

# Norfolk United Community Fund

Norfolk United Community Fund Records  
1923-1970, undated



## Title Statement

Norfolk United Community FundA Guide to the Norfolk United Community Fund Records MG 36

**Author:** Special Collections Staff

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## Profile Description

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## Descriptive Summary

**Unit ID**

MG 36

**Unit ID**

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**Unit Date**

1923-1970, undated

**Unit Date**

Date acquired: 04/23/1979

**Language**

English

**Abstract**

The records of the Norfolk United Community Fund include minutes, reports from the Board of Trustees and various committees, collection and distribution statements, memorandums, outgoing correspondence, and scrapbooks.

**Creator**

Norfolk United Community Fund

**Extent**

9.20 Linear Feet

**Extent**

6 Hollinger document cases and 5 oversize boxes boxes

**Repository**

ODU Community Collections

## Administrative Information

**Conditions Governing Access**

Open to researchers without restrictions.

**Conditions Governing Use**

Before publishing quotations or excerpts from any materials, permission must be obtained from Special Collections and University Archives, and the holder of the copyright, if not Old Dominion University Libraries.

**Source of Acquisition**

Eugene Berres, Executive V.P. United Community Fund

**Method of Acquisition**

Loan. Accession #A79-18

**Preferred Citation**

[Identification of item], Box [insert number], Folder [insert number and title], Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

## Biographical or Historical Information

The United Community Fund (UCF) was founded in 1923. The UCF was started to serve as a fundraising organization for the social service agencies of Norfolk. Over the years the United Community Fund has come to be known by different names. The group started as the United Community Fund. During World War II, the group became known as the United War Fund. After the war, the group changed its name to the Norfolk United Fund, and then later the Norfolk Community Chest.

Note written by Special Collections Staff

## Scope and Contents

The collection contains the records of the Norfolk United Community Fund, an organization set up to finance social service agencies in Norfolk, Virginia. Included in the records are business records, such as minutes and bylaws, correspondence, newspaper clippings, and fundraising campaigns. Of particular interest are records of the United War Fund, the name of the organization during World War II.

## Keywords

Charities--Virginia--Norfolk

Norfolk (Va.)--History--20th century

United Community Funds and Councils of America

Norfolk United Community Fund

## Accruals and Additions

An addition to the collection was added on 5/16/1980.

## Arrangement Note

This collection is arranged into three series: Series I: Business; Series II: Scrapbooks; and Series III: Miscellaneous.

## Description of Subordinate Components

### Series I: Business

**Unit ID** Series I

**Unit ID** /repositories/5/archival\_objects/58849

**Unit Date** 1922-1953

#### Scope and Contents

This series contains five volumes of business records of the Norfolk United Community Fund. Included in the volumes are minutes, bylaws, reports, and other material. The volumes are arranged in chronological order and contain an index of topics within each volume.

### Box 1

**Unit ID** Box 1

**Unit ID** /repositories/5/archival\_objects/58850

**Mixed Materials** 1 (box)

#### Folder 1: Inventory of Volume One

**Unit ID** Folder 1

**Unit ID** /repositories/5/archival\_objects/58898

**Unit Date** 1923-1928

**Mixed Materials** 1 (box)

**Container** 1 (folder)

#### Preferred Citation

[Identification of item and date], Box 1, Folder 1, Inventory of Volume One, 1923-1928, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### Norfolk Community Fund

**Unit ID** Volume 2

**Unit ID** /repositories/5/archival\_objects/58899

**Unit Date** 1922-1933

**Mixed Materials** 1 (box)

#### Index

**Unit ID** Item 1

**Unit ID** /repositories/5/archival\_objects/58900

**Unit Date** 1929-1933

**Mixed Materials** 1 (box)

#### Preferred Citation

Index, 1929-1933, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

#### Scope and Contents

Budgeting Post-Campaign Budgeting . . . . . 31-34-158

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PLANNING- Council of Social Agencies Study, Colored United Charities . . . . .	11-56
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**Pages 1-19**

**Unit ID** Item 2

**Unit ID** /repositories/5/archival\_objects/58905

**Unit Date** 1929

**Mixed Materials** 1 (box)

**Preferred Citation**

Pages 1-19, 1929, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Pages 19-36**

**Unit ID** Item 3

**Unit ID** /repositories/5/archival\_objects/58910

**Unit Date** 1929

**Mixed Materials** 1 (box)

**Preferred Citation**

Pages 19-36, 1929, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scope and Contents**

19 Minutes of Organizational Committee for Come and See Trips -April 29, 1929

19-20 Minutes of Organizing Committee For Mid-Year Meeting - April 29, 1929 Insert Community Fund Mid-Year Meeting and Come and See Trips - n.d.

20-21 Minutes of Meeting of the Campaign Committee - May 1, 1929

21 Minutes of Meeting of the Central Committee for the Mid-Year Meeting and Come and See Trips -

May 6, 1929

22 Minutes of the Meeting of the Joint Committee on Child Welfare - May 10, 1929

23 Minutes of Meeting of Campaign Committee - May 22, 1929

23A Proposed Campaign Plan - undated

24 Minutes of the Meeting of the Central Committee - May 23, 1929

25-26 Minutes of Meeting of Board of Trustees - May 24, 1929 Insert Letter to the Board of Directors of the Norfolk Community Fund - May 24, 1929 Insert Letter from Norfolk Society for the Prevention of Cruelty to Children President F. D. Wilson - May 24, 1929 Insert Letter to the Board of Trustees - May 23, 1929 Insert Letter to Mr. F. E. Burleson, Director - May 8, 1929

26-27 Minutes of Meeting of Executive Committee - July 2, 1929

27a Expense of Mid-Year Meeting and Come and See Trips - n.d. Insert Budget Statement for May and June, 1929

28-29 Minutes of Meeting of Campaign Committee - September 12, 1929

29-30 Minutes of Joint Meeting of Executive Committee, Campaign and Budget Committee - September 18, 1929

30 Minutes of Meeting of Executive Committee - September 18, 1929

31 Minutes of Meeting of Presidents and Executives of Member Agencies - September 20, 1929 Insert Money Distribution - September 18, 1929 Insert Estimated Needs for Balance of Year as of September 1, 1929 Insert Estimated Needs for Balance of Year as of September 1, 1929 Insert Money Distribution - n.d.

