Public Affairs Committee, Boxes 022/1 and 2, for additional documentation on public attitudes.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Organization	1932-1979	002-1	F1-F4
Finances	1930-1978		F5-F10

History & Skit	1919-1977	002-2	F1
Membership	1931-1939, 1957 1960, 1969-1974		F2
Staff Personnel	1932-1959		F3
"Staff to Staff" 1970-71	1970-1975, 1977		F4
Visits by National Representatives	1931-1977		F5
YWCA "Interchange" 125th Anniversary Ed. 1984	1976-1984		F6-F8
Hannah Harrison School	1967		F9
Annual Reports of the Lawrence YWCA to the National Board.	1928-1952 1952-1981	002-3 002-4	F1-F11 F1-F11
Report on wartime program 1942			
National Review Process	1972, 1977		F12
National Conventions	1934, 1936 1938 1952, 1955, 1958 1961, 1964, 1970 1973, 1976	002-5	F1 F2 F3- F4
Conferences & Workshops	1931-1939 1943-1959 1962-1969 1971-1978		F5 F6 F7 F8
Public positions taken 1972 Convocation on Racial Justice	1932-1963 1970-1978	002-6	F1 F2-F6
Publicity aids	1931-1978		F7-F9
"Public Affairs"	Mar. 1971-1975		F10

History

Clarke, Elizabeth Dodge Huntington, The Joy of Service: Memoirs of...
New York: National Board, YWCA, 1979. 316 pages.

Royden, A. Maude, Women at the World's Crossroads.
New York: National Board, YWCA, 1923. 139 p.

Sims, Mary S., The Natural History of a Social Institution - The Young Women's
Christian Association. New York: National Board, YWCA, 1935. 238 p.

Sims, Mary S., The YWCA - An Unfolding Purpose. New York: Nat. Bd., YWCA. 1950 157 p.

Sims, Mary S. and Rhoda E. McCulloch, compilers. Women and Leadership.
New York: National Board, YWCA. 1938. 142 p.

Wilson, Elizabeth. Fifty Years of Association Work Among Young Women.
New York: Nat. Bd., YWCA., 1916. 402 p.

Woman's Press: National Magazine for Young Women's Christian Associations.
New York: Nat. Bd., YWCA. Vols. 21-42 (Jan. 1927-Dec. 1948); monthly magazine,
bound volumes, missing V.26 (1932) and V.41 (1947).

MEMBERSHIP MEETINGS

1892 -

Originally two membership meetings for Association business were held. The Annual Meeting migrated from May to September to January until 1933 when it became established in May. The Constitution of 1952 described Electors' Assemblies of voting members to transact the corporate business of the YWCA.

The 1952 by-laws stipulated three Electors' Assemblies: the May meeting to be the Annual Meeting for the election of officers and by-law changes, the hearing of annual reports; the November meeting to include the presentation of the annual finance report; and a February meeting. Special meetings could be called by the Board of Directors or at the written request of 25 Electors. Meetings were open to non-voting members. After 1962 these meetings were called Members' Meetings.

Agendas were prepared by special committees, appointed by the President with the approval of the Board, consisting of representatives of the Board, of the Membership Committee, and of other committees as needed.

Records consist of annual departmental reports, publicity, invitations, programs, agendas, minutes.

For Electors' qualifications see Membership Committee records, 008.

	<u>Date</u>	<u>Series/box</u>	<u>Folder</u>
Annual Meeting Records	1892-1922		V1-V8 boxed in 006-4
	1893-1944	003-1	F1-F28
	1944-1981	003-2	F1-F32 3-2A F1-24
	undated		F33 - 3-2B F25-F33
Other Membership Meetings	1936-1952	003-3	F1
Minutes of Electors' Assemblies	1952-1962		F2
Minutes of other Membership Meetings	1963-1962		F3
Electors' Assemblies records	1953-1962		F4
Members' Meetings records	1963-1971		F5

Box 003-2 SPLIT INTO 2-BOXES
 003-2A ANNUAL MEETINGS 1944-1981 F1-F24
 003-2B ANNUAL MEETINGS 1944-1981 F25-F32
 UNDATED F33

YWCA
004

CONSTITUTIONS AND BY-LAWS

1899-1975

See the Annual Meeting records (Boxes 003-) for discussions of constitution and by-law changes.

Major changes over the years were aimed at re-defining the Association Purpose and voting qualifications to meet the conditions of an evermore secular membership.

The name, originally the Lawrence YWCA, became the YWCA of Lawrence in 1936, and then the Greater Lawrence YWCA in 1951, and in 1960 the YWCA of Greater Lawrence.

The first Constitution to be found, 1899, is on page 5 of the 1899-1920 volume of the Annual Meeting Reports, and in the Board of Directors' Minutes, Box 006/1, Folder 7.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Constitutions & By-Laws	March 1899	Vol. 1 of Annual Meeting Reports 1899-1920, page 5 in Box 006/4	
(Suggested)	1915	004	F1
	1927		F2
	1936		F3
	1952		F4
(with organizational plan)	1960		F5
	1966		F6
	1968		F7
	1975		F8
	undated		F9
By-Laws of the Board of Directors	1960		F10
Printed guides to procedures	1950-1965		F11

YWCA
005

THE NOMINATING COMMITTEE

1929-1971

The Nominating Committee consisted of five members, only two of whom were members of the Board of Directors. They were elected annually by the voting membership. The Constitution directed the Committee to present to the voters a ballot two weeks in advance of the Annual Meeting of the Association. The Committee was expected to pick qualified candidates from among the voting membership for the Board of Directors, the Nominating Committee, and any other elected committees.

Records include minutes, ballots, lists of names, correspondence.

See also Membership Committee for description of voting member. -008

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Minutes	1937-1938, 1941-1956	005	F1
	1957-1971		F2
Ballots	1924-1970 (incomplete)		F3
	1942-1968		F4
Records			

BOARD OF DIRECTORS' MINUTES

1892 - 1979

Formerly: Board of Managers

From May 1892 when "sixteen ladies met in the parlor of the YWCA at the call of Miss Gehring, Assistant Secretary of the National Board," and from June 13, 1892 when 28 ladies met to adopt a Constitution and officers and a budget of under \$100, to 1979, these minutes of the Directors' meetings faithfully record the growth, changes, policies, problems and political stance of the Lawrence YWCA. Because they are so full and complete they represent the first and most important lode for the history of the YWCA and its parts.

The membership of the Board grew from the original sixteen to over thirty; the business became more general as details were delegated to more committees and to staff. Meetings were held monthly except in July and August, except for rare special meetings.

Members of the Board were elected at Annual Meetings by the voting membership to serve for three-year terms. Included were the Chairwomen of the Standing Committees. Officers were selected by the Board.

