

YWCA Collection

1871-2003 (bulk: 1968–1999)



Extent: Approximately 50 cubic feet including 27 records center boxes, 8 manuscript boxes, and 15 oversize boxes

Restrictions: None

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Montclair Public Library
Montclair, New Jersey

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Administrative History

The Montclair-North Essex Young Women's Christian Association (YWCA) of Montclair, New Jersey was organized in April 1912 by a group of African-American women, in the home of Mrs. Alice Hooe Foster. The seventeen women present recognized the need for a place for recreation for the African-American women of Montclair. In addition to meeting recreational needs, the YWCA offered classes in basic skills, nursing, sewing, and Bible study. Mrs. Addie Hunton from the National YWCA explained the workings of the YWCA and how the national program would provide meaningful activities for the community.¹

An Advisory Board of white women organized to help support the YWCA's work after hearing a challenging talk on "Community Responsibility" which had been given at St. Luke's Church, Montclair, N.J. Two boards were created from this meeting: an Advisory Board of twenty-two white women, who controlled the property and the funds, and a Board of Management consisting of eighteen African-American women to plan programs and work with the YWCA staff.²

The first African-American Montclair-North Essex YWCA was situated in a rented house at 89 Forest St. In 1920, the YWCA purchased 159 Glenridge Ave., the former home of Israel Crane, a prominent citizen in Montclair, whose family name became the moniker for the area south of Watchung Ave. known as Cranetown.³ The Advisory Board purchased the house through subscriptions from friends of the YWCA, while the Board of Management raised the money for furnishings of the rooms. The house contained an office, four rooms for clubs and meetings, a dining room, kitchen, and dormitory space for fifteen women. There was hardly ever a vacancy due to the low cost and because African-American students at Montclair State Teachers College were not provided with on-campus housing at that time.⁴

In 1926, a gymnasium and recreation building was built in back of the Crane House to accommodate the growing number of patrons and programs at the YWCA. During the Depression, ERA and WPA workers were housed at the YWCA. As women moved from domestic to industrial work during World War II, the YWCA helped serve their changing needs.⁵

By 1953, the Montclair-North Essex YWCA joined the National YWCA of the U.S.A. The two Boards merged into one integrated Board of Directors that would be the policy-making part of the YWCA. This YWCA differed from others in that it had gone from an all African-American

¹ Montclair YWCA, "The Montclair-North Essex YWCA, 1912-1982," (Montclair, N.J.: n.p., 1983): 1.

² Montclair YWCA, 1.

³ Montclair Chapter, New Jersey Society of the Sons of the American Revolution, *The Story of Montclair: Its People in Peace and War Times* (Montclair, N.J.: n.p., 1930): 12.

⁴ Montclair YWCA, 1.

⁵ Montclair YWCA, 1.

association to an integrated one. A Board of Trustees was also named to hold title to the property and to administer trust funds, as required by New Jersey state law.⁶

By 1958, the Crane House was so structurally weak that it was donated to the Montclair Historical Society so they could restore it and the YWCA initiated plans to erect a newer, larger building. On June 11, 1967, astronaut Colonel Edwin E. “Buzz” Aldrin; Hazel R. Simmons, President, YWCA; Mrs. Leo B. Marsh, Jr., General Chairman for the YWCA Capital Campaign; Miss Sarah Clarke, YWCA member; and Mrs. Nellie Tate, charter member of the YWCA, broke ground for the new YWCA building.⁷ The new building was erected in August 1968. Additional construction, including the addition of a gym, occurred in 1977 and was funded solely by contributions.⁸ With the new space, a plethora of new programs were created such as more children’s programs and 60 Plus programs, dedicated solely to the 60-plus population of Montclair-North Essex. In 1984, the value of the YWCA building was \$690,000, as appraised by the Township of Montclair; the total appraisal of the land and the building, done again by the Township of Montclair, was \$810,000.⁹

From the late 1970s–2004 the YWCA focused more on senior citizen programs, healthcare initiatives, and childcare. Throughout the 1990s financial support for the YWCA waned and the organization struggled to meet the needs of their patrons as budgets dwindled. Beginning in June 2001 and continuing for the next three years, the Board of Directors and Trustees pondered what to do about this situation. After a long and arduous look at the matter, both Boards agreed that in order to provide the best services for women and children that the Montclair-North Essex YWCA should take a different approach at meeting their needs.¹⁰ In 2004, the Montclair-North Essex YWCA closed and the building at 159 Glenridge Ave. was sold and later torn down. That same year, proceeds from the sale of the YWCA’s former site were used to establish and promote the mission of the YWCA’s successor, the Montclair Fund For Women. Their mission is to “promote economic advancement for women and girls through community partnerships.”¹¹ Although the YWCA’s name may have changed, the focus on women and children remains the same.

⁶ Montclair YWCA, 2.

⁷ *The Montclair Times* staff, “A Tale of Five Spades – YWCA Style,” *The Montclair Times*, (Montclair, N.J.: *The Montclair Times*. n.p., June 15, 1967).

⁸ The original purchase price of the land is unknown. There were two figures listed for the construction completed in 1968, \$293,000 and \$617,634. The gym addition cost \$328,000. Montclair YWCA, “Association Standards Review: YWCA Property Information Checklist,” (n.p., October 15, 1984).

⁹ “Association Standards Review: YWCA Property Information Checklist,” October 15, 1984.

¹⁰ Montclair Fund For Women, “History.” Accessible from <http://www.montclairfundforwomen.org/history.html>.

¹¹ Montclair Fund For Women, “About Us.” <http://www.montclairfundforwomen.org/aboutus.html>.

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Scope and Content Note

The Montclair-North Essex Young Women's Christian Association (YWCA) Collection spans from 1871–2003, bulk 1968–1999, and deals with the YWCA of Montclair, New Jersey. The collection consists of approximately 50 cubic feet of material including 27 records center boxes, 8 manuscript boxes, and 15 oversized boxes. This collection is comprised of fifteen record groups and twenty-three subgroups.

The YWCA Collection consists primarily of textual records such as Meeting minutes, agendas, memoranda, budgets, annual ledgers, journals, bank statements, grant materials, flyers, faxes, and calendars, which document not only the day-to-day activities of the various departments and programs at the YWCA, but key decisions made by each department as well. Within each record group, items are arranged by series, i.e., administrative, financial, legal, reports and summaries, miscellaneous, or printed materials, and then chronologically or alphabetically thereunder. Most of the textual records have been arranged chronologically, except as noted below in the Series Descriptions. Subgroups are arranged similarly by series and are placed at the end of the record group they are contained in.

BOARD OF DIRECTORS, 1937–2001 (4.25 cu. ft., 157 folders) consists primarily of Meeting minutes and agenda from the Board of Directors and Subcommittee Meetings which chronicle the decisions of the YWCA Board of Directors. This record group also contains the subgroup, President Valerie Sweatt, which contains records she maintained as the former president of the Board of Directors. These materials consist primarily of policy manuals, Board retreats, and Strategic Planning Meeting notes. BOARD OF TRUSTEES, 1949–1997 (.75 cu. ft., 40 folders) chronicles the decisions and membership of the YWCA Board of Trustees. This record group ties in well with the BOARD OF DIRECTORS record group because there was a lot of cooperation and joint decision making between the two boards.

BUILDING AND GROUNDS, 1960–2001 (1.33 cu. ft., 47 folders) contains correspondence, memoranda, contracts, agreements, and reports related to the construction of the YWCA building on 159 Glenridge Ave. and contains two subgroups. The Architectural drawings and Specifications subgroup contains the architectural drawings and specifications for the construction of the YWCA building while the Madison Building subgroup contains mostly legal documents pertaining to the YWCA's rental of space in the Madison Building on 427 Bloomfield Ave. in Montclair. This record group and subgroups all give a glimpse into the development of the buildings which housed the YWCA in Montclair.

DEVELOPMENT, 1947–2001 (4.5 cu. ft., 195 folders) contains the subgroups, Fundraising and Membership, which are comprised of the correspondence, memoranda, meeting minutes, agreements, proposals, and reports related to acquiring funding to maintain the YWCA. Fundraising contains the applications and contracts executed by the YWCA in order to secure necessary funding for its operations. Membership mostly contains membership statistics about YWCA patronage however, it does not contain membership information about individual patrons.

FINANCE, 1933–2001 (bulk: 1990–1996) (5 cu. ft., 232 folders) contains financial reports, audits, ledgers, cash receipts, cash disbursements, balance sheets, income statements, and trial balances which detail the finances of the Montclair YWCA. Containing studies, reports, constitutions, by-laws, and anniversary celebration materials, HISTORICAL MATERIALS, 1871–2002 (bulk: 1960–1990) (2.5 cu. ft., 64 folders) chronicles the history of the

Montclair YWCA. This record group also contains the subgroup YMCA History, which contains materials from the Montclair YMCA and YWCA.

LEGAL, 1985–2000 (.5 cu. ft., 16 folders) consists of licenses, reports, and certificates of approval and inspection for YWCA facilities and programs. LEGAL also contains one subgroup, Insurance, which contains insurance coverage for the YWCA building, employees, and patrons. PERSONNEL, 1972–2000 (.33 cu. ft., 21 folders) contains employee job descriptions, handbooks, and manuals produced and distributed to the employees of the YWCA by the Personnel Dept.

PUBLIC PROGRAMS, 1956–2001 (2.66 cu. ft., 176 folders) contains memoranda, notes, program descriptions and goals, and budgets, all of which were used to create the YWCA's programs offered to the public. Much of the focus in this group is on the programs and classes offered to senior citizens, teens, and parents, especially single mothers. This group contains the subgroups Classes, Departments, Programs, and Women's Center. Classes and Programs focuses on individual classes or programs offered to patrons. Departments contains memoranda and notes detailing how specific public programming departments operated. Women's Center focuses on programs specifically dedicated to women's health issues, particularly breast cancer, career development, and parenting. PUBLIC RELATIONS, 1916–2001 (2 cu. ft., 92 folders) contains the subgroups Brochures, Catalogs, Flyers, Newsletters, Newspaper clippings, and Press releases, each of which serves as an example as to how the YWCA marketed their programs to the public.