32 Minutes of the Meeting of the Budget Committee - September 27, 1929 Insert Funds Given to Agencies by Norfolk Community Fund and the City of Norfolk in 1929 and 1930

33-34 Minutes of Meeting of Board of Trustees - September 24, 1929. Insert Letter to Mr. F. E. Burleson, Director - September 9, 1929. Insert Letter to Mr. W. S. Royster, President - September 14, 1929. Insert Letter to Mr. F. E. Burleson, Director - August 23, 1929. Insert Letter to Mr. F. E. Burleson, Director - August 26, 1929. Insert Letter to Mr. F. E. Burleson, Director from J. A. Pugh, President of Virginia Brick and Clay Association - August 26, 1929. Insert Letter to Mr. F. E. Burleson, Director from Jack Cooper -September 7, 1929. Insert Letter to Mr. W. S. Royster, President from Norwell Hargrove -July 19, 1929 Insert Members of the Campaign Committee

35-36 Minutes of Meeting of Campaign Committee - October 8, 1929

## **Pages 37-47**

**Unit ID** Item 4

**Unit ID** /repositories/5/archival\_objects/58911

**Unit Date** 1922-1930

**Mixed Materials** 1 (box)

### **Preferred Citation**

Pages 37-47, 1922-1930, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

37-38 Minutes of Meeting of the Norfolk Community Fund Board of Trustees - October 10, 1929. Insert 1930 Campaign Goal - October 10, 1929. Insert City of Norfolk Appropriations to Community Fund Agencies -1929. Insert Letter to the President and Members of the Norfolk Council of Social and Welfare Agencies - n.d. Insert The Suggestions - n.d.

39 Meeting of Campaign Committee on Publicity - October 17, 1929

40 Minutes of Meeting of Budget Committee - December 9, 1929

41-43 Minutes of Meeting of Board of Trustees - December 19, 1929

42A Proposed Campaign Plan - n.d.

43A Christmas Clearing House Insert Circular No. 5 from the Commonwealth of Virginia - revised to June 18, 1922. Insert Certificate of Incorporation of the Norfolk Community Fund, Incorporated - April, 1924. Insert Norfolk Community Fund Capital Account Policies - n.d. Insert 1930 Campaign Expenses Insert 1929 Campaign Expenses Insert Norfolk Community Fund Estimated Realization - Year 1929 (excluding City). Insert Letter to Mr. F. E. Burleson, Director from W. B. Dougherty, Secretary of Norfolk United Charities, Inc. - October 10, 1929. Insert Letter to the Norfolk Community Fund from

Helen Cowles White- head, President of the Children's Bureau of Norfolk - December 19, 1929. Insert Board of Trustees Terms Expiring January 1930 - n.d. Insert Memorial to the Members of the Board of Trustees of the Norfolk Community Fund - n.d.

44 Minutes of Meeting of Nominating Committee for Institutional Members - January 9, 1930

45 Minutes of Meeting of the Nominating Committee for Contributors -January 10, 1930. Insert Meeting of Presidents and Executives of Community Fund Agencies -January 14, 1930. Insert Letter to Presidents and Executives of Community Fund Agencies -January 6, 1930. Insert Letter to Mr. F. E. Burleson, Director from Sue R. Slaughter, Director of the Norfolk United Charities, Inc. - January 13,1930

46-47 Minutes of Annual Corporation Meeting of the Norfolk Community Fund, Inc. - January 24, 1930. Insert Letter to Mr. H. W. Furlow from John D. Corbell, Deputy City Clerk - December 30, 1929. Insert Letter to Mrs. N. H. Slack from John D. Corbell, Deputy City Clerk - December 30, 1929. Insert Letter to the Norfolk Community Fund - January 24, 1930. Insert Letter to the Norfolk Community Fund - January 24, 1930. Insert Letter to the Norfolk Community Fund - January 24, 1930. Insert Treasurer's Report to Annual Meeting of the Norfolk Community Fund - 1929 Fund (2)

## **Pages 48-63-A**

**Unit ID** Item 5

**Unit ID** /repositories/5/archival\_objects/58912

**Unit Date** 1930

**Mixed Materials** 1 (box)

### **Preferred Citation**

Pages 48-63-A, 1930, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

48-49 Minutes of Meeting of Board of Trustees - January 31, 1930 Insert Letter to Mr. F. E. Burleson, Director - January 30, 1930 Insert 1930 Campaign Expenses Insert To the Board of Trustees - January 31, 1930 (from F. E. Burleson)

49A Revised By-Laws Insert Letter to Mr. F. E. Burleson, Director from Charles R. Grandy, President of the Anti-Tuberculosis League -February 6, 1930

50 Minutes of Meeting of Budget Committee - February 6, 1930

51-53 Minutes of Called Meeting of the Board of Trustees - February 14, 1930

Insert Letter to Mr. Frank Burleson from Mrs. Lucy Gale Turnbull -February 7, 1930 Insert Letter to Mr. F. E. Burleson from the President of the Norfolk City Union of the King's Daughters - January 16, 1930 Insert Letter to Mr. F. E. Burleson, Director from Dwight Morgan, Vice President of the Lone Star Cement Company -February 5, 1930 Insert Collection - 1929 Insert Pledges to Community Fund - n.d.