Besides the Minutes, each folder may also include lists of Board and Committee members, attendance records, financial statements; Executive Committee Minutes, agendas, and letters of resignation.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Minutes	May 1892 - May 1919	006/1	F1-F28
By-laws March 1899 F8	May 1919-May 1950:	006/2	F1-F32
	June 1950 - May 1972	006/3	F1-F32 ONLY F1-F26
	May 1975 - Dec. 1979		F23-F25
Letters of resignation	Undated		F26
Volumes boxed	1892 - 1922	006/4	V1-V8

ONLY 7 VOLUMES
APPEARS 1892 MISSING
NOTE - 7 VOL FULL BOX
NO ROOM FOR 8

EXECUTIVE DIRECTOR

1923 - 1978

Formerly: Executive Secretary;
General Secretary

The professional staff started with one General Secretary and grew rapidly as Club Secretaries, various health and recreation directors, house-keeper, Camp Director, teachers and clerks were added. From the 1950s, as more women became employed, the volunteer work of the YWCA became more and more part of staff responsibility and the authority of the Executive Director was correspondingly enlarged.

The Executive Director met regularly with the Board and reported to them. She met regularly with all committees, helping to prepare the agendas and coordinating their activities. She carried on public relations and wrote publicity; she was the center of much of the community relations - with other organizations, with the United Fund, with the City - and of relations with other YWs and the National Board. She had charge of the daily financial exchanges of the Association.

The Director was hired by the Board of Directors. Her qualifications included training and experience in social service and leadership. She advised the Personnel Committee and the Board about the employment of other staff members, and ultimately was charged by the Board with their hiring and direction. Her presence in all the YWCA functions was important to secure continuity in, and to carry out, the policies set by the local memberships and the standards set by the National Board.

The five boxes of papers left by the Executive Directors to the Archives in 1979 were collected before 1970 and were in no particular order and only roughly by years. In order to facilitate their use and retrieval the papers have been separated by subject and filed with the department to which they refer. However, the breadth and detail of subject matter in these papers showed that the hand of the Director was omnipresent, a spurring and cementing force.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Executive Secretary Monthly Reports	1923-1925, 1929-June 1931, Sept. 1931- April 1949	007	F1 F2-F9
A Day's Work	Not dated		F10
Community Relations	1934-1978		F11-F12
President's Coffee Hour Annual Reception given for Presidents of local women's organizations begun in 1955	1957-1971		F13
Activities of other YWs	1900-1977		F14-F15

MEMBERSHIP COMMITTEE

1892 - 1977

The Membership Committee was appointed to recruit and retain members, and to introduce them to the aims and programs of the Association. These responsibilities were carried out chiefly by coffee hours, Open House receptions, meetings, lectures, correspondence and publicity.

Membership and voting privileges were originally limited to adult Women who belonged to Protestant Evangelical Churches. Because of this connection many local priests pressed the members of their parishes to avoid the YWCA. In 1926 membership was open to include all those who declared "I desire to enter the Christian fellowship of the Association." Again, following the recommendation of the 1931 Basis of Membership Commission, the declaration was simplified to "I desire to belong to this fellowship and to share the responsibility for the realization of the purpose." In 1964 a simple payment of dues and age 18 years (later 17 years) qualified a woman as a member and an elector. In 1973 voting age was lowered to 15 years.

A Membership Council was appointed in 1956 and abandoned in 1958, apparently because it duplicated much of the ground covered by the Committee.

The size of the membership, coming from Lawrence, Methuen, Andover, North Andover, and Salem, NH, varied between three and four thousand annually after World War II.

Records include minutes and agendas, reports, correspondence, programs, campaign plans, publicity.

See also Constitutions and By-laws (004), Reports to United Fund (012-3, 012-4), President's Coffee Hour (007).

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes and Agendas	1892-1911	008/2	V1-V4 Boxed
	Nov. 1935-Mar 1952	008/1	F1-F2
	Jan. 1954-Apr. 1960		F3
	Oct. 1961-1972		F4-F6
Membership Council Minutes	1956-1958		F7
Basis of Membership	1926-1937		F8
Records	1895-1977		F9-F17

VOLUNTEER LEADERSHIP COMMITTEE

1922 - 1978

The Volunteer Leadership Committee was given the responsibility of finding qualified volunteers and training them for suitable and satisfying volunteer work in the YWCA. They planned an orientation meeting for new Board members each year, and reviewed the job descriptions of the standing committees. Members of the Committee were picked for their wide contacts in the community and their broad experience of the YWCA.

Records consist of minutes, lists of members, plans of meetings, programs, correspondence.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Minutes & Agendas	1950-1971	009	F1
Records (Skit-F8)	1950-1978		F3-F8
	1922, 1933-1948		F2

FINANCE COMMITTEE

1912-1981

The Finance Committee was a standing committee of the Association chaired by a member of the Board of Directors and appointed annually by the Board. Members of the committee, fewer than ten in number, were experienced in the work of the YWCA, and tended to be on the Committee for several years. An Advisory Committee (see Box 011) of financial brains from the Community was appointed by the Board to help in investment decisions.

The Finance Committee recommended to the Board of Directors the annual operating budgets, the administration of endowment funds and capital assets, and insurance programs for the buildings and personnel. They authorized money-raising events, and dealt with the Community Chest/United Fund in requesting allocations and explaining needs. They provided monthly financial statements for all departments and estimates for the coming months of the fiscal year. The budget was prepared in June from departmental requests and adopted by the Board. After the United Fund campaign in the fall the budget was revised in January to meet the YWCA share of the contributions. The Committee routinely approved payments and allocated income; and arranged for audits and for fulfilling tax requirements.

The records suggest that most of the real work of the Committee, much of the accounting, preparations and correspondence, was actually done by the Finance Secretary, and the Executive Director.

The budget grew from roughly \$4,000 in 1912 to \$38,000 in 1931 to \$188,000 in 1972. Income dropped alarmingly in the depression years, necessitating emergency campaigns and cuts in the staff. (See Community Chest, Box 012-3). The budget was again reduced when the International Institute became a separate organization in 1934. Special budgets were made for special projects like the building programs.

The records consist of minutes and agendas, financial statements and budgets. The proposed annual operating budgets, when present, appear after the June monthly meeting minutes. There are also audits, correspondence, reports to the City Assessors, bank and tax miscellany, treasurer's reports, departmental disbursements and payrolls.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Minutes and Agendas	1914-1981 undated	010-1	F1-F8 F9
Records	1924-1969		F10
National Workshop	1969		F11
Treasurer's Reports	1902-1948	010-2	F1-F5
Reports to City Assessors	1919-1939	010-3	F1
Statements & Budgets	1907-1934		F2-F3
Audits	1912, 1920-1944 exc. 1932		F4-F9
	1945-1979	010-4	F1-F12
Reports for Tax-exemption status to the U.S.	1944, 1958 1965	010-5	F1-F2

FINANCE COMMITTEE

1912-1981

Continued

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Reports for tax exemption status to Mass. to New Hampshire (camp)	1911-1969 1962-1970		F3-F6 F7
Accounts	1899-1909 1911-1948	010-6 010-7	V1-V5 boxed V6-V8 boxed

For individual staff earnings see Personnel Committee, Box 019-3.

ADVISORY PANEL AND CAPITAL INVESTMENTS

1931-1978

According to the YWCA By-laws the Advisory Panel consisted of 5 - 15 "men and women who are in sympathy with the purposes of the Association and who are experienced in specialized areas" (1968). Not fewer than three should have recognized financial competence. Members were elected for three-year terms by the Board of Directors. Ex-officio members included the President, Treasurer and Assistant Treasurer, Chairman of the Finance Committee, and the Executive Director.