SPACE RENTAL, 1982–2001 (.75 cu. ft., 23 folders) consists of rental agreements made mostly by non-profit organizations to rent space at the YWCA for their events/meetings. The subgroup Montclair Public Library space rental contains materials relating to the Montclair Public Library's rental of space at the YWCA while its main library underwent renovations, 1996–1997. STAFF, 1991–2002 (.25 cu. ft., 8 folders) contains minutes and notes from staff meetings. This group also contains the subgroup, Mary Novello, which contains the personal files of former Executive Director Mary Novello.

Other document types included in this collection are format collections, i.e., audiovisual materials, memorabilia, and photographs, which were kept to document the history of the Montclair YWCA and its role in the community. Again, within each record group items are arranged chronologically except as noted below in the Series Descriptions. AUDIOVISUAL, 1992–2001 (.66 cu. ft., 10 folders) consists of YWCA classes, celebrations, and panel discussions. This record group contains the subgroups Audiocassettes, Videocassettes, and Computer diskettes. This record group fits in nicely with the others as it offers a look into the good work in the community done by the Montclair YWCA. MEMORABILIA, 1881–2003 (20 cu. ft., 80 folders [2 record center boxes, 15 oversize boxes overall]) consists of scrapbooks, programs, plaques, and invitations, which are mementos of YWCA principles, events, or time periods. This group contains the subgroups, Scrapbooks and Plaques. Scrapbooks contains newspaper clippings and assorted YWCA memorabilia, and Plaques contains plaques honoring former YWCA employees, patrons, and philanthropists. PHOTOGRAPHS, 1920–2001 (3.0 cu. ft., 157 folders) consists of photographs of various YWCA celebrations and events. This group also contains the subgroups Negatives and Slides, which contains negatives and slides of the photographs in the PHOTOGRAPHS record group.

Provenance Note

The YWCA Collection was donated to the Reference and Research Department – Local History Department of the Montclair Public Library by Paula Booth-Ellis in 2006.

Arrangement Note

The YWCA Collection was, for the most part, arranged by the YWCA staff, typically by office of creation, i.e., Development, Finance, Personnel, etc. Each office of creation became an individual record group. Much of the collection consisted of clearly labeled folders which helped with the organization of this collection. For most of this collection, original order has been maintained within each file.

For the most part, this collection was arranged by the YWCA staff but was artificially assembled by the Local History processor within each record group by series, i.e., administrative, financial, legal, reports and summaries, miscellaneous, or printed materials. Subgroups are arranged similarly by series and are placed at the end of the record group they are contained in. Within each series, records are arranged alphabetically, chronologically, or by medium. Where folders are arranged chronologically, dates listed as c. (circa) have been placed before folders listed by month and/or year. For example, a folder with the date of c. 1998 would be placed before a folder labeled May 1998 or 1998. A folder labeled as May 1998 would be placed before a folder labeled 1998.

Related Collections:

See also, YWCA and YMCA subject files located in the Reference and Research Department – Local History Department of the Montclair Public Library.

List of Record Groups

BOARD OF DIRECTORS

President Valerie Sweatt

BOARD OF TRUSTEES

BUILDING AND GROUNDS

Architectural drawings and Specifications

Madison Building

DEVELOPMENT

Fundraising

Membership

FINANCE

HISTORICAL MATERIALS

YMCA History

LEGAL

Insurance

PERSONNEL

PUBLIC PROGRAMS

Classes

Departments

Programs

Women's Center

PUBLIC RELATIONS

Brochures

Catalogs

Flyers

Newsletters

Newspaper clippings

Press releases

SPACE RENTAL

Montclair Public Library rental

STAFF

Format collections

AUDIOVISUAL

Audiocassettes

Videocassettes

Computer diskettes

MEMORABILIA

Scrapbooks

Plaques

PHOTOGRAPHS

Record Group Descriptions

BOARD OF DIRECTORS, 1937–2001 (4.25 cu. ft., 157 folders)

Arranged chronologically except as noted below.

This record group consists primarily of Meeting minutes from the Board of Directors and Subcommittee Meetings. It also contains reports, Board handbooks, and YWCA financials. There are also numerous lists of Board members from the 1960s through 2000. This record group details the Board's approval of new members as well as public programs which the YWCA sponsored. Particularly interesting are the Montclair YWCA's Constitutions and By-laws from 1985–1990 and 1995–1996 which were approved by the National YWCA of the U.S.A.

Contained within the Legal series are two subseries, Minutes and Committees. The Minutes subseries contains Meeting minutes, mostly from the Annual Meeting of the Board of Directors. Arranged alphabetically by committee and chronologically thereunder, the Committees subseries mostly contains Meeting minutes from the subcommittees of the Board of Directors. Such subcommittees included are: Building and Grounds, Membership, Nominating, Racial Justice, and Finance.

The President Valerie Sweatt subgroup contains records which Valerie Sweatt maintained as the former president of the Board of Directors. These materials consist primarily of policy manuals, Board retreats, and Strategic Planning Meeting notes.

BOARD OF TRUSTEES, 1949–1997 (.75 cu. ft., 40 folders)

Arranged chronologically.

This record group consists of information that chronicles the decisions and membership of the YWCA Board of Trustees. It contains Board member bios, correspondence, donations made to the Permanent Fund by Board members, Meeting minutes, and reports. Many of the Meeting minutes are from the new building planning sessions. There are also multiple lists of Board of Trustees members.

BUILDING AND GROUNDS, 1960–2001 (1.33 cu. ft., 47 folders)

Arranged chronologically.

This record group contains correspondence, memoranda, contracts, agreements, and reports related to the construction of the YWCA building on 159 Glenridge Ave. in Montclair, N.J. In this record group, the term “new building” was often used to differentiate between earlier YWCA locations and the Glenridge Ave. YWCA. There were three phases of construction on the new building: Phase I, c. 1960–1966; Phase II, c. 1967–1974; and Phase III, c. 1976–1979.

This record group not only details the construction of the YWCA building from the very materials used to create the building but, it also highlights local construction companies and other related merchants in operation in the Montclair area during the 1960s and 1970s.

The Architectural drawings and Specifications subgroup contains the architectural drawings and specifications for the construction of the YWCA building on Glenridge Ave. as well as renovations and expansions made to the building. This subgroup mainly focuses on the construction of barrier-free washrooms for the 60 Plus Program. The Madison Building subgroup contains budgets, leases, and proposals for dance studio rental space in the Madison Building on 427 Bloomfield Ave. in Montclair. This additional space was necessary due to the burgeoning amount of patrons at the Glenridge Ave. YWCA.

DEVELOPMENT, 1947–2001 (4.5 cu. ft., 195 folders)

Arranged chronologically.

This record group is broken down into two subgroups, Fundraising and Membership. Fundraising contains the applications and contracts executed by the YWCA in order to secure necessary funding for its operations, while Membership mostly contains membership statistics about general YWCA patronage, but not about individual patrons.

The Fundraising subgroup shows the cooperation between the YWCA and local agencies as demonstrated by all of the agencies that donated money to the YWCA. Such local agencies included, the United Way of North Essex, the Victoria Foundation, and the Turrell Fund. Programs funded by grant support includes the ENCOREplus Breast Cancer awareness programs, the Sister to Sister “At Risk” programs, and the 60 Plus safe transportation program. The YWCA not only received money but created scholarships as well which gave back to the community. The Mrs. “T” Art Scholarship, named for Art teacher Mrs. Marie Tafaro granted scholarships to students interested in the arts.

Fundraising contains four subseries within the Legal series broken down by file type: Applications and proposals; Agreements and contracts; Individual bequests and donations; and Minutes. The Legal subseries contains the bulk of material of the DEVELOPMENT record group and bears witness to the tremendous amount of work which went into securing the necessary funding that maintained the YWCA, a valuable community resource, for more than 90 years.

Membership contains sample membership forms and gift certificates used by the YWCA. It also contains a flyer advertising the YWCAs programs and membership to the public. The membership tally sheets in this subgroup document the ethnic and age diversity of YWCA patrons from 1997 to 2001.

FINANCE, 1933–2001 (bulk dates: 1990–1996) (5 cu. ft., 232 folders)

Arranged chronologically.

The Finance record group details the overall financial history of the Montclair-North Essex YWCA, mainly during the early–mid 1990s. Many of the files pertain to the funding of the new wing of the YWCA, 60 Plus Program projects, individual YWCA public programs, tax returns, and YWCA investment funds. The FINANCE record group ties into the DEVELOPMENT record group nicely because there are receipts of most, if not all, of the grant monies received by the YWCA. The financial ledgers, journal entries, cash disbursements, and cash receipts in this group detail how the YWCA used every dollar they had to fund programs that would enrich the lives of the women and children of Montclair.

This record group does not contain individual invoices due to the fact that they were far past the end-date of their legal retention. They were destroyed because, for the most part, they were contained within the general ledgers or cash receipts found within this record group. Although there are files in this record group such as the New Building Fund and the Board of Trustees fund summaries which are similar to files in other record groups they were kept in this group due to the fact that they were maintained by the Finance Department.

HISTORICAL MATERIALS, 1871–2002 (bulk dates: 1960–1990) (2.5 cu. ft, 64 folders)

Arranged chronologically.

Created as a resource for building up and maintaining positive lives for Montclair’s women and children, the Montclair-North Essex YWCA was both a safe haven for the community and a beacon of hope for bettering one’s self. HISTORICAL MATERIALS chronicles this history of the Montclair-North Essex YWCA, which began as an African-American only institution but later switched to an integrated one; offers a glimpse into life in Montclair; and to a lesser extent, New Jersey. Materials focus primarily on the creation and existence of the YWCA in Montclair. Newspaper clippings and reports shed light primarily on the importance of the YWCA in the African-American community in Montclair.

A large grouping of materials in this record group focuses on YWCA association reviews for the National YWCA. They are extremely useful in that they provide statistical information about the usage of the YWCA, i.e., age of patrons, programs offered, and attendance rates, as well as the Montclair YWCA’s official policy statements on topics such as affirmative action and racism.

