

The Grace Hospital Women's Auxiliary Collection
Papers, 1939-1983
(Predominantly, 1942-1977)

5 linear feet

Accession Number
LR002645

The papers of the Women's Auxiliary were placed in the Archives of Labor and Urban Affairs in January, 1988 as part of the Grace Hospital Collection, and opened for research in December, 1994.

The Women's Auxiliary was formed in 1939 , by retired nurses in order to promote Grace Hospital and to conduct charitable work. It was incorporated in November, 1942. The group was extended to women who expressed a sincere desire to promote the hospital. In 1978, the by-laws were changed to allow men to join the auxiliary.

The work of the auxiliary has spanned from sewing projects during World War II to the management of the Grace Hospital Diabetic Camp for children. Throughout its history, the auxiliary has contributed over \$68,000 to nursing scholarships and continue to present \$7500 each year as well as funding for continuing nursing education. The auxiliary engages in many charitable activities and is very active in fundraising for the hospital.

The papers of the Women's Auxiliary are predominantly meeting minutes. Records were also kept on the finances of the gift shops and on the volunteer hours of the members.

Important subjects covered in the collection are:

Diabetic camps for children
Hospitals-History
Voluntarism
Women-Societies and clubs
Women volunteers in social service

Among the important correspondents are:

Mrs. Mado Lie Dr. Frederick Hyde
Mrs. Georgie Stiefel Dr. George Cartwell
Dr. Roger Debusk

An index to subjects and correspondents will be found on p. 9.

Contents

10 manuscript boxes

Series I, Administrative files of Women's Auxiliary, 1939-1983, Boxes 1-8:

Auditor reports, by-laws, financial reports, incorporation documentation, membership lists, minutes of Board, Regular and Special meetings, newspaper clippings, nursing support report, procedures, volunteer hour reports, yearbooks.

Series II, Correspondence, Flyers, Invitations, Newsletters, and Newspaper clippings, 1940-1980, Box 8-9:

Correspondence to and from various organization leaders. Flyers of many of the Auxiliary activities. Invitations to conferences and meetings. Newsletters from American Hospital Association, Grace Hospital, and the Michigan Association of Hospital Auxiliaries. Newspaper clippings provide valuable information on the social and cultural context that the Auxiliary has existed in. Newspaper photos also allow the researcher to associate the person with the work being accomplished in the Auxiliary.

Series III, Special Projects, 1940-1979, Box 9-10:

Subseries A: Administrative files of Diabetic Children's Camp, 1940-1953, Box 9-10, correspondences, camper lists, financial reports, and nurse's log.

Subseries B: Chapel Fund, 1961-1979, Box 10, construction plans, correspondences, dedication program, donation letters, financial reports, and tax statements regarding fund-raising and building of the Northwest Unit Chapel.

Non-manuscript materials: 10 photographs from the Diabetic Children's Camp and 3 photographs from the general collection have been placed in the Archives Audio Visual Collection. Three pieces of hand-blown stain glass from the Northwest Unit Chapel have been placed in the Archives Audio Visual Collection.

Series I
Administrative files of Women's Auxiliary, 1939-1983
Boxes 1-9

Auditor reports, 1939-1975. A yearly audit was undertaken by a Certified Public Accountant. In this way the Auxiliary was able to maintain fiscal responsibility over their Gift Shops and patient services. Missing years: 1951, 1953. 1960-1964, 1967-1970, 1973.

By-laws, 1941, 1967-1978. Printed by-laws and amendments showing the changes in the structure and goals of the organization. For by-laws from 1942-1960 see the appropriate yearbook.

Financial reports, 1939-1977. Samples of Cash/saving books showing membership dues, 1940-1975. Finance & Endowment Committee Reports, 1945-1964, budget planning and reports. Financial Secretary reports, 1947-1951, membership dues reports. Gift Shop Income statements, 1951-1977, income and expenditures from the running of the Hospital Gift shops. The first gift shop was founded in 1948. Treasurer's reports, 1939-1956, 1961-1970, yearly accounting of receipts and disbursements.

Incorporation documentation, 1942-1974. These papers are concerned with the legal process of establishing a non-profit organization. Included are articles, annual reports, banking agreements, rulings of the I.R.S., and tax reports.

Membership lists, c.1940-1981. Directory and membership list information. More complete information on membership is found in some of the yearbooks.