Normally the Panel met three or four times a year to advise the Board of Directors about business, capital investments, insurance. During the financing and building of the new wing of the building in the 1960s the Panel met almost monthly and were consulted about contracts, mortgages and other building activities.

The market values of the invested funds were about \$60,000 in 1957, rose to \$80,000 in 1961, with yields of 3½% and were invested in bank stocks, corporations and public utilities. The funds were seriously depleted by the requirements of the new wing.

Records consist of minutes, financial statements, budgets, lists, letters, bank books, and correspondence about memorial gifts, and other gifts.

For the origin of the Panel see 006-1 F7, March 28, 1898. See also Finance Committee minutes and records, 010, for more about capital investments.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Minutes & Agendas	Feb. 1931-Mar 1958	011	F1
	Oct. 1958-Nov. 1972		F2
By-law	1968		F3
Records	1930-1945		F4
	1954-1957		F5
	1959-1978		F6
Interest & Dividends	1950-1966		F7
Contents of Safety Deposit Box	1961-1965		F8
Gifts	1931-1949		F9
McAllister Memorial-Fund	1954-1955		F10
	1950-1973, 1979		F11
	1969		F12
Barraclough Fund	1969		F13
Pringle Foundation	1954-1973		F14
Mills Trust	1933-1972		

MONEY-RAISING

1912-1978

The first formal annual campaign for money was held in October-November, 1912, with a goal of \$2500 and a successful net of \$4021.19. The Board of Directors annually appointed committees to run the campaigns. A large proportion of the membership was engaged in canvassing. After 1929 the annual effort became part of the Community Chest drive; except that an emergency campaign was launched in 1933-1934 after the disastrous depression failure of the 1932 Community Chest efforts.

Annual money-making projects, usually run by temporary committees, raised modest sums. Foundations, trusts, wills and memorial gifts were a better source of income.

The World Fellowship Committee (Box 023) raised funds for the international work of the YWCA with projects that are filed with that committee.

Records include plans, names of cooperating members, financial reports, correspondence, summations and criticisms, records of gifts, letters of thanks, publicity.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Annual campaigns	1912-1929 1935-1971	012-1 ✓	F1 F2
Emergency dirve of (see History Box 001)	1933-1934		F3
Records	1937-1973		F4
Collectors & Hobby Show	1951-1960 1962-1965		F5-F6 F7
Board Policy Statements	1952-1971	012-2	F1
Auction	1955-1963		F2
Lectures	1953-1961		F3
Holiday Luncheon	1963-1971		F4
Flea Market	1968-1978		F5
Rummage Sale	1963-1972		F6
Tasting Tour of Homes	1963-1970		F7
Sidewalk Bazaar	1965-1972		F8
Movies	1962-1971		F9

ADD RECORDS WORK WITH FOREIGN GIRLS
1908-1909

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Cookbook	1966	012-2	F10
Fashion Show	1957-1974		F11
Book Bazaar	1960-1971		F12-F13
Christmas Bazaar	1950, 1974-1977		F14
Ski Swap Sale	1973-1976		F15
Miscellaneous	1933-1978		F16-F17

See Advisory Panel, Box 011, for information about trusts, gifts and memorial funds; and see also Finance Committee minutes and records, Box 010-1.

MONEY-RAISING
GREATER LAWRENCE COMMUNITY CHEST

1929 - 1956

The Greater Lawrence Community Chest was established in 1930 as an offshoot of the Lawrence Chamber of Commerce. The YWCA immediately became part of it, abandoning its own annual campaign. See Nov. 4, 1929 Minutes of the Board of Directors (Box 006-2). Initially the Chest campaigns were successful so that in 1930 the YWCA received \$18,701 to serve 860 individuals of some eighteen nationalities, and 727 families enrolled in the International Institute. By 1932 the sum raised was inadequate and the YWCA was forced to borrow \$2500. In 1933, a severe depression year, the Chest raised only one-half of its budget and all cooperating agencies had to economize. The YWCA, cut from \$20,080 to \$10,040, reduced salaries by 35%, gave employees two months unpaid vacation, closed 19 Orchard Street and Camp Mayanuk, and dismissed a Syrian worker. Questions were raised about separating from the International Institute. (see Box 012-1, F2 for Emergency Drive of 1933. Also History Box 001).

Also, the YWCA started an annual membership drive for extra funds, an activity for which the Executive Secretary yearly asked the Chest's permission, although she did not believe it was needed, and for which other Chest agencies felt some resentment.

In 1934 the International Institute became independent, thus reducing the YWCA budget. But through the 1930s the YWCA continued to find the Chest inadequate and the management inefficient (see letter to National YWCA 4/29/37).

YWCA asked the Chest to include the National Board War Fund in the 1942 campaign, and this was granted. See Box 002-2.

The YWCA was represented on the Chest by the President or her special representative, and the Executive Secretary. Work done for, and correspondence with, the Chest was largely carried on by the Executive Secretary.

Relations between the YWCA and the Chest seemed, from the letters, to be often strained. Demands from the Chest for justifications, records, reports, and help with the fall campaigns were often peremptory and abrupt in tone. The YWCA was obliged to defer to the Chest whenever an unusual expense arose, as in the 1932 building project - for which the YWCA was not allowed to use any money except the sum already in hand. When busses were being picked for YWCA transportation, the Chest intervened to support the choice of the Eastern Mass. Railway Co., the high bidder but a supporter of the Chest (see letter of 10/9/36 from Mr. Sargent).

Records consist of correspondence, reports, lists of names, newspaper clippings, summaries, newspaper clippings, publicity flyers.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Annual YWCA reports	1942-1956	012-3	F1-F2
Records	1929-1940 1943-1954		F3-F5 F6
War Fund	1942-1943		F7
Publicity - flyers, newspaper clips	1931-1939		F8
Monthly YWCA reports	1938-1956	012-3A	F1-F8
Monthly Camp reports	1941-1945		F9

MONEY-RAISING
MERRIMACK VALLEY UNITED FUND

1956 - 1982

Formerly: United Fund of Greater Lawrence

In 1954 the Community Chest dissolved into the United Fund, following a national trend to include State and National agencies. In 1971 the Funds of Haverhill, Greater Lawrence and Lowell joined to form the Merrimack Valley United Fund.

The YWCA continued to justify its budgets; and in so doing, revealed almost every facet of its activities including its membership, classes, types of women and girls served, personnel policies and salaries, maintenance costs, taxes, directors and by-laws. There were several requests for emergency funds such as for roof repair, a new boiler, a new heating system, and for the building expansion of 1964. Relations between the YWCA and the Fund were polite, but sometimes strained, as in the October 18, 1963 letter to Mr. Watters. Correspondence with the Fund was carried on by the Executive Secretary, the President and the Chairman of the Finance Board.

The amount allocated to the YWCA rose from \$30,000 in 1958 to \$81,000 in 1974.