Materials in this record group such as newspaper clippings overlap slightly with the newspaper clippings found within the MEMORABILIA and PUBLIC RELATIONS record groups. The primary difference between the three groups is that the clippings in MEMORABILIA have been specifically put into that record group because they were typically compiled in scrapbooks organized by date or subject matter as a record of a certain time period or event; PUBLIC RELATIONS newspaper clippings describe specific classes, events, or programs offered by the YWCA; and HISTORICAL MATERIALS newspaper clippings mostly contain clippings on YWCA History not organized in a scrapbook. When searching for materials on YWCA History, classes, or events, it is useful to search in all three record groups.

Other materials in this record group such as constitutions, by-laws, and materials related to YWCA policies overlap with materials in the BOARD OF DIRECTORS record group. Again, these materials were kept in this record group to preserve the arrangement scheme originally established by the creator/caretaker of these records.

The subgroup YMCA History includes both the history of the Montclair YMCA as well as areas where the YMCA and YWCA programs overlapped. Of particular interest in this subgroup are the YMCA founding documents, Act of Incorporation, deed, building schematics, and reports, 1871–1928.

LEGAL, 1985–2000 (.5 cu. ft., 16 folders)

Arranged chronologically.

This record group documents the legal compliance of the YWCA with local, state, and federal regulations. It features several inspection reports, by state agencies such as the Division of Youth and Family Services (DYFS), for various YWCA facilities and programs. Also contained within this record group are papers for a civil action brought against the YWCA in 1999.

LEGAL contains one subgroup, Insurance, which consists of various insurance policies for the YWCA building, employees, and patrons. Certain personal information such as driver's license numbers and dates of birth for YWCA employees has been deleted to protect the privacy of these individuals.

PERSONNEL, 1972–2000 (.33 cu. ft., 21 folders)

Arranged chronologically.

This record group primarily consists of employee handbooks and manuals. The employee handbooks are especially valuable because they show the evolution of personnel policies throughout 1972–1996. It is useful to see which policies were altered over time as the Montclair YWCA and the country's attitudes about people and issues changed. Handbooks for the Board of Directors and Trustees have been included within those two record groups as they were originally kept there by the creator, presumably, the Board Secretary.

Also contained within this group are lists of employees and their job descriptions during the 1970s–1990s. Similarly as it is interesting to witness the changes to employee handbooks, it is also interesting to see how employee's roles/job descriptions changed throughout the years. It is important to note which positions were added to the YWCA staff and the reasons for the additions.

PUBLIC PROGRAMS, 1956–2001 (2.66 cu. ft., 176 folders)

Arranged alphabetically by subgroup and chronologically thereunder.

Much of the focus in this group is on the programs and classes offered to senior citizens, teens, and single mothers. This group contains four subgroups, Classes, Departments, Programs and Women's Center. Classes focuses on individual classes or events such as Karate, fitness, or photography. Included in this subgroup are lists and schedules for the classes as well as instructor's agreements for the renowned instructors teaching the classes. These materials are helpful because they highlight the popular classes and instructors at the YWCA.

Programs focuses on programs that offer classes and links to external community resources such as the Montclair Arts Collective, New Americans Program, After School Enrichment Program, 60 Plus Program, or Sister to Sister Program. The Sister to Sister Program features the program Girls in Action, which up until c. 1997–1998 was known as the GO (Girls Only) Program. As such, when researching the Girls in Action Program it is useful to also see GO and Sister to Sister Program files as a reference. The Sister to Sister Program and all of its programs thereunder were a part of the Montclair Mentorship Program (MMP), which sought to improve the self-esteem and skill development of the community's children. To do so, the MMP created three programs: after school tutoring, one-to-one mentoring; and Sister to Sister. Although the goals were the same, each of these programs was so diverse and the materials so bountiful that they were not categorized as a part of the larger Montclair Mentorship Program rather, they were broken down by the individual programs.

The 60 Plus Program focused on events, activities, and celebrations for YWCA patrons over the age of 60. This Program originated as the 50 Plus Program but was later altered to the 60 Plus Program, c. 1970s–1980s. A key part to this program was ensuring that 60 Plus patrons maintained proper nutrition by having programs and events such as the Garden Party (August 3–4, 2000), to educate senior citizens about nutrition. Health Fairs were also held for the senior citizens, 1995–1997. Many of the other 60 Plus Program events focused on fun day trips, such as trips to Atlantic City or Broadway shows.

Departments focuses primarily on the programmatic goals of departments such as the Youth Department. Of special importance are the reports created by the Youth Department's work plan for the Sister to Sister, After School Enrichment, and Girls in Action Programs, c. 1999–2000. Included also are the statistics of the ethnic and age diversity of YWCA patrons such as the Day Camp kids, 1999.

Women's Center focuses on individual classes or programs offered by the YWCA's Women's Center such as career development, parenting, and ENCOREplus, a program specifically dedicated to women's health issues, particularly breast cancer. The Women's Center also sponsored the 50 Women You Should Know luncheon which highlighted exemplary women in Montclair. These women were seen as a source of inspiration for other women and children at the YWCA to look up to. The Women's Center also sponsored the Images of Violence, Sex, and Women Conference, 1993, regarding the depiction of overwhelming violence toward women in film, television, and print ads. This Conference was used as another means of opening up a dialogue regarding the violence that women are subjected to everyday and how it can be eradicated.

PUBLIC RELATIONS, 1916–2001 (2 cu. ft., 92 folders)

Arranged chronologically.

PUBLIC RELATIONS contains the subgroups Brochures, Catalogs, Flyers, Newsletters, Newspaper clippings, and Press releases, each of which serves as an example as to how the YWCA marketed their services to the public. The YWCA relied heavily on catalogs, flyers, and newspaper clippings to do the bulk of their advertising. Each of the individual materials within the six subgroups contains information about specific programs or classes, including the dates and times. Catalogs focuses on YWCA programs which were offered seasonally or annually. Some of the files in the Catalogs subgroup contain materials from the other PUBLIC RELATIONS subgroups however, they were left with the catalogs to preserve the original arrangement as maintained by the creator/caretaker of the YWCA Collection files.

This record group also contains materials such as sample graphics, issued by the National YWCA of the U.S.A. The bulk of these materials include monthly management and marketing kits used to guide local YWCAs on topics such as membership renewal, issuing gift certificates, and composing press releases. There is also a guidebook for YWLink, an internet-based tool to facilitate communication and knowledge sharing among YWCAs in the U.S.A.

The newspaper clippings in this record group have been separated from the newspaper clippings in the MEMORABILIA and HISTORICAL MATERIALS record groups because they were not contained in scrapbooks and did not focus on specific themes.

SPACE RENTAL, 1982–2001 (.75 cu. ft., 23 folders)

Arranged chronologically.

This group consists primarily of rental agreements made with non-profit organizations such as, Montclair Youth Enrichment, YMCA Gymnastics Program, and the Urban League of Essex County, to rent space at the YWCA for their events/meetings. These agreements are for both short and long-term rentals. There are also extensive lists of renters in this group.

SPACE RENTAL contains one subgroup, Montclair Public Library space rental. This subgroup focuses on the “partnership” between the YWCA and Montclair Public Library, wherein, the Library rented space for its collections and staff during the renovation of its 50 South Fullerton main library. The Library’s rental lease agreement lasted from February 1, 1996 through March 31, 1997. The bulk of the materials in this subgroup focus on ensuring that the Library’s transition into their rental space and the coexistence with the YWCA staff and programs went smoothly.

STAFF, 1991–2002 (.25 cu. ft., 8 folders)

Arranged chronologically.

This group contains mostly minutes and notes from staff meetings.

The subgroup, Mary Novello, contains the personal files of former Executive Director Mary Novello. Most of the files pertain to requests for Mary Novello to join other non-profit organizations or speak at their events.

Format Collections

AUDIOVISUAL, 1992–2001 (.66 cu. ft., 10 folders)

Arranged by medium and chronologically thereunder.

This record group contains the subgroups Audiocassettes, Videocassettes, and Computer diskettes. Audiocassettes contains audio recordings from discussions held by the YWCA. This subgroup also contains recordings of the YWCA's History as attested to by YWCA employees, Board members, and patrons. Videocassettes consists of video recordings of YWCA celebrations and panel discussions. Such celebrations include the YWCA's 85th Anniversary and Mrs. Hortense Ridley Tate's 100th birthday. Computer diskettes containing press releases, memoranda, gift certificates, guest membership passes, and insurance liability waiver forms from the PUBLIC RELATIONS and PUBLIC PROGRAMS record groups are also contained in this record group.

MEMORABILIA, 1881–2003 (20 cu. ft., 80 folders [2 record center boxes, 15 oversize boxes overall])

Arranged chronologically except as noted below.

This record group consists of programs, scrapbooks, plaques, and invitations, which are mementos of YWCA principles, events, or time periods. Programs represent anniversaries or special events throughout the YWCA's 90+ years of history. Scrapbooks and Plaques have been broken into two subgroups within MEMORABILIA.

Scrapbooks, contains scrapbooks of newspaper clippings and assorted YWCA memorabilia, mostly regarding YWCA History, events, or programs. Oversize scrapbooks have been kept in the original boxes and order as they were received from the YWCA. Both regular-size and oversize scrapbooks have been included with this subgroup and not with the oversize materials.

Oversize materials have been separated from the rest of the memorabilia and have been included after the regular-size materials. One of the oversize items included in this group includes the Montclair YWCA's Certificate of Membership into the YWCA of the U.S.A. Also included are proclamations from 1997 and 2000 issued by the Council of the Township of Montclair, N.J. designating a YWCA Week Without Violence.

Also contained within the oversize materials is the subgroup, Plaques. Plaques mostly commemorate awards given by the YWCA recognizing exemplary achievements of YWCA philosophies. Other awards include recognition for donations to the YWCA Permanent Fund as well as donations made by the Florence and John Schumann Foundation and the Turrell Fund.

PHOTOGRAPHS, 1920–2001 (3.0 cu. ft., 157 folders)

Arranged chronologically.