Minutes of Regular, Board and Special meetings, 1942-1979. Minutes and reports for meetings held September to June. Annual meetings are held in June where reports from various committees and chairwomen are delivered. The Historian's report is very useful for a narrative history of the organization's activities. A Special Meeting is usually held after the Annual Meeting in June with the newly appointed officers presiding before recessing for the summer. There are no minutes for June, 1964-June, 1966.

Nursing support report 1941-1979. This report was compiled to detail the financial support given to the Grace Hospital Nursing Association in the way of scholarships, donations and equipment.

Procedures, 1965-1977. These procedures outline the responsibilities of the volunteers in the Gift Shops, Surgical Lounges and other areas.

Volunteer hour reports, 1963-1977. Reports from the Central and Northwest Unit Gift Shops, Service Carts, and Surgical Lounges. These reports are a mixture of monthly accountings and listings of specific volunteers and their hours. Reports on volunteer hours are also found in the annual meeting minutes.

Yearbooks, 1946-1983. Yearbooks include membership lists, officer and committee personnel, and a calendar of the year's events. Some yearbooks lists all the past presidents of the Auxiliary and contain the organizations by-laws.

Series I

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3. Auditor Reports, 1965-1975
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5. By-laws, 1970-1978
6. Financial Reports: Cash./saving books, samples, 1940-1975
7. Financial Reports: Finance & Endowment Comm. Reports, 1945-1954
8. Financial Reports: Finance & Endowment Comm. Reports, 1955-1964
9. Financial Reports: Financial Secretary reports, 1947-1951
10. Financial Reports: Gift Shop Income statement, 1951-1954, 1963, 1966
11. Financial Reports: Gift Shop Income statement, 1967-1968
12. Financial Reports: Gift Shop Income statement, 1969-1970
13. Financial Reports: Gift Shop Income statement, 1971-1972
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1. Financial Reports: Gift Shop Income statement, 1975-1976
2. Financial Reports: Gift Shop Income statement, 1977
3. Financial Reports: Treasurer Reports, 1939-1942
4. Financial Reports: Treasurer Reports, 1943-1945
5. Financial Reports: Treasurer Reports, 1946-1947
6. Financial Reports: Treasurer Reports, 1948-1949
7. Financial Reports: Treasurer Reports, 1950-1953
8. Financial Reports: Treasurer Reports, 1954-1956
9. Financial Reports: Treasurer Reports, 1961-1964
10. Financial Reports: Treasurer Reports, 1965-1967
11. Financial Reports: Treasurer Reports, 1968-1970
12. Incorporation documentation: articles, annual reports
13. Incorporation documentation: banking agreements, rulings, tax statements
14. Membership lists, c. 1940-1981
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16. Minutes of Regular, Board and Special meetings, 1943-1944
17. Minutes of Regular, Board and Special meetings, 1944-1945

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7. Minutes of Regular, Board and Special meetings, 1951-1952
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2. Minutes of Regular, Board and Special meetings, 1955-1956
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4. Minutes of Regular, Board and Special meetings, 1957-1958
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6. Minutes of Regular, Board and Special meetings, 1959-1960
7. Minutes of Regular, Board and Special meetings, 1960-1961

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1. Minutes of Regular, Board and Special meetings, 1961-1962
2. Minutes of Regular, Board and Special meetings, 1962-1963
3. Minutes of Regular, Board and Special meetings, 1963-1964
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4. Minutes of Regular, Board and Special meetings, 6/1966
5. Minutes of Regular, Board and Special meetings, 1966-1967
6. Minutes of Regular, Board and Special meetings, 1967-1968
7. Minutes of Regular, Board and Special meetings, 1968-1969

* no minutes available

Box 6

1. Minutes of Regular, Board and Special meetings, 1969-1970
2. Minutes of Regular, Board and Special meetings, 1970-1971
3. Minutes of Regular, Board and Special meetings, 1971-1972
4. Minutes of Regular, Board and Special meetings, 1972-1973
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8. Minutes of Regular, Board and Special meetings, 1976-1977
9. Minutes of Regular, Board and Special meetings, 1977-1978
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Series I, cont.