Reports include correspondence, budgets and budget proposals, policies, reports, evaluations, campaign plans and lists of solicitors and contributors, statistics, public relations pamphlets, programs.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Correspondence	1958-1979	012-4	F1-F8
Records	1956-1982		F9-F12

YWCA
013

STATISTICAL RECORDS

1906-1980

Until 1928, daily records were kept of the number of meetings held, visits to rooms, mailings, meals, attendance, entertainments, mimeographs made, etc., with variations in the subject matters from year to year.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Daily Statistical Records (The Volumes are in the Box with the Folders)	1906-1908	013	V1
	1908-1910		V2
	1910-1911		V3
	1912-1913		F1
	1914		F2
	1916		F3
	1917		F4
	1918, 1927-1928		F5
Monthly Statistics	July 1951- December 1980		V4

YWCA
014

CLASS PROGRAMS

NEWSLETTERS

1926-1984

Programs for the YWCA classes were printed usually four times a year and sent to the members.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Class Programs	Before 1918 1926-1963	014/1	F1 F2-F6
	1964-1984 undated	014/2	F1-F3 F4
"Ys Ideas" "Ys Review"	1928-1929 "		F5
"News"	1949-1959		F6
Centennial Newspaper	1959		F6
"Scoops" and Newsletters	1967-1984		F7-F9

PROGRAM COMMITTEE

1938, 1952-1976

The Program Committee consisted of five to seven members presumably chosen for their varied and wide experience in the community and YWCA, with the president and the chairman of the Personnel Committee as ex-officio members. They evaluated current programs, correlated departmental programs and recommended changes and new directions to the Board and the membership.

Records include chiefly minutes and agendas, and also programs, program studies, policies, plans, correspondence.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes and Agendas	June 1952-May 1954	015	F1
	June 1954-May 1957		F2
	Oct. 1957-May 1959		F3
	Feb. 1962-Mar. 1964		F4
	Nov. 1966-April 1968		F5
	May 1968-Mar. 1969		F6
	May 1970-Apr. 1972		F7
Records	1938, 1952-1960		F8
	1962-1972, 1976		F9

EDUCATION COMMITTEE

1925-1983

The Education Committee, appointed annually, was formed to promote "education on subjects of vital concern to the membership" and to women of the community. This purpose was broadly interpreted to include classes in dressmaking; arts and crafts; voice and diction;" lectures on the protective tariff and social security; discussions on birth control and world peace. The small budget covered the purchase of teachers, films, lecturers, magazines, teas, luncheons. The members of the Committee were picked for their knowledge of adult education or of current fields of special interest.

Turtle Clubs started with a pilot project in 1965. They were fashioned to help culturally deprived children in grades 3 to 6, potential drop-outs who lived within walking distance of the YWCA. Girls were referred to the Clubs by their school teachers. Students from Abbot Academy, Andover, were enthusiastic "Big Sisters." Activities included eating, talking, simple games, grooming, place setting, crafts, reading. The staff Director of Education was in charge.

Tots, a group of 3, 4 and 5-year olds, enjoyed a program of arts, crafts and cookery, and reading readiness.

The Education Committee ceased to exist in 1983, and its responsibilities devolved upon the staff.

Records include minutes and agendas, correspondence, publicity flyers, financial reports, reports of out-of-town conferences, reports to the Board of Directors.

	<u>Date</u>	<u>File Boxes</u>	<u>Files</u>
Minutes & Agendas	1931, 1935-1943	016	F1
Financial Reports	1035-1936, 1940-1941		F2
Records	1925-1935 1936-1979 undated		F3 F4-F13 F14
"Turtles"	1965-1977		F15
"Tots"	1973-1977		F16

*PAMPHLET "THE INT'L INSTITUTE MOVEMENT:
A GUIDE TO RECORDS OF IMMIGRANT
SERVICE AGENCIES IN THE U.S."
BOOK REMOVED FROM BOX*

HEALTH, PHYSICAL EDUCATION & RECREATION COMMITTEE

Formerly: Health Education Committee; Physical Education Committee;
Health & Recreation Committee.

This Committee, known under various names before 1960, was one of the Core Committees of the YWCA program. They watched over the largest Department and a paid Professional Director (or Secretary) whom, originally, they helped to choose. Their objectives were to develop a health and recreation program adapted to community needs and aimed at the improvement of the individual's mental and physical health.

The Committee introduced speakers on subjects such as "Prevention and Cure of T.B.," "Athletes Foot," Home Hygiene," "V.D.," and classes in First Aid. They found teachers and recruited participants of all ages for classes in sports and recreation from ski trips to horseback-riding; including ballroom, square and tap dancing, basketball, swimming, skating, tennis, biking, pre-school play, yoga. In 1967 they devised a walk-in program of exercise for women and called it the 101 Club, then the YWCA Health Club, and finally the Fitness Studio. Until 1965 the swimming classes were held in the YMCA pool under the supervision of the YMCA Physical Education Director.

Enrollments varied from class to class (under 10 in skiing to over 200 in swimming) and from year to year, dropping off when the mills were busy and rising in depression years. In 1932 the Committee joined the Lawrence Unemployment Committee to find occupation for the unemployed.

Records include minutes and agendas, programs and policy statements, bills, lists of names, reports, correspondence, statistics, financial records, publicity, diets, forms.

See Education Committee, Box 016, for other recreational classes. See Building Expansion Committees for further information about gymnasium and swimming pool (Box 027-4, Folder 17).

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes & Agendas	1937-1974	017-1	F1-F2
Financial Reports 1964			
Operating costs of YWCA pools	1962-1971		F3
Reports of the Health Education Department	1921-1923, 1930-1935 1936-1942 1949-1967		F4 F5 F6
Statistical Reports	1931, 1950-1961		F7
Committee on Recreation of the City Employment Committee	1932		F8

HEALTH, PHYSICAL EDUCATION & RECREATION COMMITTEE

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Records	1932-1938	017-1	F9
	1949-1971	017-2	F1-F7
Mental Health Subcommittee Records	1954-1972		F8
Report by participant in UMass internship program at YWCA	1972		F9
Records	1971-1981	017-3	F1-F6
"Tune in to Health" Week	Jan.-May 1975		F7
Publicity suggestions			F8
Pool Maintenance	1965-1974		F9

BUILDING COMMITTEE

1915-1978

Formerly: House and Maintenance Committee
Building and Residence Committee

The Building Committee made and carried out plans for the furnishing, maintenance and repairs of the buildings and parking lot, and set rules for the use of these facilities. They helped with Christmas decorations and the traditional "Hanging of the Greens" and with spring rummage sales. At first they rented rooms for young women at low rates. After 1972 the rooms were let to social service agencies.

Records consist of Minutes, financial statements, inventories, policy guides, fire alarm rules, lists of the positions of electric switches, contracts with lessees, bids for suppliers of goods and services, bills, advertisements for cooking utensils, boilers, telephone systems. A comprehensive residence study was done in August 1935.

See also the Pool Maintenance folder in Box 017-3, Health, Physical Education and Recreation Committee.