This record group consists of photographs of various YWCA celebrations and events. One such occasion was the June 11, 1967 groundbreaking ceremony for the new wing of the YWCA, featuring former astronaut Colonel Buzz Aldrin. Many of the youth programs contained in the PHOTOGRAPHS record group are the Sister to Sister Program, Camp Rainbow, Wet Paint, and the Summer Enrichment Camp, which are the exemplary programs that the YWCA offered to help the women and children of Montclair thrive. Similarly featured are the healthcare and community outreach programs offered to the public. These include the Sister to Sister Program, Race for the Cure (for Breast Cancer); the Women's Center Breast Cancer Awareness events; and the HPS Program's, Week Without Violence. Also featured are photographs of the various classes offered at the YWCA. These photographs were used to help create the annual YWCA catalogs and semi-annual brochures.

The subgroups Negatives and Slides contain negatives and slides of the photographs in this record group.

CONTAINER LIST

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	2	Annual meeting, Program, 1942
	3	Correspondence and memoranda, 1983–1989, 1994
	4	Board Handbook, c. 1984–1987
	5	Job description and responsibilities of a Board member, c. 1984–1987
	6	Board Handbook, Duties of the Officer and Glossary, c. March 25, 1985
	7	Association, Long Range Planning, 1988–1991
	8	Correspondence and memoranda, 1991
	9	Job descriptions, 1991
	10	Attendance records, 1991, 1994
	11	Board of Directors training packets. Includes articles and descriptions of YWCA committees, 1991, 1993–1994
	12	Open House Committee, Bring a Friend Brunch held on September 18, 1993, Guest list and notes, 1993
	13	Organizational chart proposal, August 1995
	14	Board of Directors Handbook, November 1995
	15	YWCA Week, Memoranda regarding planned events for the week, 1995
	16	Correspondence and memoranda, 1996
	17	Helen Graham House, Memoranda, 1996
	18	Board Commitments, 1997
	19	Importance of YWCA in the community, Memoranda, 2001
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	20	Financial statements, 1950, 1952–1961 (1 of 2)
	21	Financial statements, 1950, 1952–1961 (2 of 2)
	22	Financial statements, 1962–1975 (1 of 2)
	23	Financial statements, 1962–1975 (2 of 2)
	24	Bank accounts and Board of Directors member list, 1984–1988
	25	Board of Trustees financials and minutes, 1985–1990
	26	Board financials, 1988–1989
	27	Board member annual pledges, 1993–1994
	28	Financials, Balance sheet, income statements, and Meeting minutes, 1995

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	30	Constitution, Original, 1980s	
	31	Montclair YWCA Constitution and By-laws approved by the National YWCA, 1985–1990	
	32	By-laws, 1987	
	33	Montclair YWCA Constitution and By-laws approved by the National YWCA, 1995	
	34	Montclair YWCA Convention Resolution (churches), June 8, 1996	
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	36	Meeting minutes, 1976–1982 (1 of 2)	
	37	Meeting minutes, 1976–1982 (2 of 2)	
	38	Annual Meeting, Invitations and memorandum, 1979	
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		2	Meeting minutes and financials, 1983–1985 (2 of 2)
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4		Annual Meeting, Meeting packets and reports, 1985–1986, 1991	
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7		Meeting minutes, agenda, and financials, 1986–1991 (2 of 2)	
8		Board packets, Meeting minutes, agenda, and, financial summaries, 1987–1988	
9		Executive Director’s notes on Meeting minutes and financials, 1988–1989	
10		Meeting minutes and agenda, June 1989–September 1991	
11		The Board Member Institute, “First Annual Non-Profit Executive Leaders of North Essex: Executive Director’s Role With the Board,” Meeting packing which includes articles, pamphlets, and worksheets, 1990	
12		Meeting minutes and financials, 1991	
13		Annual Meeting materials, 1992 (for FY 1991)	
14		Board retreat, Agenda and memoranda, 1992	
15		Ruth Perretti tea event/fundraiser, Meeting minutes,	

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	17	Meeting minutes and agenda, 1993
	18	Board Meeting packets, Meeting minutes, agenda, and financials, 1993–1996
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	21	Board of Directors Meetings, Agenda and Meeting minutes, 1994
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	29	Annual Meeting and Board elections, Flyers and biographies, 1998–2001
	30	Board retreat, Board governance, Agenda and Power Point slides, February 1999
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	8	60 Plus Program, Advisory Council, Annual Report and Memoranda, 1993, 1998
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	10	60 Plus Program, Advisory Council, Meeting minutes, 1997–1999
	11	60 Plus Program, Advisory Council, Reports to Board of Directors, 1998–1999
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	13	Building and Grounds Committee, New building, Phase I, Agenda, Meeting minutes, and report discussing Phase I and II of the new YWCA building, 1964, 1967
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	30	Nominating Committee, Board member candidate lists, 1992
	31	Nominating Committee, Meeting minutes and notes, 1992
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	40	Program Committee, End of year reports from various public programs, 1996
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	23	Past Presidents, List, 1998
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19	United Way, Categorization of YWCA programs for grant assistance, Memoranda and notes, 1981	
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	13	Community Progress Report, 1959–1965, Town Planning Board, Montclair, New Jersey, 1965
	14	YWCA Montclair-North Essex statistics reported to the National YWCA, Report, 1967–1968. 1971–1977
	15	“Report on Survey of Housing Conditions In The Town of Montclair, New Jersey,” Report, February 1971–July 1971
	16	Association Standards Review, Report for 1975 and notes, 1971, November 1975 (1 of 2)
	17	Association Standards Review, Report for 1975 and notes, 1971, November 1975 (2 of 2)
	18	Association Standards Review, Association Goals – Reorganization, Report, and memoranda, 1971, 1992
	19	“A Statistical Overview of Montclair: The 1990 U.S. Census,” October 1973
	20	“Lackawanna Plaza Urban Renewal Project,” Study, March 1974
	21	“Community Human Service Needs Assessment Study of Twenty-Six Human Services,” by the Community Planning and Developing Committee of the United Way of Essex and West Hudson, Study, February 1975
	22	YWCA Action Audit for Change, Montclair Action Audit report, September 1975
	23	“Attitudes Towards The Necessity and Funding of Various Community Services: A Study Conducted for The United Way of North Essex,” by R.L. Associates, Study, September 1976
	24	Association Standards Review, Association Goals – Long-Range Planning, Progress Report, and memoranda, 1977–1979, 1982–1983
	25	1980 Community Audit, Report, 1980
	26	“Essex County Mental Health Plan, 1981–1983,” Plan/Study, 1980
	27	Association Standards Review, Review, Report, and review surveys for 1981, 1981, 1983–1984

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(17)	28	YWCA Montclair-North Essex statistics reported to the National YWCA, Reports, 1983–1988
18	1	Association Standards Review, Review (June 1994) which includes a National YWCA recommended retention schedule, building opening procedures, a building information checklist, and general Montclair YWCA procedures, 1983–1995
	2	Environmental Scan Report for North Essex, New Jersey by the United Way of North Essex, November 1984
	3	Association Standards Review, Report and review surveys, 1986–1987
	4	Association Standards Review, Association Goals – Long-Range Planning, Progress Reports, and profiles, 1988–1991
	5	YWCA Montclair-North Essex statistics reported to the National YWCA, Report, 1989–1990
	6	Occupational Employment Survey of Nonprofit Membership Organizations, Except Religious, Survey, April 12, 1993
	7	YWCA Montclair-North-Essex statistics reported to the National YWCA for 1993–1996, Report, 1993–1997
		<u>Printed Materials</u>
	8	YWCA History, Chronology of agency, Newspaper clippings, 1914–1975
	9	History of necessity of YWCAs, Historic images of women and descriptions of the necessity of YWCAs, c. 1920s
	10	YWCA History, “The Door of Opportunity,” from the Community Chest Year’s Statement, Journal article/newspaper clipping, March 1925
	11	Articles on the history of the Montclair YWCA, 1926, 1937
	12	“A Community Study of the Recreation and Group Work Agencies of Montclair,” by the Junior League Community House, 1939–1940
	13	“A History of the Young Women’s Christian Association,” by Anna V. Rice, Book, 1947
	14	Montclair map highlighting the YWCA, c. 1950s–1960s
	15	Crane House, Newspaper clippings, 1965
	16	“Equal Employment Opportunity in State and Local Governments: A Guide for Affirmative Action,” by the United States Civil Service Commission, November 1972
	17	“Know Your Town: Montclair, N.J.,” by The League of Women Voters, Montclair-Glen Ridge, Book, 1972

