

IHLC MS 1170

**American Association of University Women  
Riverside Branch Records, 1948-2023**

# Manuscript Collection Inventory

Illinois History and Lincoln Collections  
University of Illinois at Urbana-Champaign

**Note:** Unless otherwise specified, documents and other materials listed on the following pages are available for research at the Illinois Historical and Lincoln Collections, located in the Main Library of the University of Illinois at Urbana-Champaign. Additional background information about the manuscript collection inventoried is recorded in the [Manuscript Collections Database](http://www.library.illinois.edu/ihx/archon/index.php) (<http://www.library.illinois.edu/ihx/archon/index.php>) under the collection title; search by the name listed at the top of the inventory to locate the corresponding collection record in the database.

University of Illinois at Urbana-Champaign  
Illinois History and Lincoln Collections  
<http://www.library.illinois.edu/ihx/>  
phone: (217) 333-1777  
email: [ihlc@library.illinois.edu](mailto:ihlc@library.illinois.edu)

**American Association of University Women – Riverside Branch.  
Records, 1948-2023.**

*Contents*

Administrative.....	1
Chronological Files .....	2
Meeting Minutes .....	2
Finance.....	3
State and National Materials .....	3
Publications.....	4
Events and Activities .....	4
Publicity and Photographs .....	5

Box 1

**Administrative**

- Branch Bylaws, including final drafts, proposed amendments, and correspondence regarding amendments, 1969-2006
- Board Policies and Procedures, including example from Lombard/Villa Park branch, 1989-1999
- Strategic Plan, including drafting, final versions, and related correspondence, 1995-1998, 2010
- Board Task Force, 2002-2003
- Board Calendar of Activities, undated, circa 2000s
- Branch Member Seminar, 2001
- Historian's reports, 1967-1994
- AAUW Affiliate Agreement and related correspondence regarding indemnification, 2004-2005
- AAUW Affiliate Agreement, 2009
- Annual Reports to State, 1992-2001
- Officer Reports, 1959-1978, 1989-1990
- Job Descriptions, 1997-1999
- Officer Forms, 2002-2003
- Installation of Officers, 1978, 1994-2004
- Annual Branch Questionnaire (Pink Sheets) and Survey, 2001-2008
- Membership Dialogue, 1997-1999
- Calling Tree, 1994-2002
- Public policy correspondence, posters, and other materials, 2000-2001, 2016
- Branch promotional material, undated
- Materials related to disability access, 1994
- Miscellaneous mailings, 1984, 1995

Miscellaneous administrative documents, undated  
 Compilation of documents from 1996-1997, including branch annual reports to state, correspondence, board information, program and budget information, and strategic plan, and includes information from other years, 1992-1998  
 Donation history of AAUW Riverside records transfers to Riverside Historical Commission, Riverside Public Library, and the Illinois History and Lincoln Collections, 2001-2023  
 Blank letterhead, undated  
 Artwork of AAUW seal, 1958-1959

### **Chronological Files**

Includes branch meeting agendas and minutes, newsletters, budgets and financial reports, and event information, from 2017 to 2023.

2017  
 2018  
 2019  
 2020  
 2021  
 2022  
 2023

### **Meeting Minutes**

Branch and Board meeting minutes from 1948 to 1992 were originally in binders. Meeting minutes include agendas, notes, and reports, such as treasurer reports.

1948-1959 Branch and Board Minutes  
     Branch, 1948-1959  
     Board, 1948-1959  
 1959-1963 Branch and Board Minutes  
     Branch, 1959-1963  
     Board, 1959-1963  
     Miscellaneous materials, including committee reports and correspondence, 1963-1964  
 1964-1974 Branch and Board Minutes  
     Branch, 1964-1966  
     Board, 1964-1996  
     Branch and Board, 1966-1968  
     Branch and Board, 1968-1974  
 1974-1982 Branch and Board Minutes  
     Branch, 1974-1982  
     Board, 1974-1982  
 1982-1987 Branch and Board Minutes  
     Branch, 1982-1987  
     Board, 1982-1987

**Box 2**

Miscellaneous materials, including treasurer's reports, correspondence, and bylaws, 1983-1988

1987-1992 Branch Minutes

1992-2003 Branch and Board Minutes

Branch, 1992-1999

Branch, 1999-2003

Board, 1993-2003

**Finance**

Chronological Financial Materials

Includes budgets, dues analyses, membership rosters, treasurer's reports, branch funds, donation information, correspondence, and other financial information.