54-56 Minutes of Meeting of Board of Trustees - March 6, 1930

57 Minutes of Called Meeting of Board of Trustees - March 21, 1930'

58 Minutes of Meeting of Campaign Committee - April 2, 1930. Insert Letter to the Chairman of the Board of Trustees from the Chairmen of the Camp and Finance Committees of the Girl Scouts - March 6, 1930. Insert Letter to the Board of Trustees - March 6, 1930. Insert Relationships between Community Funds and Councils of Social Agencies - n.d. Insert Letter to Mr. Frank E. Burleson from Margaret Rangeley, Local Director of the Girl Scouts - March 4, 1930. Insert Letter to Mr. Frank E. Burleson, Director from Carter Taylor, Director of the Harrisonburg Welfare Federation -March 4, 1930. InsertLetter to Mr. Frank E. Burleson, Director from Carter Taylor, Director of the Harrisonburg Welfare Federation -March 3, 1930. InsertLetter to Mr. F. E. Burleson, Director from L. T. Dobie - March 1, 1930. Insert Mr. F. E. Burleson, Director from Charles R. Grandy, President of the Anti-Tuberculosis League - January 7, 1930. Insert February Collections 1929 - Month Ending February 28 Attendance Record - First Quarter 1930

59-60 Minutes of Meeting of the Board of Trustees - May 29, 1930

61-62 Minutes of Meeting of Executive Committee - June 16, 1930

63 Minutes of the Meeting of the Executive Committee - July 7, 1930 Insert Distribution to Agencies - 1930. Insert Letter to the Chairman of the Budget Committee - July 1, 1930 Insert May Collections 1929 - Month Ending 31st

63-A Community Welfare Federation - n.d.

63-A Suggested Plan for Revision of Relationships Between the Council of Social Agencies and the Norfolk Community Fund - n.d. Insert Agencies Included in Present Council of Social Agencies - n.d. Insert Letter to Mr. F. E. Burluson, Director from Wm. B. Roper, President of the Norfolk United Charities - June 12, 1930. Insert United Charities Financial Statement - 1929 Insert What the Budget Cut Means to Families - n.d. Insert Letter to Mr. Frank E. Burluson, Director from Louis R. Lester, Scout Executive - June 10, 1930. Insert Bank Pledges - n.d. Insert Letter to Mr. F. E. Burluson, Director from R. D. Cooke -June 3, 1930. Insert Letter to Mr. F. E. Burluson from James Mann - June 3, 1930. Insert May Collections 1929 - Month ending 31st. Insert Letter to Mr. Ed T. Grace from J. D. Corbell, Deputy City Clerk - March 28, 1930. Insert Community Welfare Federation - n.d. Insert June Collections 1929 - Month ending June 30th. Insert Collections for August 1930 compared with 1929 Insert Collections 1929 - Month ending July 31, 1929. Insert Letter to Mr. F. E. Burluson from Margaret Rangeley, Local Director, Norfolk Girl Scouts - March 29, 1930. Insert Letter to Mr. F. E. Burluson, Director from Sadie Scott Kellam and Anna Saunders, Girl Scouts - June 16, 1930. Insert Letter to Mr. F. E. Burluson, Director from Anna Saunders, Treasurer, Girl Scouts - June 16, 1930

## **Pages 64-84**

**Unit ID** Item 6

**Unit ID** /repositories/5/archival\_objects/58914

**Unit Date** 1930-1931

**Realia** 1 (box)

### **Preferred Citation**

Pages 64-84, 1930-1931, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

64 Minutes of the Meeting of the Executive Committee - August 29, 1930

65 Minutes of Meeting of Executive Committee - September 19, 1930 Insert 1931 Campaign Plan. Insert Campaign Plan - n.d. Insert Campaign Expense Budget - 1929-1931 (Proposed)

66-67 Minutes of Meeting of Budget Committee - October 15, 1930

67 Analysis of Amount Available for 1931

66-A Suggested Combinations Amounts Approved by Budget Committee - October 15, 1930

68-69 Minutes of Meeting of Campaign Committee - September 24, 1930

70-72 Minutes of Meeting of Board of Trustees - September 25, 1930. Insert Letter to Mr. F. E. Burluson, Director from R. D. Cooke - June 13, 1930. Insert Suggested Plan for Reorganization of the Norfolk Community Fund - n.d. Insert Collections 1929 and 1930 - September 24, 1930. Insert Letter to Mr. F. E. Burluson from J. D. Moore - September 23, 1930. Insert Letter to Mr. F. E. Burluson, Director from H. G. Parkes, Assistant Director Public Welfare - September 18, 1930. Insert Letter to Mr. Frank E. Burluson, Director from A. P. Grice -July 9, 1930. Insert Norfolk Virginia Chapter, American Red Cross, Meeting of the Executive Board - June 25, 1930. Insert Letter to Board of Directors from Mr. C. R. Carver, President of Board of Directors - September 16, 1930. Insert Letter to Mr. F. E. Burluson, Director - June 16, 1930

73 Minutes of Meeting of Executive Committee - September 29, 1930

74-75 Minutes of Meeting of Board of Trustees - October 31, 1930. Insert 1931 Distribution approved by Board of Trustees - October 31, 1930. Insert Budget Committee Meeting - n.d. Insert Distribution to Agencies - October 31, 1930. Insert Letter to Mr. F. E. Burluson, Director from I. Walke Truxton, City Manager - October 17, 1930. Insert Letter to Mr. F. E. Burluson, Director from Emelie N. Plack, Vice-President of the Morris Plan Bank - October 9, 1930. Insert Letter to Mr. F. E. Burluson from Harriet M. Smith, Executive Secretary YWCA - October 30, 1930. Insert Distribution to Agencies - October 31, 1930

76 Minutes of Meeting of Executive Committee - November 19, 1930

77-78 Minutes of Meeting of Executive Committee - December 2, 1930

79-80 Minutes of Meeting of Board of Trustees - December 11, 1930. Insert Final Appropriations to Agencies for the Year 1931. Insert Letter to Mr. F. E. Burluson from Lucy Gale Turnbull, President YWCA - December 2, 1930. Insert Letter to Mr. Harry A. Brinkley from F. E. Burluson, Director - November 15, 1930. Insert Unemployment Relief Program - nd. Insert Letter to Mr. Frank E. Burluson, Director from Members of the Florence Crittenton Board - November 28, 1930. Insert Letter to Chairman Budget Committee from Commissioner, Norfolk Girl Scouts - November 12, 1930. Insert Letter to F. E. Burluson, Director from Harry A. Brinkley, Attorney for Southland Hotel - November 12,