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(18)	18	“Montclair Urban Renewal,” by The Herald News, Booklet of newspaper clippings, c. 1974	
	19	“Abandoned Dreams: New Jersey’s Children in Crisis,” Booklet, c. 1984	
	20	80 th Anniversary, Newspaper clippings chronicling the agency’s 80 year history, 1992	
	21	YWCA History compiled by Elizabeth Shepard, Project Coordinator, Montclair Public Library, 2001	
			HISTORICAL MATERIALS – <u>YMCA History</u>
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	22		YMCA founding documents, Act of Incorporation, deed, and reports, 1871–1926
			<u>Reports and Summaries</u>
	23		YMCA History, Reports, programs, and building schematics, c. 1898–1928
	24		YMCA historical timeline, 1991
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	25		YMCA and YWCA events, Newspaper clippings, 1929, 1992
	26		YMCA Centennial Celebration, Newspaper clippings and Programs, 1991
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			<u>Legal</u>
	27		Retail Food Establishment License, Application and license, 1992
	28		Grossman et al. vs. YWCA of Montclair-North Essex, Plaintiffs’ First Demand for Production of Documents, 1999
			<u>Reports and Summaries</u>
	29		After School Child Care Centers, Applications and DYFS inspection reports, 1985–1986
	30		Child Care licensing, Applications, license, and reports, 1985–1989, 1991, 1997
	31		YWCA Child Care Center and Bradford Academy Treks, Inspection reports, June 1994–July 1997
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	35	Liability insurance, Umbrella policies, 1990–1991
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	39	Insurance coverage, Claims and policies, 1994–1995
	40	Certificate of Insurance, August 8, 1997, August 11, 1997
	41	Commercial insurance renewal, Renewal form, June 15, 1999
	42	Insurance coverage for the period, July 1, 1999–July 1, 2000, July 22, 1999
19		PERSONNEL
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	2	YWCA Board and employee job descriptions, 1972–1983
	3	Volunteer handbook, 1974
	4	Camp Chattanooga Day Camp, Handbook, 1983
	5	Personnel handbook, October 16, 1984
	6	YWCA employee job descriptions, 1984–1990
	7	After School Program, Manual, c. August 8, 1985
	8	YWCA employee job descriptions, 1985, 1991–1997
	9	Camp Rainbow, Summer Day Camp, Senior Counselor staff manual, 1986
	10	Teen Program, Handbook, April 1988
	11	Personnel handbook, September 20, 1988
	12	Exempt employee and Executive Director performance evaluations, Blank, August 1992
	13	YWCA employees, List, 1994–1995
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	16	YWCA employees, List, December 18, 1998
	17	Summer Enrichment Program, Staff manual, April 1999
	18	Bookkeeper positions, Job description memoranda, 1999
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	24	Gymnastics class, USGF Membership application and newsletter, 1984–1985
	25	Aerobic class, Instructor’s training manual, c. 1990s
	26	Junior and Parent/Toddler exercise programs, Program descriptions and flyers, May 6, 1991
	27	Gymnastics, Special Olympics gymnastic competition, Schedule and list of staff of New Jersey Special Olympics, 1992
	28	Book reading event, Carrie Allen McCray, Correspondence and poems, 1994–1995, 1998
	29	Garden Club Project with the Montclair Public Library, Correspondence, September 1996–October 1996
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	31	Hollow Day Care, Correspondence regarding students taking classes at the YWCA, 1998–1999
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	34	Change Agents Group workshops on career transition and personal change, Course descriptions, planning materials, and flyer, 1999–2000
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	37	Life Skills Training class, Correspondence regarding class planning and goals, February 2001–May 2001
	38	AFAA Step Instructor Training, Class description, flyer, and application, March 2001–April 2001
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	47	Youth Department, Department work plan including the Sister to Sister, After School Enrichment, and Girls in Action Programs, Reports, c. 1999–2000
	48	Youth Department and Day Camp, Statistics, October 5, 1999
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	54	Montclair Board of Education, School/Community Tutorial Program, Correspondence and memoranda regarding a partnership with the Montclair YWCA, 1995
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20	1	Parents Place and Playhouse, Day care center and parenting classes, Program goals and description, 1997–1998
	2	Summer Reading Program, In conjunction with the Montclair Public Library, Memoranda and flyers, 1997–1998
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	5	Teen Program, “Who Will You Be in the 21 st Century?” workshop, Evaluation (blank) and agenda, February 1999–March 1999
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	16	P.R.A.M. Project (Parenting Resources Aid for Mothers), Mother-Infant workshops, Reports, proposal, and press releases, 1978–1980
	17	P.R.A.M. Project (Parenting Resources Aid for Mothers), Summary descriptions regarding local agencies/resources which the YWCA partnered with or referred patrons to. Includes lists of members of these organizations, most notably P.R.A.M., 1978–1983
	18	Montclair Grass Roots, Program report, 1981
	19	Teen Program, Reports and teen pregnancy in Montclair, N.J. and grant information, 1985–1986
	20	Program and Operations report on summer programs at the YWCA, Includes daily class schedules, June 1988–August 1988
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	23	Report on programs run by Carol Wynn and a mock layout for the YWCA 1998 Winter brochure, October 1997–1998
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	34	Marion Connell, Director of Adult and Senior Programs, Notes on the 60 Plus Program, including changes she wanted to make to the program, 2000
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	35	Suburban Essex Nutrition Advisory Council (SENAC), Meeting minutes and rental agreement, 1991–1997
	36	Montclair Day of Caring (May 26–30, 1998), Committee meetings on aging, Agenda, Meeting minutes, and notes, 1998
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	37	Progress Report on the 50 Plus Center Program, March 15, 1973
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	51	After School Center, Reports and correspondence, 1969–1973
	52	Greater Montclair Urban Commission, Afterschool Children’s Enrichment (A.C.E.) Program, Reports, Meeting minutes, and newspaper clippings, 1974–1978 (1 of 2)
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	57	10K Run Against Violence, Application, parade permit, and correspondence, 1988, 1994–1995
	58	Week Against Violence, Memoranda and non-violence exercise used by the Princeton YWCA, c. 1990s
59	10K Run Against Violence, Sponsorship solicitation and calendar of events, 1992	
60	10K Run Against Violence, Set the Pace for Peace, Planning materials – lists, memoranda, notes, and sponsorship requests, 1996, 1999	
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	9	Mentor workbook and list of members, 1996–2000
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	11	Partnership with the Montclair Mentoring Partnership regarding locating mentors and mentor training, Partnership and program description and goals, notes, and grant information, May 1998–June 1999
	12	Open House (November 14, 1998), Notes and press release, November 1998
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	54	Schools-Based Summer Programs, Summer Spectrum of Intelligences, Budgets and memoranda, June 1997–July 1997
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	5	Management and Marketing Kit, Contains project checklists, membership renewal scripts, and press releases, August 2000 – February 2001 (1 of 2)
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	33	60 Plus Program, Programs and special events, Various, 1996–1999
	34	Camp Rainbow, Flyers and registration form (blank), 1997
	35	60 Plus Program, Bus trips and other programs for senior citizens, Flyers, 1997–2001
	36	YWCA classes, events, and programs, 1997–2001
	37	60 Plus Program, Flyers regarding 60 Plus Program events, c. 1998–2000
	38	60 Plus Program, Health Fair, eye exams, and Women’s Health Clinic, Flyers, January 1998, May 1998
	39	Sister to Sister Program, “A Taste of Things to Come,” open house program with reporter and author Chrisena Coleman, Flyer, November 1998
	40	Book reading event, Carrie Allen McCray, Flyers and newspaper clippings, 1998
	41	Martial Arts class, Kinkade School of Martial Arts, Flyers, 1998
	42	Sister to Sister Program, Flyers and press releases, 1998–1999
	43	Sister to Sister Program, Race for the Cure, Flyers and newspaper clippings, September 1999–October 1999
	44	HPS Program, 10K Race Against Violence, Flyers, 1999
	45	Montclair Park Street YMCA, Brochures, 1999
	46	Writer’s Workshop, Valerie Wilson Wesley, Flyers and newspaper clippings, 1999–2000
	47	60 Plus Program, “Celebrate the Millennium, Celebrating 90+ years of our senior members (ages 90 and over),” Flyer, March 22, 2000
	48	Women’s Center, Seminars for women such as starting and running a business, sponsored by the Women’s Business Center of New Jersey, Flyers and newspaper clipping, April 2000–October 2000
	49	60 Plus Program, Garden Party to educate senior citizens about nutrition, Flyers, press release, and newspaper clipping, July 2000–August 2000
	50	Vacation Fun Club, Vacation trips, Flyers and rental agreement, 2000–2001
	51	University Without Walls, Senior class, Flyers, January 17, 2001
	52	Walking Club, Flyers and press release, April 2001

Box	Folder	Contents
(22)	53	Fitness class, Flyers, October 16, 2001
	54	60 Plus Program, Holiday celebration and Bingo, Flyers, December 11, 2001
23		PUBLIC RELATIONS – <u>Newsletters</u>
	1	Round Table, Newsletters, May 1972–Summer 1981 (1 of 3)
	2	Round Table, Newsletters, May 1972–Summer 1981 (2 of 3)
	3	Round Table, Newsletters, May 1972–Summer 1981 (3 of 3)
	4	Divorce NJ Style, Class on divorce offered at the YWCA, Newsletter, brochures, and syllabus, 1993–1995
	5	Civil Rights Commission, Township of Montclair, Newsletter, February 1994
	6	National Organization of Single Mothers, Meeting run through the YWCA Women’s Center, Newsletter, class advertisement, and memoranda, July 1994–September 1994
		PUBLIC RELATIONS – <u>Newspaper clippings</u>
	7	YMCA, “Montclair Girls Win National Championship,” Rifle competition, Newspaper clippings, c. 1920, August 1924
	8	YWCA events, Various, Newspaper clippings, 1920–1980 (bulk: 1965–1968)
	9	YMCA Washington Street, Newspaper clippings and booklet, 1927, 1937, 1970–1978
	10	Laws Against Discrimination, “Mob Burns Courthouse, Lynches Man,” Evening Courier, Camden, N.J., May 10, 1930
	11	Montclair YWCA 25 th and 50 th anniversaries, Newspaper clippings, 1937, 1962
	12	60 Plus Program, Articles on aging, Newspapers clippings, 1939–1979
	13	YWCA New building project, Newspaper clippings, January 1967–June 1967
	14	YWCA events and programs, Newspaper clippings, 1967–1968
	15	Buzz Aldrin Day, Celebration of his return to his hometown of Montclair, NJ, Newspaper clippings, August 21, 1969, September 11, 1969
	16	General PR, Newspaper clippings, 1981
17	YWCA events, Various, Newspaper clippings, 1981–1984	
18	YWCA event announcements, Newspaper clippings,	