Box 7

1. Nursing support report, 1941-1979
2. Procedures, 1965-1977
3. Volunteer hours reports: Central Gift Shop, 1963-1968
4. Volunteer hours reports: Central Gift Shop, 1970-1973
5. Volunteer hours reports: Central Gift Shop, Record of Hours General Report
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7. Volunteer hours reports: Central Service Cart, Record of Hours Gen. Report
8. Volunteer hours reports: Central Surgical Lounge, 1965-1967
9. Volunteer hours reports: Central Surgical Lounge, 1968-1969
10. Volunteer hours reports: Central Surgical Lounge, 1970-1973
11. Volunteer hours reports: Central Surgical Lounge, Record of Hours Gen. Report
12. Volunteer hours reports: Northwest Gift Shop, 1963-1969
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16. Volunteer hours reports: Northwest Service Cart, 1967-1968
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20. Volunteer hours reports: Northwest Service Cart, Record of Hours Gen. Report
21. Volunteer hours reports: Northwest Surgical Lounge, 1968-1969
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1. Volunteer hours reports: Combined Reports, Directories, 1968-1977
2. Yearbook, 1946-1956
3. Yearbook, 1969-1975
4. Yearbook, 1975-1979
5. Yearbook, 1979-1983
6. Yearbook, Letters from the Director, 1956-1970, 1973-1974

Series II

Correspondence, Flyers, Invitations, Newsletters and Newspaper clippings,
1940-1980, Box 8-9

Correspondence between various organization leaders over the years dealing with changes in the Auxiliaries goals and developments within Grace Hospital as a whole. A few "Thank You" notes for the many services performed by the Auxiliary have been preserved to show the relationship maintained with the community.

Flyers illustrate some of the many activities of the Auxiliary. The Auxiliary was invited to several regional and local conferences annually.

Newsletters from American Hospital Association, Grace Hospital, and the Michigan Association of Hospital Auxiliaries show the interests and professional supports available to the Auxiliary as well as the standards that were expected.

Due to deterioration, copies of the newspaper clippings have been placed in the collection. Their value is not for primary information but for social context and ready reference to photographs. The clippings are of social and fundraising events that show the position of the Auxiliary in the community.

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3. Correspondence, misc. personal notes
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9. Newspaper clippings, c.1943
10. Newspaper clippings, c.1944
11. Newspaper clippings, c.1945-1947
12. Newspaper clippings, c.1948-1951
13. Newspaper clippings, c.1952-1955
14. Newspaper clippings, c.1956-1957
15. Newspaper clippings, c.1958-1960
16. Newspaper clippings, c.1970-1980

Series III
Special Projects, 1939-1969
Box 9-10

Files relating to the special projects of the Women's Auxiliary. This series is divided into the following two subseries:

Subseries A: Administrative files of Diabetic Children's Camp, 1940-1953, Box 9-10

Children lists, committee reports, correspondences, financial reports, nurse's log, organizational files, copies of photographs* and publications from the Diabetic Children's Camp run by the Auxiliary from 1927 to 1949. The Auxiliary also held Christmas parties for diabetic children in the Metropolitan area. The camp was discontinued to concentrate the Auxiliaries efforts more on the hospital needs.

*original photographs are in the Audio-Visual Collection

Subseries B: Chapel Fund, 1961-1979, Box 10

Construction plans, correspondences, dedication program, donation letters, financial reports, invoices, and tax statements regarding the fund-raising and building of the Northwest Unit Chapel.

Subseries A: Administrative files of Diabetic Children's Camp, 1940-1953

Box 9

17. Diabetic Camp: Children lists, 1947-1950
18. Diabetic Camp: Children lists, 1951-1952
19. Diabetic Camp: committee reports, 1945-1953
20. Diabetic Camp: correspondence, 1946-1952
21. Diabetic Camp: financial reports, 1940-1950

Box 10

1. Diabetic Camp: invoices, 1947-1952
2. Diabetic Camp: nurse's log, 1946-1949
3. Diabetic Camp: organizational papers, 1940-1950
4. Diabetic Camp: copies of photographs
5. Diabetic Camp: publications

Subseries B: Chapel Fund, 1961-1979

6. Chapel fund: construction plan
7. Chapel fund: correspondence, 1964-1979
8. Chapel fund: dedication program, 1966
9. Chapel fund: donation letters, 1962-1965
10. Chapel fund: donation letters, 1966-1968
11. Chapel fund: financial reports, 1963-1979
12. Chapel fund: invoices, 1963-1979
13. Chapel fund: tax statements, 1963-1973

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