	<u>Date</u>	<u>Series/Box-</u>	<u>File</u>
Minutes and Agendas	1933-1938, 1962-1964 1971	018	F1
Financial Statements	1967-1969		F2
Supplies ordered	1918, 1922		F3
Income form Dormitory	1933-1947		F4
Records	1927-1945 1950-1978 undated		F5-F6 F7-F11 F12
Boarder's Illegitimate child (restricted use)	1934-1939		F13

YWCA
019

PERSONNEL COMMITTEE

1920-1983

Until the 1960's the Personnel Committee recommended to the Board of Directors the hours of work, salary scale, wage increases, leaves of absence, holidays, retirement plans, insurance and physical examinations for the employed staff. Their duties also including orienting the staff, and originally new members as well, to the Association and the community. In setting wage scales the Committee consulted the YWCA Finance Committee, the National YWCA, the Community Chest and, during World War II, the U.S. National War Labor Board.

The members of the Committee, usually five to seven in number, were appointed annually and chosen for their maturity, judgment and professional experience.

The YWCA Constitution stipulated a Personnel Sub-committee of the women on the full Committee who were also Board members; the aid was to keep certain types of personal information within the Board. The Sub-committee function was "hiring and releasing secretaries with the approval of the Board." Thus, the Sub-committee wrote job descriptions for each vacancy, found candidates, read resumes and references, interviewed, negotiated and contracted with employees, evaluated them annually and, on occasion, terminated them. By the 1970's the Committee had relinquished the responsibility of staff hiring and firing to the Executive Secretary. (See the Personnel Administration document of 1983, 019/2-F12, for the rearrangement of responsibilities among the Board, the Personnel Committee, and the Executive Director.)

The staff was doubled in size between 1930 and 1960, with salaries increasing substantially. The earlier staff of Executive and Club Secretary, Health Education Director, Business and Industrial Girls Secretary, House Matron, Janitor and Maid, was later enlarged by a Girl Reserve Secretary, a Resident Secretary, an Office Secretary, and assistants as needed. During the war years, recruitment was difficult. In 1945 the Secretaries with program responsibilities were named Program Directors. Annual contracts were written in September. Staff personnel were often hired as Camp personnel in the summer.

There were two retirement funds: one was started in 1925 and run by the National Board of Trustees for professional staff members; the second began in 1940, a Savings and Security Plan for clerical and maintenance employees. Increases have kept pace with inflation. In 1973 full participation became mandatory. The two plans were combined in 1980.

The combined records of the general Committee and the Sub-committee include minutes, policy statements, job descriptions, applications and resumes, evaluations, contracts, salary records, retirement plans, staff magazines, correspondence. Also included are a few references for jobs elsewhere for YWCA members and students.

PERSONNEL COMMITTEE

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes and Agendas	Oct 1930-Apr 1941 Oct 1941-1966	019-1	F1 F2-F12
Records	1920-1935 1936-1939 1945-1978 undated	019-2	F13 F14 F1-F3 F4
Report of Interne in UMas Dept. of Recreation Internship Course	1971		F5
"Staff to Staff"	Winter 1968 - Summer 1975		F6
National Youth Administration Fund Correspondence	1935-1941		F7
War Manpower correspondence	1943-1944		F8
Contracts	1949-1953		F9
National YWCA Retirement Plan	1930-1975		F10
National YWCA "Personnel Administration"	1983		F12
Individual Earnings Records List of Staff Members	1948-1979 1950-1970	019-3	F1-F10 F11

YOUNG ADULT COMMITTEE

1917-1977

Formerly: Fuller Club;
Club Department;
Girl's Work Committee;
Industrial & Business Girls Department;

The Committee was originally formed to recruit young women just out of school and working in the mills and offices, for projects that would fulfill their current needs, be educational, expose them to new ideas, provide for group participation, aid in their personality development and integrate them into the YWCA community.

The Fuller Club, named for feminist writer Margaret Fuller, was a precursor. In 1917-1919, the years for which a record book exists, it boasted 105 members who raised money by a minstrel show and a glee club concert for the Red Cross and a Liberty Loan. Bills from local merchants are pasted into the book.

The ambitious aims of the Committee were carried on, with the help of a paid secretary (later, Program Director), through meetings, discussions, social gatherings, trips, social service projects, lectures, recreation. At first, ages from high school to married women were included and divided into a dozen interest groups or clubs. Their names and constituents changed with needs over the years; Employed Girl's Department became the Business and Industrial Club; Girl Scouts of the YWCA became the Girl Reserves and were transferred to the Teen-age Committee in 1940; the Married Women's Club and the Mother's Club, largely self-directed, in 1941 were put under the aegis of the General Secretary. Other groups waxed and waned: Business and Professional Club, Alumnae Club, Junior Hostesses, Alpha Beta Rho, the Atheneum, Young Wives, the Co-ed Council, Y-ette Club, Y-gals, Career Club, Tuesday Nighter, Trippers and more.

The members of the Committee, appointed in the spring of each year, were expected to have skills to contribute to the program. Professional experience was expected of the Program Director.

In the 1920s the desire to understand and serve the immigrant women drawn to Lawrence by the textile mills led the Association to form an Industrial Committee to study social and economic conditions. The industrial studies have been grouped for convenience in Box 020-3 with related material. Immigrant studies are with the International Institute Committee records in Box 029.

Records consist of minutes and agendas, lists of members and participants, financial reports, monthly Club reports, statistics, correspondence, itineraries, surveys and studies of economic life in Lawrence and the US.

See Boxes 025 for Married Women's Club and Mother's Club, and Box 021 for Girl Reserves.

YOUNG ADULT COMMITTEE

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes and Agendas	1954-1965	020-1	F1
Finance Reports	1955-1961		F2
Monthly Statistical Reports	1950-1959		F3
Fuller Club	1917-1919		F4 VI volume in folder
Girl's Work Committee Reports	1923, 1930-1935		F5
Club Department Reports	1928-1937		F6
Employed Girl's Committee meeting agendas	1937-1940		F7
Employed Girl's Committee Reports	1937-1941		F8
Records	1929-1938 1941-1975	020-2	F1-F2 F3-F5
Co-ed Activities	1947-1948		F6
"Trips and Trippers"	1935-1977		F7-F8
Survey of Social and Industrial conditions in Lawrence by YWCA Industrial Dept.	1923	020-3	F3
Surveys and studies of labor condi- tions for women and girls 1919-1939		020-3	
Anonymous account of conditions in the mills in 1919	1919		F1
Anonymous "Cotton Industry in Lawrence in 1920"	1920		F2
Business Girls Club Reports	1920-1930		F4
(Conditions of Child Labor. -Teex Reprints of articles by mm-(Henry A. Wallace, et al. tee(Also Mass. Minimum Wage Law c- (for Women and Minors ds (1928-1934		F5
(Survey of work among girls by YWCA	1929		
(Census of foreign born	1930		
(Recreation in Lawrence	1932		F6
Conditions and Wages of Work for women, US Women's Bureau reprints White Slave Traffic	1930-1937		F7

YOUNG ADULT COMMITTEE

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
YWCA Household Employment Studies	1930-1937	020-3	F8
Correspondence about wages and hours of industrial girls. Support for Minimum Wage Law	1930-1934		F9
Anonymous "Events in US Labor History to 1936"	1936		F10
<u>Events in Lawrence relating to Industrial and Business Girls</u>			
YWCA Industrial Committee Report "Need for relief work among the children of the strikers"	April 1919		F11
Letters from Ethel A. Miller, YWCA Executive Secretary, about the mill strike of 1931	1931		F12
Correspondence with Lawrence Manufacturers Association about mill girls	1936-1937		F13
YWCA Industrial Study Committee reports	1935-1938		F14
Problems of Unemployment - Reports from State, Lawrence Committee, various unions, etc.	1928-1939		F15
Business Girls Conferences	1938-1937		F16
Public Affairs Committee Records } Relating to the National Industrial Relations Act	1933-1934		F17

Y-TEEN COMMITTEE

1929-1978

Formerly: High School Clubs; Girl Scouts of the YWCA; Girl Reserves Committee; Teen Committee; Teen-Age Committee.