2001-2003

2007-2008

2011-2012

2012-2013

2013-2014

2014-2015

2016-2017

2017-2018

2018-2019

2019-2020

Tax Exemption Status, 1957-2016

Named Unit Program, 1993-2005

Ways and Means, 1994-2003

Malcolmson & Sloan Bequests, 1993-1994

Bulk Mail Project, 1995-1996

**State and National Materials**

National AAUW

AAUW National publications, brochures, memorandums, and informational materials, 1980-2007, undated

Certificates regarding branch membership growth awards, 1988-1989

Notes on National Conventions, 1977-1979, 1995

AAUW of Illinois

AAUW-IL Fall Conference, 2000

AAUW-IL District 4 Meeting, 2001

AAUW-IL Publications and Brochures, 2000 and undated, circa 1990s-2000s

Annual Reports to State, 1992-2001

State Recognition of Branch and Members, 1996-1997

State Recognition of Branch and Members, 1997-1998

State Recognition of Branch and Members, 1998-1999

Emerging Star and Spirit Awards, including correspondence and certificates, 1997-2003

Branch 5-Star Status Program, documentation, 2000-2001

### Mixed materials

- AAUW-IL Branch Membership Chair correspondence, 1981
- Brief History of AAUW Activism, circa 1993
- Correspondence from Representative Jack L. Kubik to Carol Sprunger regarding AAUW Agent of Change Award, 1986
- Correspondence regarding national dues increase, 1999
- Correspondence regarding Mary Ellen Smyth's nomination for Educational Foundation Secretary, 1992

### Publications

- News Bulletin, 1965-1966
- Branch Newsletter, 1974-1980
- The Lamplighter
  - 1991-1997
  - 1997-2002 (incomplete)
- Yearbooks/Directories and Bylaws

Note: The scrapbooks in the Publicity and Photographs series also contain copies of the yearbooks. If marked as incomplete\*, the missing years can be found in the corresponding scrapbook.

- 1960-1969 (incomplete\*), 1976-1979
- 1979-1990 (incomplete\*)
- 1990-1997
- 1997-2010 (incomplete), 2020-2021

### Events and Activities

- 25<sup>th</sup> Anniversary Celebration, 1973
- 30<sup>th</sup> Anniversary Celebration, 1978

#### Box 3

- 40<sup>th</sup> Anniversary Celebration, 1988
- 50<sup>th</sup> Anniversary Celebration, 1997-1998
- 50<sup>th</sup> Anniversary Celebration, materials related to women honored: Dainko, Prass, Brenneman, Kirby, Higgins, Smyth, and Topinka, 1997-1998
- Ann Willard Scholarship, 2008
- Bicentennial Lecture Series, 1987
- Charter Member Recognition Tea, 1976
- Chili Supper, 2001-2002, 2009
- Constance Morris House, 1994-2002
- Entertainment Books, 1992-1998
- Garden Walk (1993), 1992-1993
- Garden Walk (1995), 1994-1995
- Garden Walk (1997), 1996-1997
- Gender Equity Study and related materials, 1994
- High School Girls' Panel Discussion on Teen Issues, 1996-1997
- International Federation of University Women, including newsletters, conference materials, and correspondence, 1986-2004
- Investment Club, 1994-2000

Job Shadowing, 2000-2002  
 Materials regarding Betty Kirby, including narrative and letter, 1993-1997  
 Math/Science Camp Scholarship, 1995-1996  
 Riverside Community Caucus, 1986-1998  
 Tap the Talent Training, 1999  
 Thank You Supper, 1996-2001  
 Theater Group, 1996-2000  
 Voter Education Campaign, 1995-1998  
 Miscellaneous programming, including invitations, correspondence, and budget, 1987-1993  
 Miscellaneous programming, including invitations, schedules, correspondence, and board meeting minutes, 1996-2004, and undated  
 Miscellaneous event materials, circa 2010s  
 Programming from other AAUW branches and organizations, 1987-2003

### **Publicity and Photographs**

Photographs and Newspaper Clippings

These photographs and newspaper clippings were received in folders sorted by fiscal year and have been kept in the order they were received.

1980-1981  
 1981-1982  
 1982-1983  
 1983-1984  
 1984-1985  
 1985-1986  
 1986-1987  
 1987-1988  
 1988-1989  
 1989-1990  
 1990-1991  
 1991-1992 (also includes miscellaneous photographs from Fourth of July parades between 1986 to 2008)  
 1992-1993  
 1993-1994  
 1994-1995  
 1995-1996  
 1996-1997  
 1997-1998  
 1998-1999  
 1999-2000

#### **Box 4**

Additional Photographs

These photographs were received in a bundle and were sorted by calendar year by IHLC staff.

1992  
 1993  
 1994  
 1995  
 1996  
 1997  
 1998  
 1999  
 2000  
 2012  
 2013  
 2014  
 Undated

Box 5

Scrapbooks (Historical Volumes)

1948-1959, containing newspaper publicity, historian reports, yearbooks, newsletters, event programs, bylaws, budgets, convention reports, and correspondence.

Box 6

1959-1968, containing publicity, historian reports, yearbooks, newsletters, event programs, budgets, treasurer reports, convention reports, and award certificates

1962-1972, containing newspaper publicity

1968-1976, containing newspaper publicity, historian reports, yearbooks, event programs, bylaws, budgets, convention reports, and correspondence

Box 7

1972-1978, containing newspaper publicity, newsletters, and event programs

1976-1988, containing historian reports, yearbooks, event programs, bylaws, policy sheets, budgets, convention reports, and award certificates

Box 5 (cont.)

1978-1982, containing newspaper publicity, newsletters, and event programs

Box 3 (cont.)

Materials regarding creation of publicity and scrapbooks (historical volumes), 1993-1996, undated

Loose scrapbook materials, 1955-1991

Loose newspaper clippings and event materials, 1977-1988

Loose newspaper clippings and event materials, 1987-1991