1930. Insert Letter to Mr. W. Frank Robertson from J. D. Corbeli, City Clerk - December 1, 1930. Insert Comparative Report of Collections - 1930. Insert Norfolk Community Fund (Exclusive of City Appropriation) Year 1931

81-82 Minutes of Annual Meeting - January 29, 1931. Insert Report of Tellers Committee Representing Contributors. Insert Report of Tellers Committee for Institutional Members of Community Fund - n.d. Insert Record of Ballots Cast by Institutional Representatives - n.d. Insert Letter to Mr. L. H. Corley from J. D. Corbell, City Clerk - December 1, 1930 .Insert Annual Report of F. E. Burleson, Director to the Norfolk Community Fund - January 29, 1931

83-84 Minutes of Meeting of Board of Trustees - February 6, 1931. Insert Association of Community Chests and Councils - January 31, 1931 .Insert Resolution Adopted at Meeting of Board of Directors held January 23, 1931. Insert Report of Collections - Month Ending January 31, 1931 .Insert Letter to Mr. George H. Lewis, Chairman Board of Trustees from F. D. Wilson - February 5, 1931. Insert Letter to Mr. F. E. Burleson from Charles R. Grandy - February 2, 1931. Insert Memorandum concerning the Annual Meeting - n.d. Insert Member Agency Report on the Opinions and Proposals of the Director Expressed in the 1930 Annual Report. Insert Letter to Mrs. John T. Steele from Mr. F. E. Burleson, Director -February 18, 1931

## **Pages 85-106**

**Unit ID** Item 7

**Unit ID** /repositories/5/archival\_objects/58915

**Unit Date** 1931-1932

**Mixed Materials** 1 (box)

### **Preferred Citation**

Pages 85-106, 1931-1932, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

85-87 Minutes Meeting Board of Trustees - April 16, 1931. Insert Surplus or Deficit of Agencies - n.d. Insert Letter to Mr. Frank E. Burleson, Director from Margaret F. Stegall, President Florence Crittendon Home - March 16, 1931. Insert Letter to Mrs. Margaret F. Stegall President Florence Crittendon Home from F. E. Burleson, Director - February 18, 1931. Insert Resolution for Auto Tourist Camp - April 16, 1931. Insert Letter Mr. F. E. Burleson, Director from F. A. Sharwell, Business Secretary - March 18, 1931. Insert Letter to Mr. Frank W. Evans - March 16, 1931. Insert Letter to Member Agencies of the Community Fund from F. E. Burleson, Director - February 4, 1931. Insert Classification of Designators - n.d. Insert 1931 Fund Insert Letter to Mr. F. E. Burleson, Director from Charles R. Grandy, President of the Anti-Tuberculosis League -February 23, 1931. Insert Letter to Mr. Charles R. Grandy from F. E. Burleson, Director -February 24, 1931. Insert Letter concerning Agency Deficits from F. E. Burleson, Director -February 19, 1931. Insert Letter to All Pastors of Norfolk from F. E. Burleson, Director - February 19, 1931. Insert Collections (Exclusive of City Appropriations) - Year ending December 31, 1931. Insert Comparative Collection Report (Exclusive of City Appropriation) -March 31, 1931

88 Minutes of Meeting of Executive Committee - May 29, 1931

89 Minutes of Meeting of Executive Committee - May 29, 1931

90-91 Minutes of Meeting of Board of Trustees - September 28, 1931

91 Memo - n.d. Insert Resolution Presented by the Tidewater Ministerial Union - n.d.

92 Minutes of the Meeting of a Joint Committee Representing the Community Fund and the Norfolk Branch of the Tidewater Ministerial Union - October 2, 1931. Insert Minutes of the Meeting of a Joint Committee Representing the Community Fund and the Norfolk Branch of the Tidewater Ministerial Union - October 2, 1931. Insert Letter to Mr. Lewis from Sue R. Slaughter - October 4, 1931

94 Report and Recommendation of the Budget Committee - October 9, 1931. Insert 1932 Budget for Agencies - October 6, 1931

95-96 Minutes of Meeting of the Board of Trustees - October 9, 1931 .Insert Letter to Mr. Frank E. Burleson, Esquire from Charles L. Kaufman - October 6, 1931

96-A Joint Resolution by the Community Fund and the Norfolk Branch, Tidewater Ministerial Union - October 9, 1931. Insert 1932 Budget for Agencies - October 6, 1931. Insert The Union Mission, Inc. Budget for the Year 1932. Insert Letter to Mr. F. E. Burleson from J. A. Handy, et. al. - September 28, 1931. Insert Statement of the operations of the Colored Union Mission, December 15, 1930 to May 1, 1931 - May 1, 1931 .Insert Letter to Rev. Jas. A. Handy, Supt., The Union Mission, Inc. from F. E. Burleson, Director - October 28, 1931

97 Minutes of the Meeting of the Campaign Committee - October 19, 1931

98 Minutes of the Meeting of the Joint Committee Representing the Community Fund, the Churches, the Department of Public Welfare and the United Charities - October 23, 1931. Insert Letter to Mr. C. L. Kaufman from H. P. Myers - October 22, 1931. Insert Letter to Mr. H. Laurie Smith, Chairman Contract Committee, Virginia Tuberculosis Association from Chas. R. Grandy, President - October 30, 1931. Insert Memo of Vote of Trustees on Plan for Handling of Unemployment Relief Fund - November 3, 1931. Insert Letter to Board of Trustees from F. E. Burleson, Director -October 26, 1931. Insert 1931 Board of Trustees

99 Minutes of the Meeting of the Joint Committee Representing the Community Fund, the Churches, the Department of Public Welfare and the United Charities - October 23, 1931. Insert Letter to the Board of Trustees from F. E. Burleson - October 6, 1931