The Y-teen Committee aimed at fruitfully occupying the after-school hours of high school girls. Over the years they experimented in programs for the four class levels with varying success and participation. Lectures, social events, cooking classes, money-raising activities, summer picnics and trips, international projects, barn dances, marching in the Community Chest parade, spaghetti suppers, baby-sitting courses were offered to usually fewer than fifty girls. "Drop-in Nites" for boys and girls was more successful, with about 200 partakers.

Before 1940 these activities were part of the Club Department. The name "Girl Scouts of the YWCA" was used in 1929. The group became the Girl Reserves in 1933. In 1946 the National Board adopted the term Y-Teens to replace the Girl Reserves for the 12 to 18-year olds.

A paid Teen Director managed the four class Clubs, and related groups in Methuen and Andover.

Records include minutes and agendas, annual reports, statistical reports, projects, correspondence.

See Young Adult Committee records, Box 020-2, Folder 2, for Club and Girl Reserves reports 1928-1937.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes & Agendas	1954-1972	021	F1
"Out of School" Project	1934-1935		F2
Girl Reserves Records	1929-1950		F3
Reports of the Y-Teen Department	1949-1959		F4
Monthly Statistical Reports	1950-1960		F5
Records	1929-1950 1952-1969 1970-1978 undated		F6 MISSING F7 F8-F9 F10
Conditions of Child Labor - study	1928-1934	020-3 In Young Adult Committee Records Box	F5
Survey of work among girls by YWCA	1929		F6
Census of foreign-born	1930		
Recreation in Lawrence	1932	In Young Adult Committee Records Box	

YWCA
022

PUBLIC AFFAIRS COMMITTEE

1914-1976

This standing committee had the duty of involving the YWCA in programs dealing with public issues, local and national; taking stands on controversial issues and lobbying legislators; educating and informing the members. To these ends the Committee invited speakers, showed documentary movies, held discussions and debates. At the Annual Meeting they awarded a Public Affairs Trophy to the Club which sponsored the best public affairs program or community project.

The Committee had close ties with the National Board office, which generally initiated study of public subjects and indicated a point of view. The Committee recommended to the Board of Directors an appropriate action to take on an issue, often one vital to women and girls.

The issues were various: labor laws, status of women, juvenile delinquency, United Nations, urban renewal, consumer education, conservation. The YWCA always worked for racial equality and desegregation, with a major effort during the 1960s.

In 1943 the Committee took a stand against the Equal Rights Amendment following the lead from the National Board, and later reversed this position. They favored reciprocal trade agreements, the FEPC, immigration of displaced persons, unions. They opposed the Un-American Activities Committee of Congress, and the war in Vietnam. In Lawrence they helped to start the Job Corps, Headstart Mothers, and Interracial courses.

The Records consist of minutes and agendas, correspondence, reports, programs, brochures and pamphlets.

See also National Board, Public Positions taken Box 002-3.

See also International Institute Box 029, Young Adult Committee Box 020-3.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes & Agendas	Sept. 1914-May 1948	022-1	F1
	Feb. 1959-June 1964		F2
	Oct. 1964-Oct. 1971		F3
Relating to the National Industrial Recovery Act	1933-1934	020-3 In Young Adult Committee Records	F17
Records	1929-1937	042-1	F4
	1938-1948		F5
	1952-1957		F6
	1962-1976		F7
UN Day Celebration	1963		F8
"Let's Celebrate Women Today" Conference	April 1974		F9
Pamphlets and Brochures	1931-1975	022-2	F1-F5

WORLD FELLOWSHIP COMMITTEE

1931-1978

In the 1890s the YWCAs began to establish missionary groups in foreign lands, often acting as an arm of the Protestant Church. After World War I, as the International centers became more numerous, the Christian Evangelical aim changed to one of uniting women in a Christian world fellowship with self-directing national movements. The economic depression of the 1930s and World War II weakened the overseas YWCAs, but a Round-the-World YWCA Reconstruction Fund campaign in 1946 helped to restore centers in 32 countries. These and added YWCAs have become largely self-supporting, but emergency relief needs have recurred.

The purposes of the World Fellowship Committee are to raise funds for the international work of the YWCA, to interpret its work, and to promote understanding of other peoples as a step towards peace.

To these ends the Committee, appointed annually, ran international folk festivals in the fall; the "International Fiesta," which later became known as "The Homelands Festival", and Christmas parties: the "Hanging of the Green." They sponsored teas, conferences, lectures; welcomed and trained foreign YWCA personnel and other visitors; solicited contributions and held money-raising events.

Records include minutes, financial statements, statements of purpose, correspondence, lists of members, plans and invitations for events, itineraries for foreign visitors, reports.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes & Agendas	1947-1972	023-1	F1-F3
Financial Reports	1931-1938		
	1950-1957		F4
	1964-1970		F5
Records	1930-1939		F6
	1941-1961		F7-F12
	Fall 1961-1978 undated	023-2	F1-F9 F10

CAMP COMMITTEE

1923-1982

The Camp Committee was responsible for the promotion, administration and program of the summer camps; and for the maintenance and improvement of the camp property. Their purpose was to give young girl campers new standards of health and proper living.

The members were appointed annually and were women with a knowledge of the recreational needs and resources of the community and of the aims of the YWCA.

Miss Harriet Walworth gave in 1906 to the YWCA the use of her summer cottage at Juniper Point, Salem Willows, for summer recreation. When the locality became too crowded she sold the property, giving the YWCA much of the proceeds. This sum, together with part of a legacy from Mrs. Annie B. Houghton, went to the purchase in 1923 of a house and 27 acres of land, one entire side of Fort Pond in Leominster, for \$8100. Besides the central lodge, the Camp, called at first Fort Pond and then Mayanuk, eventually consisted of three screened bunkhouses, a laundry, workshop and boathouse.

In the following summers the Camp served, at varying times, girls from six to sixteen, for from two to six weeks, and populations of from sixteen to sixty-four in residence. The program included sports with an emphasis on swimming and boating, nature studies, music, art, dramatics and publication of a Camp newspaper. The staff usually included a Director, a swimming coach, five Counsellors, a cook and a watchman.

The annual budgets were a problem because of the uncertain number of campers. The charged fee was moderate, and scholarships were raised from community groups. Salaries were kept comparable to those of other camps. In spring and fall the camp property was leased to outside groups.