Box	Folder	Contents
(23)	(18)	1982–1983
	19	HPS Program, 10K Run Against Violence, Newspaper clippings and press releases, 1982–1988, 1991
	20	HPS Program, 10K Run Against Violence, Newspaper clippings, 1985–1995
	21	YWCA events, Various, Newspaper clippings, 1991–1994
	22	Women in Tight Situations, Domestic violence program, Newspaper clippings, flyers, and report, 1992–1994
	23	United Way of North Essex, YWCA sponsored programs, Newspaper clippings, April 1993–June 1993
	24	Summer Enrichment Program, Scholarship winners, Newspaper clippings, July 22, 1993
	25	Sister to Sister Program, Discussions regarding ending violence against women, Newspaper clippings, 1993–1995
	26	HPS Program, 10K Run Against Violence, Newspaper clipping regarding 10K Run, October 6, 1994
	27	YWCA events, Various, Includes articles on the 85 th Anniversary celebration, staff, etc., 1996–1999, 2001
	28	YWCA classes and programs such as the Summer Enrichment Program, Sister to Sister, and High Tea at Montclair Public Library, Newspaper clipping, August 1998–October 1998
	29	Sister to Sister Program, Program descriptions, Newspaper clippings, 1998
	30	Sister to Sister Program, Newspaper clippings describing the Sister to Sister Program, 1998–1999
	31	Sister to Sister Program, Empowerment Celebration, Newspaper clipping, July 15, 1999, May 30, 2000
	32	YWCA classes and programs such as the Summer Enrichment Program, fitness program, and other YWCA classes, Newspaper clippings, August 2000–March 2001
	33	Sister to Sister Program, Various Sister to Sister programs, Newspaper clippings, 2000–2001
		PUBLIC RELATIONS – <u>Press releases</u>
	34	YWCA events, Various, Press releases, 1986–1995 (1 of 2)
	35	YWCA events, Various, Press releases, 1986–1995 (2 of 2)
	36	Women’s Center, Violence Against Women Forum, Press releases and United Way press kit, 1992–1993
	37	Women of Size and Self-Esteem, Workshop, Press releases and flyers, 1994–1995
	38	YWCA events, Various, 1997–2001

Box	Folder	Contents
24		SPACE RENTAL
		<u>Financial</u>
	1	Suburban Essex Nutrition Project of Union Baptist Church, Correspondence regarding rental payments for use of YWCA facilities, June 1992–August 1992
		<u>Legal</u>
	2	Rentals, Rental agreements, 1982–1985
	3	Rentals, Rental agreements, 1986–1991
	4	Short and long-term rentals, Rental agreements, 1995–1998 (1 of 2)
	5	Short and long-term rentals, Rental agreements, 1995–1998 (2 of 2)
	6	Model Perfect Program, Rental agreements and flyers, 1998
	7	Montclair Youth Enrichment, Rental agreement and flyers, 1998–1999
	8	Urban League of Essex County, Rental agreements and memoranda, 1998–2000
	9	Rentals, Rental agreements, 1999
	10	YMCA Gymnastic Program, Starlettes, Rental agreement, memoranda, regarding facility set up, and flyers, 1999
		<u>Reports and Summaries</u>
	11	Rentals, List and rental agreement, 1994–1995
	12	Rentals, List of rentals, January 1998
	13	Long-term rentals, List, 1999–2001
		SPACE RENTAL – <u>Montclair Public Library space rental</u>
		<u>Administrative</u>
	14	Memoranda to YWCA members regarding the YWCA/Montclair Public Library partnership, December 20, 1995
	15	Montclair Public Library’s space rental at the YWCA, Memoranda, rental space plans, and disaster plan, 1995
	16	YWCA staff input regarding YWCA/Montclair Public Library space rental, Memoranda and questionnaires, 1995–1996
	17	Montclair Public Library’s space rental at the YWCA, Correspondence, lease, and memoranda, 1995–1997
	18	Building issues, Memoranda, 1996–1997
	19	Library transitional phase from location at 50 South Fullerton Ave. to YWCA building at 159 Glenridge Ave., Correspondence, 1996–1997

Box	Folder	Contents
(24)	20	Maintenance issues regarding lunchroom, Memoranda and reports, 1996–1997
		<u>Financial</u>
	21	Budgets for FY1996, 1995
	22	Executive Director’s meetings, Budgets, memoranda, and report, 1995
	23	Capital issues, Budget and lease agreement, 1995–1997
		STAFF
		<u>Administrative</u>
	24	Executive Management: Development of excellence, Learning Center conference materials, October 30, 1991–November 5, 1991
	25	YWCA staff retreat, Notes and agenda, 1995–1996
		<u>Legal</u>
	26	Staff meetings, Memoranda, minutes, and notes, 1993–1997
		<u>Reports and Summaries</u>
	27	Interim Executive Director Sandra L. Ewell’s reports to the Montclair YWCA Board of Directors, 1997
	28	Administration, Maintenance Management, and Program Operations reports, 1998
		STAFF – <u>Mary Novello</u>
		<u>Administrative</u>
	29	Speaking engagement at the First Congregational Church, Correspondence, February 5, 1999
	30	Correspondence from the Junior League of Montclair-Newark asking Mary Novello to join their Community Advisory Board, September 21, 1999
	31	Invitation to the retirement reception of Montclair Public Library Director Michael Connell, c. 2001–2002
25		AUDIOVISUAL
		<u>Audiocassettes</u>
	1	“Mrs. Janet Hillman,” written on envelope accompanying audiocassette, Audiocassette, n.d.
	2	“Women’s Perspectives” with Judy Miller, Audiocassette, n.d.
	3	Montclair-North Essex History, Audiocassettes (6 total) (2 tapes missing) (See Addendum for list of interviewees),

Box	Folder	Contents
(25)	(3)	1978
	4	60 Plus Program, Exercise class, Audiocassettes, 2000
		<u>Videocassettes</u>
	5	Martial Arts program, Karate demonstration, Videocassette, n.d.
	6	Violence and Women Forum, Videocassettes, December 14, 1992
	7	Susan Taylor Benefit Luncheon, Held at Mayfair Farms, Videocassette, September 21, 1995
	8	In Celebration of Women, YWCA 85 th Anniversary Luncheon, Videocassette, March 29, 1998
	9	100 th Birthday celebration for Mrs. Hortense Ridley Tate, Videocassette, March 14, 1999
		<u>Computer diskettes</u>
	10	YWCA programs and initiatives, Press releases and memoranda. Includes YWCA gift certificates, guest membership passes, and insurance waiver of liability forms, August 2000–March 2001
26		MEMORABILIA
	1	New Testament of Edith May Tuft, Williamson, NY June 1881
	2	YWCA events, Programs, c. 1912–1936
	3	Pamphlets and cards describing the Montclair YWCA and its programs, 1915, 1922, 1950 – 1951, c. 1977
	4	YWCA patches, one possibly from Camp Ironsides, the YWCA camp for girls over age 12, and one from the Girl Reserves. Includes a pamphlet about the Girl Reserves, c. 1916–1949
	5	Invitations to the YWCA 10 th and 11 th Anniversary celebrations, 1922–1923
	6	Celebration honoring Mrs. Mary Hayes Allen, Program, c. late 1930s
	7	YWCA 25 th Anniversary celebration, Program honoring Mrs. Alice Hooe Foster, November 18, 1937
	8	Alice Hooe Foster, Founder of the Montclair-North Essex YWCA, In Memoriam program, December 1940
	9	Y-Teen Song Book, 1946
10	Certificate from the Girl Scouts of America honoring the YWCA, May 1962	

Box	Folder	Contents
(26)	11	Camp Hi-Neighbor, "Things About Us," Creative writing booklet written by the YWCA campers, August 1965
	12	"What Have Women Done, A Photo History of Working Women in the United States," c. 1970s–1980s
	13	Building Evacuation Plan and Philosophy of Discipline, c. 1970s–1990s
	14	YWCA stamp, c. 1970s–1990s
	15	Racial Justice Committee, Buttons, c. 1971–1973
	16	YWCA, Recognition Day, Program, April 28, 1974
	17	10K Race, Runners' numbers, c. 1980s–1990s
	18	70 th Anniversary celebration, Guestbook, 1982
	19	70 th Anniversary celebration, "Y" and "W" cards, 1982
	20	Spirit Weaving concert, Tickets and programs, 1985–1986
	21	"Fit After Fifty," Free guest pass for the YWCA, c. 1990s
	22	Overnight parking permits, c. 1990s
	23	YWCA Activities exhibit, Exhibit items and labels, c. 1990s
	24	Israel Crane House, Commemoration ceremony presented by the YWCA, Invitation, November 9, 1990
	25	80 th Birthday celebration – YWCA of Montclair Area – North Essex, 1912–1992, 1992
	26	Special Olympics competition, Patches, 1992
	27	Act Against Violence, Button, c. 1993–1994
	28	Women's Center, ENCOREplus, Breast Cancer awareness greeting card, c. 1994–2004
	29	Women's Center, ENCOREplus, Poster, c. 1994–2004
	30	Women's Center, 50 Women You Should Know, Programs, 1994–1998
	31	The Montclair Youth Symphonic Ensemble and The Montclair YWCA Youth Symphonic Ensemble, Programs, March 2, 1996, March 1, 1997, and February 18, 1998
	32	Ora A. Morgan-Dorsey, Funeral program, May 1997
	33	YWCA calendar with class and employee schedules, December 1997–1999
	34	YWCA 85 th Anniversary celebration, Program, March 29, 1998
	35	An International Salute to Spring, "Swing and Sway at the YWCA with Shad Royful and His Band," Programs, May 23, 1998
	36	African American Heritage Parade and Festival, Program, June 5, 1999
	37	Sister to Sister Program, Mentor appreciation certificates, June 19, 1999, May 20, 2000
	38	Pearl Woodfaulk, Funeral card, November 1999

Box	Folder	Contents
(26)	39	First Night Montclair, Program, December 31, 1999
	40	“Celebrate the Millennium, Celebrating 90+ years of our senior members (ages 90 and over),” Invitation, March 22, 2000
	41	60 Plus Program, Garden Party to educate senior citizens about nutrition, Menu, August 9, 2000
27		MEMORABILIA – <u>Scrapbooks</u>
	1	YWCA History, Scrapbook of newspaper clippings and programs, 1912–1922
	2	YWCA History, Scrapbook of newspaper clippings, 1912–1937
	3	YWCA History, Scrapbook of newspaper clippings, 1914–1975
	4	YWCA History, Scrapbook of newspaper clippings, 1925–1980
	5	YWCA History, Scrapbook of newspaper clippings, 1931–1977
	6	YWCA History, Buzz Aldrin celebration and other Montclair events/issues, Scrapbook of newspaper clippings, 1960–1969 (1 of 2)
	7	YWCA History, Buzz Aldrin celebration and other Montclair events/issues, Scrapbook of newspaper clippings, 1960–1969 (2 of 2)
28		MEMORABILIA – <u>Scrapbooks</u> (Oversize boxes)
	1	YWCA History, Scrapbook of newspaper clippings, 1937, 1942, 1967, 1979
	2	YWCA History, Scrapbook of newspaper clippings, 1952–1963
	3	YWCA History, Scrapbook of newspaper clippings on aging, 1973–1974
29	1	Camp Play-A-While, Scrapbook of newspaper clippings, 1947
30	1	In Remembrance, 43 rd Anniversary Observance of the Phyllis Wheatley Young Women’s Christian Association and the 3 rd Anniversary celebration of the 13 th St. Annex, Scrapbook, 1948
	2	70 th Anniversary Awards Day, Scrapbook, April 17, 1983