100 Minutes Meeting of the Executive Committee - October 29, 1931

101-102 Minutes Meeting Board of Trustees - December 30, 1931

103-104 Minutes Meeting Executive Committee - December 22, 1931. Insert Committee on Cooperation Insert Final Grants of Budgets - October 30, 1931 .Insert Commodity Pledges - n.d. Insert Letter to Mr. F. E. Burleson from Fred W. Seiler, Divisional Commander of the Salvation Army - December 17, 1931. Insert Letter to Lt.-Col. Fred W. Seiler, Divisional Commander, Salvation Army from F. E. Burleson, Director - December 29, 1931. Insert 1931 Designations to be Approved. Insert Letter to Mr. Wm. M. Rich, President, Metropolitan Bank, and Trust Co. from F. E. Burleson, Director - January 6, 1932. Insert Letter to Stockholder from Secretary-Treasurer - December 26, Insert Letter to Dr. C. R. Grandy, Anti-Tuberculosis League from F. E. Burleson, Director - December 16, 1931. Insert Letter to Miss Leslie Foster, Executive Secretary, Virginia Tuberculosis Association from F. E. Burleson, Director -December 16, 1931. Insert Letter to Mr. F. E. Burleson, Director from Leslie C. Foster, Executive' Secretary., Virginia Tuberculosis Association - December 15, 1931. Insert Distribution to Agencies - As of December 29, 1931. Insert Board Attendance Meetings 1931. Insert Letter to Norfolk Community Fund from Norfolk Council, B.S.A. -January 16, 1932

105-106 Minutes Annual Meeting Norfolk Community Fund - January 28, 1932. Insert Elected to Board of Trustees - January 26, 1932 Insert Elected to Contributing Members - January 28, 1932. Insert Elected to Institutional Members - January 28, 1932. Insert Letter to Mr. F. E. Burleson, Director from J. D. Corbell, City Clerk - December 29, 1931. Insert Elected to Committees - January 28, 1932. Insert 1932 Annual Report of the Director

## **Pages 107-119**

**Unit ID** Item 8

**Unit ID** /repositories/5/archival\_objects/58916

**Unit Date** 1932

**Mixed Materials** 1 (box)

### **Preferred Citation**

Pages 107-119, 1932, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

107-108 Minutes Meeting Executive Committee - January 20, 1932. Insert Letter to Mr. Burleson from Susan L. Bundy - January 15, 1932. Insert Letter to Mrs. Nathan Bundy, President Junior League from F. E. Burleson - January 22, 1932. Insert Letter Mr. Chas. L. Kaufman, President from J. D. Corbell, City Clerk - January 13, 1932. Insert Resolution - February 11, 1932

109 Minutes Meeting Executive Committee - January 28, 1932. Insert Letter to Miss Clara Marshall, Florence Crittenton Home from F. E. Burleson, Director - January 29, 1932

110-111 Minutes Meeting Board of Trustees - February 5, 1932. Insert Note to Mr. Frank Burleson from Mrs. J. W. Derrickson -October 27, 1931. Insert Letter to Mrs. Jas. W. Derrickson from F. E. Burleson - October 31, 1931. Insert Resolution - n.d. (2) Insert Letter to Mr. D. L. Kaufman, President from F. E. Burleson -February 1, 1932. Insert Letter to Mr. C. L. Kaufman, President from F. E. Burleson, Director - February 1, 1932. Insert Letter to Mr. F. E. Burleson, Director from F. W. Evans, Executive Secretary, YMCA - January 2, 1932. Insert Collection Report - Month ending January 31, 1932. Insert Report and Recommendations on Salvation Army Relationships by Committee on Cooperation - n.d. Insert Letter to Mr. C. L. Kaufman, President from F. E. Burleson, Director - February 2, 1932. Insert Proposed Study of Possible Alterations in Child Welfare Set--Up - n.d. Insert Letter to Norfolk Community Fund from the Seaboard Citizens National Bank - February 9, 1932. Insert Letter to Mr. F. E. Burleson, Director from J. D. Corbell, City Clerk - February 12, 1932. Insert An

Ordinance Relating to the Appropriations - February 9, 1932. Insert Letter to Mr. L. T. Dobie from F. E. Burleson - February 26, 1932. Insert Letter to Mr. Littleton S. Roberts from J. D. Corbell, City Clerk - February 19, 1932. Insert Distribution to Community Fund Agencies - May 31, 1932

112 Minutes Executive Committee - July 14, 1932

113-114 Minutes Meeting of Executive Committee - August 8, 1932

115-116 Minutes Joint Meeting Executive Committee and Presidents and Executives Member Agencies, Norfolk Community Fund, Inc. -August 12, 1932