The hurricane of September, 1938 caused extensive damage, sufficient to eliminate the 1939 camp season. From 1939 attempts were made to sell the property. During the war years transportation over the thirty-eight miles to the Camp was difficult. There were problems with the sewer and the water supply. In 1942 search was begun for a new site. Camp Mayanuk was sold in 1945.

Camping activities were in abeyance until the advent of a "Day Camp on Wheels" for trips in 1955. In 1957 camp areas were rented on Canobie Lake in New Hampshire and in the Massachusetts Parker State Forest. In 1958 a rented camp on Captain's Pond led to the purchase in October of nineteen acres of wooded land, part in Salem, NH, and part in Haverhill, Ma. This acreage was used from then on for a summer day camp, baptised Camp Y-Wood in 1961. By 1975 improvements to the site had resulted in a large assembly hall built in 1964, a boathouse, a cabana, a Director's cabin, three toilet houses and three shelters.

CAMP COMMITTEE

The Camp was held in July and August for five days a week, six to eight weeks, with two-week periods for each camper. At various times it had an annual enrollment of one hundred to over two hundred girls of eight to fourteen years who were transported by bus from the city. The annual budgets ran from \$2250 to over \$13,000 in 1975, the money being raised by campers' fees, gifts, and out-of-season rentals.

The Camp Committee had assistance in 1969 and 1970: Men for Y-Wood, a group which helped to repair and improve the camp site.

The professed aim of the Camp program was to contribute to the physical, mental, social and spiritual growth of each camper. The program, organized by a well-trained staff, offered sports, particularly swimming and boating crafts, nature studies, dramatics and music. The staff usually included a Camp Director; a waterfront Director; a sports Director; teachers of crafts, nature, dramatics and music; and four or more Junior Counsellors.

Camp Mayanuk records are in Boxes 024-1 and 024-2; Camp Y-Wood records in Boxes 024-3 and 024-4. The records, of varying completeness, are arranged annually thus: maintenance, rentals, insurance, publicity, staff hiring and training, registration of campers, program, finance, fiscal reports and evaluation.

See also Monthly Camp Reports to Community Chest 012-3a F9.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Minutes and Agendas	1931-1945	024-1	F1
Walworth Rest Cottage	1926		F2
Map & Description of Camp Mayanuk	1924; 1940		F3
Records	1926, 1930-1936		F4-F9
	July 1936 - Sept. 1938	024-2	F1-F4
Hurricane Damage	Sept. 1938 - Dec. 1939		F5
Camp Registrations Volumes in Box 024-2	1940-1945		F6-F11 VI
Minutes	1959-1972, 1974	024-3	F1
Day Camp building plans	1958		F2
Day Camp Records	1957-1962		F3
Camp Y-Wood Records	1963-1970	024-4	F4-F11
	1971-1982	024-4	F1-F7

UNITED FUND DAY CAMP

For three years, 1968-1971, the YWCA conducted a day camp which was supported by the United Fund and several cooperating service organizations. The camp "to take girls out of the city environment into a wholesome camp environment" was run for three days a week, five to six weeks in July and August, at the Vocational High School and the YWCA pool. Financially deprived girls of eight to twelve years were charged 25¢ for lunch, provided at the High School, and a registration fee of \$1.00. Buses were supplied by the United Fund.

The program consisted of arts and crafts, drama, sports and games, nature studies, cooking and stories. The staff generally included a Camp Director, and teen-age Counselors. The total enrollment was 659 in 1969, 2227 in 1970, and 1683 in 1971.

Because the Camp was not actually part of the YWCA program and the finances not part of the YWCA budget, it was not a responsibility of the Camp Committee. The Executive Director of the YWCA and the Camp Director managed it.

	<u>Dates</u>	<u>Series/Box</u>	<u>Folder</u>
Records	1969-1971	024-4	F8-F10

WOMEN'S CLUB

1931-1982

Formerly: Young Married Women's Club; Married Women's Club

In the fall of 1931 three young matrons went to the YWCA Secretary to suggest the formation of a club for young married women. In January of 1932 the first meeting was held with twelve in attendance. By-laws were adopted: the purpose, "to improve ourselves educationally and socially;" the motto, "He who would have a friend must be one;" and the song, "Follow the gleam;" meetings were set for every two weeks. The Club elected in May its own officers and "Cabinet" and voted its own program. It was self-managed, at first under the egis of the Club Department (Young Adult Committee), and after 1941 of the General Secretary.

There were generally 60 to 70 members who ran an extremely busy program of entertainments, lectures, teas, lunches, suppers, outings. During World War II they worked for the Red Cross. Their expenses were largely social.

Records consist of minutes of meetings and of the Cabinets, lists of members, and attendance records, annual reports, newspaper clippings. Box 025-1 F10, 1941, contains an account of the formation of the Club, a list of Presidents, and a tenth anniversary booklet. Volume 2 contains by-laws, and a picture of the 25th anniversary. All volumes are in the boxes.

See also Young Adult Committee reports, Box 020-2, Folder 6.

	<u>Date</u>	<u>Series/Box</u>	<u>Folder</u>
Minutes	1931-1944	023-1	F1-F13
Gavel	1945-1954		V1
	1955-1971	025-2	V2-V3
Records	1931-1982 <i>1931, 1941</i>		F1
Receipts	1951, Nov. 1958 May 1959, Sept 1962 Dec. 1964	025-3	F1
Checks drawn	1935-1967		F2-F4
Budget	1953-1954		V4
Expenditures	1958-1966		V5-V6

All volumes are boxed.

MOTHER'S CLUB

1941-1946

The Mother's Club was managed by the members who elected their officers and chose the program. They met monthly on the second Tuesdays, had card parties, smorgasbords, and other recreational activities. At first it was part of the Club Department; then in 1941 was transferred to the oversight of the General Secretary.

See also Young Adult Committee - Club Dept. Reports Box 020-1 Folder 2.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Records	(436) 1941-1946	025-2	F2

THE ANDOVER COMMITTEE
THE SALEM, NEW HAMPSHIRE, COMMITTEE
NORTH ANDOVER PROGRAM

1959-1978

The Andover Committee met for the first time in March, 1959, to plan a limited program for Andover women and girls. Sixty women and twenty children were registered when activities began in the Phillips Academy Alumni House. Later the Andover Branch was moved to the Andover Youth Center at 10 Brook Street, and was eventually absorbed into the North Andover Branch of the YMCA (1967?).

The Salem, NH, Committee cooperated with the Salem Boy's Club to offer programs for girls one day a week from 1962.

Records include minutes, programs, photographs.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Andover Committee	1959-1971	026	F1
Salem, NH, Committee	1962-1978		F2
North Andover Program	1958		F3

BUILDING EXPANSION COMMITTEES

1921-1971

In 1921 the Association started to campaign for a new building to replace the one in use at 38 Lawrence Street which was proving too small for the growing organization. The drive for funds in 1923 was not successful and collapsed entirely when the National Board withdrew its support. By 1932 enough funds had accumulated, plans were modified, and the need for employment in Lawrence was urgent. The old building was torn down and a new one designed by Ashton & Huntress and built by E.A. Peabody and Sons of Salem, was finished in 1933, with three floors, a gym and a cafeteria.