Box	Folder	Contents
31	1	YWCA History, Scrapbook of newspaper clippings, 1959–1961
	2	YWCA History, Scrapbook of newspaper clippings, 1968–1970, 1972–1974
32	1	YWCA History, Scrapbook of newspaper clippings, 1964–1967
33		MEMORABILIA (Oversize boxes)
	1	YWCA Appreciation to Women’s Clubs of California, Certificate, 1917
34	1	Certificate admitting the Montclair YWCA into the National YWCA of the USA, January 7, 1953
	2	Women’s Center, “Images of Sex, Violence, & Women In The Media Conference,” Poster, October 29, 1993
	3	Women’s Center, Breast and Cervical Cancer Awareness, “You’ve only got one life: Make it last. Get the facts about breast and cervical cancer” Poster, c. 1994–2003
	4	Proclamation designating YWCA Week Without Violence, Signed by the Council of the Township of Montclair, N.J., October 7, 1997, October 10, 2000
	5	“Smiles That Brighten Our Day At The YWCA,” Photographs of YWCA patrons and employees, Poster, c. August 1999
	6	“Remembering Mrs. Tate, 9 March 1899–14 September 2003,” Newspaper clippings about Mrs. Hortense Ridley Tate, Poster, 2003
35	1	“Thou Shalt Not Stand Idly By,” By Ben Shahn, 1983
	2	Anita Hill, Portrait, c. 1990s
	3	Clarence Thomas, Portrait, c. 1990s
36	1	YWCA expenses and income, 1994 (Actual) and 1995 Current (Estimated), Pie charts, 1994–1995
37		MEMORABILIA – <u>Plaques</u>
	1	“In Appreciation To A Friend Whose Generosity Provided This Kitchen And Who Wishes To Remain Anonymous,” Plaque, 1978
	2	“With Grateful Appreciation To The Florence and John Schumann Foundation, Turrell Fund, And All Others Who Made Possible These Facilities,” Plaque, 1978

Box	Folder	Contents
(37)	3	“In Memory Of Nicie Seward: Trusted And Devoted Friend And Guide To YWCA Residents, 1920–1949, We Record This Day March 7, 1979, Our Indebtedness,” Plaque, March 7, 1979
	4	“A Tree Has Been Planted To Honor Elizabeth Steel Genne In Appreciation for Her Leadership And Contributions,” Plaque, June 1979
	5	“Rocco A. Bellante, November 21, 1906–April 7, 1987, In Memoriam, He Loved People, People Loved Him,” Plaque, c. 1987
38	1	YWCA Annual Award, Plaque, 1971–1991
39	1	Memorial Gifts to the Permanent Fund, Plaque, c. 1985–1995
40	1	“John Herman Rudd, 1905–1986, Christian, Entrepreneur, Philanthropist, A Man Of Tremendous Vision, Hope And Faith, John H. Rudd Contributed Tirelessly To The Work Of The Montclair-North Essex Young Women’s Christian Association. Guided By The Creed, ‘Lord Help Me Give Something Back,’ Mr. Rudd’s Legacy And Generous Bequest Will Enhance The Continued Good Work OF The Y.W.C.A. We Hereby, Dedicate This Plaque In Tribute To His Wife Emoral And In Beloved Remembrance Of His Parents John W. And Rosa A. Rudd,” Plaque, March 19, 1988
41	1	“Certificate of Merit, Presented to Montclair North Essex YWCA. In memory of our appreciation for her support and devotion to The New American’s Program as a big sister in YWCA, Hwain Lee, President, The New American Group,” Plaque, November 12, 1991
42	1	“Joyce Copeland Award, For Her Unselfish Work And Dedication To The YWCA 10K Run, 1 st Place Winners,” Plaque, 1991–1995
43		PHOTOGRAPHS
	1	89 Forest St., House drawing, n.d.
	2	Ballet class with Instructor Ruth Gassin, n.d.
	3	Couple dancing at the YWCA, Unidentified couple, n.d.
	4	Day Camp and Twilight Camp orientation, Board of Directors meeting, n.d.

Box	Folder	Contents	
(43)	5	Public Programs, Laws Against Discrimination, Meetings, n.d	
	6	Woman of the Year, Hortense Tate. Also features Ann Shepherd, n.d.	
	7	YWCA Archery class, n.d.	
	8	YWCA Summer Camp or musical ensemble, n.d.	
	9	YWCA members, Unidentified, c. 1920s–1940s	
	10	Montclair YMCA, June 18, 1927	
	11	Unidentified woman, c. 1937–1961	
	12	Aging, Photographs on growing older, 1939–1979	
	13	World War II female workers, c. 1941–1945	
	14	YWCA Camp and other miscellaneous events, c. 1950s	
	15	YWCA patrons, Unidentified people, c. 1950s	
	16	Unidentified speaking engagement, c. 1950s–1960s	
	17	Capital Campaign, c. 1950–1996	
	18	60 Plus Program, Various activities, 1950s–1980s	
	19	YWCA events, Various. Includes 50 Plus Program events, 1950s–1990s (1of 4)	
	44	1	YWCA events, Various. Includes 50 Plus Program events, 1950s–1990s (2 of 4)
		2	YWCA events, Various. Includes 50 Plus Program events, 1950s–1990s (3 of 4)
		3	YWCA events, Various. Includes 50 Plus Program events, 1950s–1990s (4of 4)
		4	Miscellaneous events including 50 Women You Should Know, arts groups, and Buzz Aldrin, 1952–1997
5		YWCA events and patrons, Unidentified, c. 1960s–1970s	
6		YWCA events, Various, c. 1960s–1970s	
7		Dance classes and dinners, c. 1960s–1980s	
45	1	Board meeting, Board members Ann Shepherd and Lillyan Grichelow, and YWCA building, c. 1960–1974	
	2	Mrs. Tate presenting citation to Mrs. William Genne, President, YWCA, April 28, 1962	
	3	Architectural concept for new YWCA building, 1965	
	4	Crane House, “Moving Day.” For use in <i>The Montclair Times</i> , 1965	
	5	YWCA groundbreaking ceremony, Buzz Aldrin and Mrs. Nellie Tate, June 11, 1967	
	6	Christmas Party, New Americans Party, 1968	
	7	John H. Rudd and family, c. 1970s–1980s	
	8	Photographs used in YWCA brochures, c. 1970s–1980s	
	9	60 Plus Program, Unidentified events/activities,	

Box	Folder	Contents
(45)	(9)	c. 1970s–1990s, (1 of 6)
	10	60 Plus Program, Unidentified events/activities, c. 1970s–1990s, (2 of 6)
	11	60 Plus Program, Unidentified events/activities, c. 1970s–1990s, (3 of 6)
	12	60 Plus Program, Unidentified events/activities, c. 1970s–1990s, (4 of 6)
	13	60 Plus Program, Unidentified events/activities, c. 1970s–1990s, (5 of 6)
	14	60 Plus Program, Unidentified events/activities, c. 1970s–1990s, (6 of 6)
	15	Unidentified women and children, c. 1970s–1990s
46	1	Annual Dinner, c. 1972–1980
	2	Greater Montclair Urban Commission, After-School Cultural Enrichment (A.C.E.) program participants, c. 1974–1978
	3	Unknown event and women (possible Board of Directors members), 1974
	4	YWCA patrons, Unidentified, c. 1976
	5	New building, Phase III, Kitchen, 1977
	6	New building, Phase III, New wing, 1977
	7	Board of Directors training session, June 1978
	8	Unidentified YWCA patrons, January 1979
	9	Gymnastics class, Publicity photographs, February 1979
	10	Photographs used in YWCA brochures, 1979
	11	After School Enrichment Program, c. 1980s–1990s
	12	Unidentified woman and children, c. 1980s–1990s
	13	Don Shirley, Pianist, c. 1981–1982
	14	Miscellaneous meeting, c. 1981–1982
	15	Wet Paint, Mural projects, 1981–1985
	16	Christmas party, December 1982
	17	Wet Paint, Children, September 1984
	18	Rhoda Semel, Holistic courses Instructor, c. 1985
	19	First 2000 Club event, Don Miller’s studio, Includes photographs of Rosa Parks, November 1985
	20	Wet Paint, Children, April 1986
	21	Irene Graham, Parent/Toddler Gym and Junior Gym teacher, June 1986
	22	YWCA event, Unidentified, December 4, 1987
	23	Camp Rainbow, After School Program, YWCA Gym, Wednesday May 13, 1988. Includes other photographs of unidentified events. May 1988–June 1988
	24	After School Enrichment Program, c. 1990s