117-119 Minutes Meeting Executive Committee - August 18, 1932. Insert Letter to the Board of Directors, Virginia Tuberculosis Association from F. E. Burleson - June 9, 1932. Insert Letter to Mr. F. E. Burleson, Director from Leslie C. Foster, Executive Secretary, Virginia Tuberculosis Association - May 20, 1932. Insert Letter to Mr. F. E. Burleson, Director from Leslie C. Foster, Executive Secretary, Virginia Tuberculosis Association - April 2, 1932. Insert Letter to Miss Leslie C. Foster, Executive Secretary, Virginia Tuberculosis Association from F. E. Burleson, Director - April 4, 1932. Insert Executive Committee Mail Vote on Special Appropriation of \$100.00 - n.d. Insert Letter to Mr. Frank E. Burleson from Bradley Buell, Association of Community Chests and Councils - July 7, 1932. Insert Letter to Mr. Frank E. Burleson from the Executive Director of the Association of Community Chests and Councils - June 17, 1932. Insert Summary Outline of Program for 1932, United Community Mobilization. Insert Letter to Mr. Arthur W. James, Commissioner of Public Welfare from I. Walke Truxton, City Manager - August 6, 1932. Insert Letter to Major I. Walke Truxton, City Manager from A. W. James, Commissioner of Public Welfare - August 4, 1932. Insert Letter to Mr. Meyer Koteen, President Memorial Hospital from F. E. Burleson, Director - July 15, 1932. Insert Resolution Recommending Certain Changes in Policies to Memorial Hospital from July 14, 1932. Insert Letter to W. Frank Robertson, President Union Mission from F. E. Burleson, Director - July 15, 1932. Insert Letter to Mr. F. E. Burleson from Captain Lloyd Lumden, Salvation Army - July 8, 1932. Insert Resolution - Consolidation of the Union Mission and the Salvation Army - n.d. Insert Letter to Mr. Burleson from Melissa Payne King - July 6. Insert Letter to Board of Trustees from F. E. Burleson, Director -June 24, 1932. Insert Letter to F. E. Burleson from Chairman, Executive Board, Church Relief Association - June 23, 1932. Insert Letter to Rev. Mr. E. Ruff in Jones, Chairman Church Relief Association from F. E. Burleson - June 8, 1932. Insert Memorandum of telephone conversation with Rev. E. Ruffin Jones - June 20, 1932. Insert Letter to Mr. F. E. Burleson, Executive Secretary from Allen T. Burns, Association of Community Chests and Councils - July 29, 1932. Insert Association of Community Chests and Councils Bulletin #70 -July 20, 1932. Insert Letter to Mr. R. D. Cooke, Chairman of Board of Directors from J. Frank Fooshe - July 22, 1932. Insert Letter to Mr. J. Frank Fooshe from R. D. Cooke, President Norfolk Community Fund - August 11, 1932. Insert Letter to Board Members (?) from F. E. Burleson, Director -August 11, 1932. Insert Letter to Mr. R. D. Cooke, President Norfolk Community Fund from Jno. Garland Pollard, Governor - September 9, 1932. Insert Letter to Mr. R. D. Cooke, President Norfolk Community Fund from Genie B. Lapsley, Assistant Secretary - August 29, 1932 . Insert Letter to R. D. Cooke, President Norfolk Community Fund from I. Walke Truxton, City Manager - August 31, 1932 . Insert Letter to Hon. Garland Pollard, Governor of Virginia from R. D. Cooke, President - August 26, 1932 . Insert Norfolk Community Fund Collections (Exclusive of City) - 1929 - 1932 . Insert Norfolk Community Fund, Distribution to Agencies - 1932 .Insert Norfolk Community Fund, Inc. Recapitulation n.d. Insert Norfolk Community Fund Inc., Distribution to Agencies - 1932 (2) . Insert Operating Account for Year 1932 .Insert Operating Account for Year 1932 (1931) . Insert Administration Expense - Year 1932 . Insert Statement of Expense - 1931 and 1932 . Insert Detail of Salaries - 1931 and 1932 . Insert Letter to Mr. Sylvan Altschul from F. E. Burleson, Director August 18, 1932 . Insert Resolution of Benjamin Altschul's Demise .Insert Resolution of Benjamin Altschul's Last Will and Testament -July 14, 1932 . Insert Letter to Mr. Paul S. Huber from F. E. Burleson, Director -August 18, 1932 . Insert No Suggestions on Questions Two and Three - n.d. Insert No Suggestions because Agency is not familiar with the work of all Agencies - n.d. Insert Community Fund Questionnaire - n.d. Insert Memorandum of Campaign Executive Committee - September 21, 1932

## **Pages 120-138**

**Unit ID** Item 9

**Unit ID** /repositories/5/archival\_objects/58917

**Unit Date** 1932-1933

**Mixed Materials** 1 (box)

## **Preferred Citation**

Pages 120-138, 1932-1933, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

## **Scope and Contents**

120-122 Minutes Meeting Board of Trustees - September 29, 1932

123 Minutes Meeting Budget Committee With Campaign Executive Committee - October 10, 1932 .  
Insert Letter to Norfolk Community Fund from Bureau of Catholic Charities - September 29, 1932 .  
Insert Constitution of Bureau of Catholic Charities, Norfolk Branch - n.d. .Insert Bureau of Catholic Charities, Norfolk Branch, Budget 1932-1933. Insert Letter to Mr. F. E. Burleson, Director from Wm. M. Rich, President of the Tidewater Colored Hospital Association, Inc. - September 23, 1932. Insert Letter to Mr. F. E. Burleson, Executive Secretary from Wm. M. Rich, President of the Tidewater Colored Hospital Association, Inc. - September 23, 1932 . Insert Letter to Wm. M. Rich, President, Norfolk Community Hospital from F. E. Burleson, Director - October 1, 1932 . Insert Letter to F. E. Burleson, Director from Chas R.S. Collins, President of Colored Union Mission - September 27, 1932 .  
Insert Official Directory of Colored Union Mission - n.d. . Insert Constitution of the Colored Union Mission - n.d. .Insert Letter to Mr. F. E. Burleson, Director from J. A. Handy, Superintendent of Colored Union Mission - August 25, 1932 . Insert Financial Statement of Colored Union Mission for July 1932 .  
Insert Financial Statement of Colored Union Mission for June 1932 . Insert Statement of Indebtedness of Colored Union Mission - August 1, 1932 . Insert Letter to Richard D. Cooke, Esquire from Howard G. Martin, Cashier, Merchant and Planters Bank - September 13, 1932 . Insert Resolution of the Campaign Goal - October 10, 1932

124-125 Minutes Meeting Board of Trustees - November 2, 1932 . Insert Letter to Norfolk Community Fund from Sylvan Altschul of Altschul's, Inc. - August 31, 1932 . Insert Letter to Mr. F. E. Burleson, Director from D. P. Decker, Director, Madison Ward Community Center - September 9, 1932 .Insert Report and Recommendations of 1932 Budget Committee . Insert Letter to Herbert G. Cochran, Chairman Budget Committee from D. G. Cooper - October 27, 1932