In 1964 a million-dollar drive was begun for additions to both the YMCA and the YWCA. The joint campaign thrived, and the new wing, with a swimming pool, a gymnasium-auditorium, and a teen-age area, was designed by Archibald MacLaren of Andover and built by the Charles Construction Co.. Land was purchased to the rear of the parking lot of the original building; and Valley Street, to the north, was abandoned as a public way by the city. The new addition was dedicated in March, 1967.

Records consist of Committee minutes and agendas, lists of members and donors, campaign literature, reports, agreements, blueprints, charge orders, bills of sale, budgets, payments and correspondence.

Further information about the funding of the building may be found in the Advisory Panel Records, Box 011.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>	
Records - Surveys of Valley St., Lawrence St. lot & Correspondence with Architects	1921-1934	027-1	F1	
	1921			
	1923		F2	
Campaign for funds	1920-1923		F3	
	Bills	1923	F4	
	Corporate Gifts	1923		F5
		1924-1933		F6
Building Specifications	1932		F7	
	Equipment	1932	F8	
	Electrical System	1933	F9	
	Copper pipes & Fittings	1933	F10	
Records	1930-1932		F11	
	1933-1934		F12	
Dedication of Corner-Stone	May 1933		F13	

BUILDING EXPANSION COMMITTEE

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
YMCA-YWCA Building Fund Campaign Committee	Oct. 1964 - Sept. 1966	027-2	F1
Minutes & Agendas			F2-F3
Organization plans	1964-1965		F4-F5
Publicity Material	1964		F6
Progress Reports	1965-1966		F7
Planning & Construction Guides	1964-1965		
Construction Specifications	1966	027-3	V1-V2(Box 027-3)
Building Committee Minutes & Agendas	1967-1969	027-4	F1
Test-boring data	1965		F2
Land Litigation-Valley St. Deacy vs YWCA	1965-1971		F3
Agreement with Contractor	April 1966		F4
Heating & Ventilating Proposals	1969		F5
Electrical Fixtures	1966		F6
Sound Amplification	1966-1967		F7
Change Orders	1966-1967		F8
Correspondence about construction	1965-1969		F9-F12
Decorating Committee	1966-1967		F13
Pool Construction see Box 017-1, F3 and 017-3, F9	1966-1968		F14
Dedication	Mar. 1967		F15
Final Payments	1966-1968		F16

PLAYS, SKITS, SONGS, PRAYERS ETC.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Short skits, radio scripts	1939-1958 Undated	028	F1-F3 F4
Skit "Portrait of Lucinds"	1951		F5
Skit "Ladies in Transit"	1951		F6
Operetta "Treasure Island"	1952		F7
Operetta "Ladies of Spirit"	1954		F8
Verses & Songs			F9
Prayers, poems, essays for meeting openers			F10

For additional skits see World Fellowship Committee Records (023),
Camp Committee records (024) and Membership Meetings (003).

INTERNATIONAL INSTITUTE COMMITTEE

1913-1934

Formerly: International Institute for Foreign Born Women:
International Institute for young women

In 1913, partly in response to the strike of the preceding year, the YWCA hired an Executive Secretary to begin a program to help the young foreign-born women adjust to their new country. The new Committee was expanding a service which had begun with a center in the Arlington Mills in 1903-1910. In 1915 a Settlement was opened at 52 Union Street, in 1919 one at 316 Market Street and at Pleasant Valley, and in 1920 at 20 Wells Street and in 1925 at 25 Palmer Street. In 1918 the Lawrence Manufacturer's Association gave a building at 19 Orchard Street to the YWCA for Institute work.

By 1920 the Institute was giving classes in English, sewing, cooking, story-telling to immigrants from Poland, Italy, Lithuania, Syria, Russia, Armenia, Austria; and by 1925 from Norway, Scotland, Portugal, Sweden. On a budget of approximately \$10,000 the Institute trained 2500 women and girls a year.

In the depression year of 1932 the YWCA was forced to close the Orchard Street building and bring the Institute into the Lawrence Street main building. After debate and study the YWCA decided that the needs of the Institute could be better met if it were free to have its own board of both sexes and to raise its own budget; and therefore made it, in July 1934, an independent organization. The Institute moved to 125 Haverhill Street. Cooperation between the two associations has continued through the years.

Records include annual reports, correspondence, accounts, studies. Articles on immigration are boxed here.

See Constitutions and By-Laws, Box 004, for Institute by-laws as a branch of the YWCA. See History, Box 001, F32 for the history of 19 Orchard Street.

Records of the International Institute after 1934 are elsewhere in the Archives.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Annual Reports copies	Sept. 1913-Jan. 1923	029	F1-F9
	1913-1915, 1918, 1919		
	1922, 1929		F10
By-laws	1920, 1929		F11
Program by children of the Institute	Nov. 1930		F12
Records Accounts	1920-1937		F13
	1920-1931		V1 shelved
Becoming Independent July 1934	1933-1936		F14

YWCA
029

INTERNATIONAL INSTITUTE COMMITTEE

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Polish Young Girls Club	1934-1935	029	F15
"Short History of the Lawrence International Institute to 1934" by Teresa Wallace	1979		F16
National Board Series on Immigration, Foreign Born and the Committee Bull. xxv, xxvi, xxvii Copy of "History of Lawrence Immigrants" From "Immigrant City"	1932		F17
Copies of 4 articles by Raymond A. Mohn "Edith Terry Bremer, Social Worker 1885-1964"			F18
"International Institutes of Boston, Philadelphia & San Francisco. 1920-1940"			F19
"The International Institute Movement and Ethnic Pluralism in Twentieth Century America"			F20
"Immigrants and Social Welfare in Gary, Indiana 1906-1940"			F21

WOMENS RESOURCE CENTER

1977-1980

The Womens Resource Center was started in September 1977 with the help of funds from the Lawrence program of the 1973 Federal Comprehensive Employment and Training Act (CETA). The \$77,392 budget for the first year included CETA money for the seven staff salaries (except the Director), United Fund money obtained as part of the YWCA allocation, money from the Massachusetts Department of Social Services, and memberships. The YWCA donated the room in the YWCA building, the services of the YWCA Executive Secretary and the YWCA bookkeeper.

By September 1980 the Center, serving 700 women and employing 32 volunteers, was able to enter the United Fund and to rent the space in the YWCA building. In September 1985 the Center was moved to 454 No. Canal St. to be closer to the International Institute, and all ties with the YWCA were broken.

The Center provided information and referrals for women, offered workshops and courses, and ran discussions featuring assertiveness training and coping with stress. It supported a 24-hour crisis hot-line (telephone), with help for victims of domestic violence.

Records after 1980 are elsewhere in the Archives.

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Records	Aug. 1977-July 1979	030	F1-F3
Accounts	1977-1980		F4

PHOTOGRAPHS

	<u>Date</u>	<u>Series/Box</u>	<u>File</u>
Old YWCA building	Before 1932	031-1	
New building under construction	1932		
Laying of cornerstone	1932		
Open House - new building			
Board of Directors & officers			
Camp Mayanuk			
Camp Fort Pond, Lancaster			
Camp Y-Wood			
Camps of other YWCAs			
Unidentified			
Program Departments	After 1933	031-2	
Classes			
all-association activities			
Trips			