Box	Folder	Contents
(46)	25	After School Program, c. 1990s
	26	Camp Rainbow or another youth program, c. 1990s
47	1	Camp Rainbow or another youth program, c. 1990s
	2	Unidentified people, c. 1990s
	3	World Service Committee, Joyce Mims and Ann-Marie Nazzaro, c. 1990s
	4	Youth Programs, Arts and Karate class, c. 1990s
	5	YWCA event, Valentine's Day and unidentified event with former N.J. Governor Jim Florio, c. 1990–1997
	6	60 Plus Program, Birthday celebration and another unidentified event, c. 1990–2000
	7	Former N.J. Governor Thomas Kean and YWCA volunteers. For use in <i>The Montclair Times</i> , October 10, 1990
	8	60 Plus Program, Unidentified event, c. 1991–1992
	9	YWCA staff and classes, Various. For use in <i>The Montclair Times</i> , September 1991
	10	Photographs used in YWCA brochures, c. 1992–1997
	11	President Bill Clinton and First Lady Hillary Rodham Clinton, c. 1992–2000
	12	80 th Anniversary celebration, August 10–11, 1992
	13	Public Policy Committee, Visit from Joyce Mungherera, General Secretary of the National YWCA of Uganda, August 25, 1992
	14	Camp Rainbow, 1992
	15	Dedication of Board Room as The John H. Rudd Room, November 16, 1993
	16	60 Plus Program, Luncheon, trips, and shows, 1993
	17	Women of Size and Substance Workshop, Teacher Sherill Cantrell, c. 1994–1995
	18	YWCA events, Various. For use in <i>The Montclair Times</i> , April 1994–August 1994
	19	Dance class taught by Sharron Miller, 1994
	20	YWCA brochure photographs, 1994
	21	Unidentified women and children, c. 1996–1997
	22	60 Plus Program, Unidentified events/activities, 1996
	23	After School Enrichment Program, Various activities, 1996
	24	Helen Graham House, 1996
	25	Unidentified YWCA celebrations and events. Includes Mrs. Tate's birthday celebration, 1996–2000
	26	YWCA event at the Montclair Historical Society, c. 1997–1999

Box	Folder	Contents
(47)	27	Youth Symphonic Ensemble, September 1997
48	1	Preliminary Roof Inspection of the Montclair YWCA, October 8, 1997
	2	Pictures used in the YWCA Winter/Spring 1997 brochure. Includes various YWCA children's and 60 Plus events, 1997
	3	Unidentified YWCA celebrations, events, and meetings, c. 1998
	4	YWCA Staff, Includes Board retreat, February 1998
	5	Jump Feet First Into Fitness, June 24, 1998
	6	YWCA event held at Mayfair Farms, July 1998
	7	Summer Enrichment Camp, African Dance class, Paula Yoa Franklin teaching, August 1998
	8	Summer Enrichment Camp, Junior League computer instruction for campers, August 1998
	9	Summer Enrichment Camp, Story time, August 1998
	10	Carrie Allen McCray, Book discussion and lecture, September 27, 1998
	11	Celebrate Montclair, Week Without Violence, Positive Impact Ensemble, Rosa Parks School, October 3, 1998
	12	Sister to Sister Program, Open House, November 14, 1998
	13	Summer Enrichment Camp, 1998
	14	Unidentified Youth Program, c. 1999
	15	60 Plus Program, Lunch program, c. 1999–2000
	16	Crane House program, February 24, 1999
	17	Mrs. Tate's 100 th Birthday celebration, March 9, 1999
	18	Women's Center, Breast Cancer Awareness events, June 1999
	19	Early A.M. Smiles Program, Trip to Atlantic City Resorts and shots from around the YWCA, August 10, 1999
	20	Sister to Sister Program, Race for the Cure, September 19, 1999
49	1	10K Run Against Violence, October 19, 1999
	2	Women's Center, Breast Cancer Awareness events, November 1999
	3	60 Plus Program, Intergenerational Community Project, Pre-K visits, 1999
	4	Holiday celebration, c. 2000
	5	Celebrating 90+ years Millennium with YWCA members (March 2000) and Garden Party (August 2000), March 2000, August 2000
	6	Card Party, May 2000

Box	Folder	Contents	
(49)	7	Damages to YWCA building, June 8, 2000	
	8	YWCA celebrations and events, Unidentified 2000	
	9	YWCA celebrations and events, Unidentified, 2000	
	10	YWCA celebrations, events, and staff members, Unidentified, 2000	
	11	Camp Arrowhead, NJ Cares for Kids, Campers, 2001	
		PHOTOGRAPHS – <u>Negatives</u>	
	12	60 Plus Program, Birthday celebration and other unidentified event, n.d.	
	13	Christmas concert, n.d.	
	14	Aging, Photographs on growing older, 1939–1979	
	50	1	Unidentified speaking engagement and YWCA classes, c. 1950s–1960s
		2	Capital Campaign, c. 1950–1996
		3	YWCA classes and events, c. 1960s–1990s
		4	YWCA events, Various, 1960s–1970s
		5	New building, Groundbreaking, June 11, 1967
6		John H. Rudd, c. 1970s–1980s	
7		English as a Second Language (ESL) classes, 1973–1974	
8		Unidentified YWCA patrons, January 1979	
9		Day Camp (possibly Camp Rainbow), c. 1980s–1990s	
10		Unidentified woman and children, c. 1980s–1990s	
11		Awards Day celebration (possibly), April 17, 1983	
12		Camp Rainbow or another youth program, c. 1990s	
13		Camp Rainbow or another youth program, c. 1990s	
14		Youth Programs, Arts and Karate class, c. 1990s	
15		Heating unit replacement project, November 1992	
16		Dance class taught by Sharron Miller, 1994	
17		After School Enrichment Program, Various activities, 1996	
18		Crane House program, February 24, 1999	
19		Mrs. Tate's 100 th birthday celebration, March 9, 1999	
20		Early A.M. Smiles Program, Trip to Atlantic City Resorts and shots from around the YWCA, August 10, 1999	
21		Women's Center, Breast Cancer awareness, November 1999	
22		Holiday celebration, c. 2000	
23		Celebrating 90+ years Millennium with YWCA members (March 2000) and Garden Party (August 2000), March 2000, August 2000	
24		YWCA celebrations and events, Unidentified, 2000	
25		YWCA celebrations and events, Unidentified, 2000	

Box	Folder	Contents
(50)		PHOTOGRAPHS – <u>Slides</u>
	26	Possible members of the World Service Committee of the YWCA, Slides, c. 1970s–1980s
	27	Presentation on the Montclair YWCA, 1978
	28	Gymnastics class, Publicity photographs, February 1979
	29	“The Montclair-North Essex YWCA: 85 Years of Community Leadership,” Presentation, slides, and presentation notes, March 28, 1999

Addendum

List of interviewees

YWCA History, Audiotapes #3 of 6, 1912–1920 (missing)

Mrs. Mary Weeks
Mrs. Edmund Giddell
Mrs. Charles S. Chase
Mrs. Charles Hart
Mrs. Bond
Mrs. John Lockwood
Mrs. Irving Carins
Mrs. Irving Dunlap
Mrs. Mary Wilder
Mrs. Alice Foster
Mrs. Nellie Tate
Ms. Lila Harry
Mrs. Juanita Peerman
Mrs. Bonday
Mrs. Coleman
Mrs. Harry Smith
Mrs. Frances Gunner
Mrs. Eba D. Bowles
Ms. Sissel
Ms. Pauline Sims
Ms. Hortense Ridley
Ms. Estelle Thomas
Ms. Catherine Frye
Ms. Israel Crane
Mrs. Frederick Emerman
Mrs. David Burr
Ms. Jenny Bell
Mrs. Joyce Cobb
Mrs. Charles Arthur Harris
Mrs. Lovejoy
Mrs. McBryer
Ms. Finster
Ms. Spears
Mrs. Alice
Mrs. Robert Bowser
Mrs. Ethel Richardson
Ms. Kate Savory
Mrs. Sadie Travis
Mrs. Campbell
Mrs. Florence

Ms. Henderson
Florence Hampton
Cecelia Thornton
Helen Lynn
Harris Valentine
Myrna Philpot
Mildred Thornhill
Dolores Jones
Audrey Childry
Gwendolyn McGlocklyn
Celeste Johnson
Helen Johnson
Catherine Smith
Ellen Connelly
Mildred Brooks
Doris Webb
Mona Waters
Betty Brock
Leora Brown
Josephine Brown
Ruth Smith
Genevieve Brown
Wed D'Boyd
Professor Adam Lock
Jesse Fawcett Harris
Dr. Robert Maten
Aaron Douglas
Kelly Miller
Alice Bell
Mrs. Downy
Octavia Katz
Miss Peterson
Mrs. Reynolds
Edith Fitzgerald
Mary Hayes Allen
Dr. Leo Marsh
Delorenzo

YWCA History, Audiotapes #4 of 6

Dedication of Recreation Building January 10, 1926
Reverend Lovel
E.B. Giddell
Reverend J. Stocking- Union Congregational Church
Mrs. Alice Hoyt Foster

Mrs. Addie Huntin
Ms. Hortense Rigby
Mrs. Mary Hayes Allen- President YWCA from 1922- 1930
Mrs. Alice Bell- Secretary
1940-1950- Boards- Eleanor Webb
1962- Leo Marsh
Bessie Marsh
Mr. Damon
Louise-
B J-
Ella Huff
Barbara Jordan
Dorothy Banks
Miss Mary Weeks
Miss Mary Williams
Edwin Giddell
Miss Elizabeth Coleman
Mrs. Carrie Bond
Mrs. Hannah Smith
Ms. Mary Wilder

YWCA History, Audiotape #5 of 6

Bessie Marsh
Bishop Arthur Sheldon Lloyd
March 14, 1912
Ms. Ruth Sissell
Ms. Hannah Smith
Ms. Carolyn Bond
Ms. Eva Bowles
Mrs. Foster
Ms. Harris
Mrs. Spencer Bell
Mrs. Laura Tate
Mrs. Ernest Jackson
Mrs. Sadie Travers
Mrs. Alice Smallwood
Mrs. L.J. Peterson
Board Names
Mrs. Foster
Mrs. Helen Washington
Mrs. Robert Bowser
Mrs. William Grigsby
Mrs. Nicholas Chisholm
Mrs. W.E. Tailor

Mrs. Mary Williams
Mrs. James Spears
Miss Mary Weeks
Miss Mary Williams
Miss Edwin Giddell
Ms Mary Wilder
Ms Gunner
Mrs. Barnett
Gladys Ferguson
Emily Mitchell
Mary Wood
Georgeanna Green
Julia Spain
Jo Wesley
Mrs. H. Washington
Mrs. Taylor
Roland Hayes
Mabel White Williams
Founders
Alice Hoyt Foster
Atlanta Brown
LJ Peterson
Mrs. Ernest Jackson
Mrs. Spencer Bell
Miss Blanche Tyler
Miss Bertha Burnett
Advisory Board
Mrs. Charles H. Hartstorm
Mrs. John Lockwood
Miss Murray

YWCA History, Audiotape #6 of 6

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