126-127 Minutes Meeting Executive Committee - December 2, 1932

128-129 Minutes Meeting Board of Trustees - December 12, 1932

130-131 Minutes Meeting Board of Trustees - December 29, 1932. Insert Letter to Miss Irene V. White from F. E. Burleson, Director -October 20, 1932 . Insert Letter to Mr. F. E. Burleson, Director from Miss Irene V. White, Executive Secretary, American Red Cross - November 26, 1932 . Insert Letter to Miss Irene V. White, Executive Secretary, American Red Cross from Sue R. Slaughter, Director, Norfolk United Charities, Inc. - October 31, 1932 . Insert Recommendations - Red Cross Executive Committee - n.d. . Insert Letter to Executive Committee from President of Norfolk Community Fund - November 29, 1932 . Insert Salaries - 1931 and 1932 .Insert Family Welfare Agency Expenses - n.d. . Insert Plans of an Emergency Relief Fund Campaign - December 1, 1932 . Insert Treasurer's Report - Year Ending December 31, 1932 . Insert Letter to Mr. R. H. Pride, Chairman, South Norfolk Community Fund from F. E. Burleson, Director - October 14, 1932 . Insert Resolution - n.d. . Insert Operating Budget Year 1933 - Income .Insert Distribution Basis - n.d. . Insert Distribution Figures 1933 - December 29, 1932 . Insert 1932 Trust Fund .Insert Letter to Mr. Howard G. Martin, Cashier, Merchants and Planters Bank from R. D. Cooke, President, Norfolk Community Fund - January 3, 1933

132-134 Minutes Meeting Board of Trustees - June 9, 1932

135 Minutes Meeting Executive Committee - July 14, 1932 . Insert Letter F. E. Burleson, Director from F. W. Evans, Executive Secretary, Navy Y.M.C.A. - June 14, 1932 . Insert Statement by Mr. David Pender, Chairman, Navy Y.M.C.A. -June 8, 1932 . Insert Distribution Figures 1933 - December 29, 1932 . Insert Continued Committee Members and Appointments - 1933 . Insert Recommendation from Nominating Committees in letter from F. E. Burleson, Director - December 29, 1933 (sic 1932) . Insert Minutes Nominating Committee for Institutional Members - Dec. 29, 1932 . Insert Minutes Nominating Committee for Contributors - December 29, 1932 . Insert Letter to Mr. Thomas E. Edwards from Jno. D. Corbell, City Clerk - December 31, 1932 . Insert Letter to Mrs. Lillie K. Slack from Jno. D. Corbell, City Clerk - December 30, 1932 . Insert Letter to Mr. V. S. Gornito from Jno. D. Corbell, City Clerk -December 31, 1932 . Insert Letter to Norfolk Community Fund from W. W. Old - January 5, 1933 . Insert Letter to Mr. F. E. Burleson from St. Vincent's Hospital -January 7, 1933 . Insert Letter to Mrs. W. W. Old, Treasurer, Norfolk Day Nursery from F. E. Burleson, Director - January 11, 1933 . Insert Letter to Sister Remi Hunt, St. Vincent's Dispensary from F. E. Burleson, Director - January 11, 1933

136-137 Minutes Annual Meeting - January 17, 1933

138 Minutes Meeting Executive Committee - January 17, 1933 .Insert Elected to Board of Trustees - January 17, 1933 . Insert Elected to Committees - January 17, 1933

**Pages 139-156****Unit ID** Item 10**Unit ID** /repositories/5/archival\_objects/58918**Unit Date** 1933**Mixed Materials** 1 (box)**Preferred Citation**

Pages 139-156, 1933, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scope and Contents**

139-140 Minutes Meeting Board of Trustees - January 24, 1933

141-142 Minutes Meeting Board of Trustees - December 29, 1932 . Insert Letter to Directors - January 23, 1933 . Insert Plan Social Service Planning Department - n.d. . Insert Proposed Change in By-Laws - n.d. Insert Distribution to Agencies as of December 31, 1932 - January 24, 1933 . Insert Letter to Mr. F. E. Burleson, Director from Marguerita Booke Williams - January 20, 1933

143 Minutes Meeting Executive Committee - February 21, 1933 . Insert Letter to Executive Committee from R. J. Throckmorton -February 21, 1933

144-145 Minutes Meeting Board of Trustees - March 21, 1933

146 Minutes Meeting of Presidents and Executives of Member Agency of the Community Fund - March 28, 1933

147 Minutes Meeting of President and Executives of Member Agency of the Community Fund - March 28, 1933

148 Minutes Meeting Executive Committee - March 30, 1933 . Insert Letter to F. E. Burleson, Director from Baptist General Association of Virginia - March 9, 1933 . Insert Letter to Board of Trustees from Citizens Committee - January 28, 1932 . Insert Letter to Mr. Arthur Guild, Richmond Community Fund from F. E. Burleson, Director - February 23, 1933 . Insert Letter to F. E. Burleson, Director from H. J. Early, Director of Community Chest of Birmingham - March 2, 1933 . Insert Letter to Mr. Arthur Guild, Richmond Community Fund from Burleson, Director - February 23, 1933 . Insert Letter to Mr. F. E. Burleson, Director from Frank Miller Executive Director, Atlanta Community Chest - February 25, 1933 . Insert Letter to Mr. P. B. Young from F. E. Burleson, Director - March 6, 1933 . Insert Letter to Mr. F. E. Burleson, Director from P. B. Young of Journal and Guide - March 7, 1933 . Insert Turney Home for Boys Current Income - 1932 and 1933 . Insert S.P.C.C. - Current Income - 1932 and 1933

149 Minutes Meeting Executive Committee - May 29, 1933

150-151 Minutes Meeting Executive Committee - June 20, 1933

152-154 Minutes Meeting Board of Trustees - July 7, 1933 . Insert Letter to Board of Directors from the President of the Norfolk Protestant Hospital - June 20, 1933 . Insert Letter to Mr. F. E. Burleson, Director from Walter B. Martin, M.D. - May 31, 1933 . Insert Letter to Dr. W. B. Martin from Sister Remi, Superintendent of the Hospital of St. Vincent DePaul - May 29, 1933 . Insert Letter to Mr. J. B. Day, Jr. from F. E. Burleson, Director -July 10, 1933 . Insert Endowment Bonds of the Community Fund - June 20, 1933 . Insert Letter to Mr. Meyer Koteen, President of Memorial Hospital from F. E. Burleson, Director - July 7, 1933 . Insert Letter to Dr. W. B. Martin, President from F. E. Burleson, Director - n.d. Insert Norfolk Goodwill Industries Plan - 1933 . Insert The Norfolk Protestant Hospital Into the Community Fund - n.d. Insert Norfolk Community Fund - May 23, 1933 . Insert Distribution as of June 29, 1933 (Exclusive of City) . Insert Letter to Mr. F. E. Burleson, Director from Allen T. Burns, Executive Director of Community Chests and Councils, Inc. -June 23, 1933 . Insert Letter to Norfolk Community Fund, Inc. from D. Pender - March 29, 1933 . Insert Letter to Dr. W. B. Martin, President from F. E. Burleson, Director - July 7, 1933 . Insert The Norfolk Protestant Hospital Into the Community Fund - n.d. Insert Norfolk Community Fund - May 23, 1933

155-156 Minutes of Non Quorum Meeting of the Board of Trustees - September 15, 1933 . Insert Letter to Mr. F. E. Burleson, Director from F. D. Wilson, President of Norfolk S.P.C.C. - August 3, 1933 . Insert Norfolk S.P.C.C. Estimated Budget - August 1 - December 31, 1933 . Insert Letter to F. D. Wilson, President S.P.C.C. .from F. E. Burleson, Director - September 12, 1933 . Insert Letter to Mr. Burleson, Director from Eliza G. Parks, Treasurer of Turney Home for Boys - September 17, 1933 . Insert Letter to Mrs. Geo. J. Parks, Treasurer of Turney Home for Boys from F. E. Burleson, Director - September 12, 1933 . Insert Letter to Mr. Meyer Koteen, President Memorial Hospital from F. E. Burleson - September 13, 1933 . Insert Letter to F. E. Burleson, Director from Meyer Koteen, President of Memorial Hospital - September 12, 1933

**Pages 157-171****Unit ID** Item 11**Unit ID** /repositories/5/archival\_objects/58922**Unit Date** 1933**Mixed Materials** 1 (box)**Preferred Citation**

Pages 157-171, 1933, Box 1, Volume 2, Norfolk Community Fund, 1929-1933, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scope and Contents**

157-158 Minutes Meeting Board of Trustees - September 22, 1933 . Insert Actions Requiring Voting of Members Not Attending the Meeting of the Board of Trustees of September 15, 1933 . Insert Letter to Col. James Mann from F. E. Burluson, Director -October 12, 1933 . Insert Letter to Mr. F. E. Burluson, Director from Clara E. Marshall, Superintendent of the Florence Crittenton Home - September 18, 1933 . Insert Campaign Proposals - n.d.

159-160 Minutes Meeting Campaign Steering Committee and Campaign Com-mittee - September 27, 1933

161-162 Minutes Meeting Campaign Committee - October 20, 1933 . Insert Joint Meeting of Campaign Steering and Campaign Committees -October, 1933 . Insert Letter to Mr. F. E. Burluson, Director from J. C. Nelms, President of the Salvation Army - October 26, 1933 .Insert Letter to Mr. F. E. Burluson from Edward R. Willcox, Attorney at Law - October 23, 1933 . Insert Letter to Mr. E. R. Willcox, President Norfolk Goodwill Industries from F. E. Burluson - October 24, 1933

163-165 Minutes Meeting Board of Trustees - October 27, 1933

166 Minutes Meeting of the Executive Committee - December 15, 1933

167-170 Minutes of Meeting of the Board of Trustees - December 15, 1933

171 Minutes of the Meeting of the Budget Committees - December 21, 1933 . Insert Proposed Amendments to By-Laws - n.d. Insert Date of Campaign - n.d. Insert Pender Building - n.d. . Insert Letter to Mr. F. E. Burluson, Director from Vandelia Thomas, President of Colored Union Mission - November 1, 1933 . Insert Agency Distribution - Ending December 14, 1933 . Insert Letter to Mr. F. E. Burluson, Director from Herbert J. Gerst, Chairman, Finance Committee of Children's Bureau of Norfolk -December 13, 1933 . Insert Collection Report - Period ending October 24, 1933 . Insert Agency Collection as of October 24, 1933 . Insert S.P.C.C. and Turney Home deficits - n.d. Insert City Disbursements - 1933 . Insert Letter to Rev. Jas. A. Handy, Colored Union Mission from F. E. Burluson, Director - October 26, 1933 . Insert Letter to Mr. F. E. Burluson from Allen T. Burns, Community Chests and Council, Inc. - September 29, 1933 . Insert Letter to Mr. R. D. Cooke from F. E. Burluson, Director -April 3, 1933 . Insert Suggestions on Possible Plans for Nominations and Elections - n.d. Insert Mr. Johnstone's Speech - n.d. Insert Distribution to Agencies - 1930 . Insert Expense Cooperative Campaign . Insert Norfolk Community Fund Subscription Blank for 1934-35

**Box 2****Unit ID** Box 2**Unit ID** /repositories/5/archival\_objects/58851**Mixed Materials** 2 (box)**Norfolk Community Fund****Unit ID** Volume 3**Unit ID** /repositories/5/archival\_objects/58852**Unit Date** 1934-1938**Mixed Materials** 2 (box)**Index****Unit ID** Item 1**Unit ID** /repositories/5/archival\_objects/58866**Unit Date** 1934-1938**Mixed Materials** 2 (box)

**Preferred Citation**

Index, 1934-1938, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scope and Contents**

Board Policies Re-Administration . . . . 135-141-145-179  
Budgeting Policies and Special Reports . . . 3A-20A-233  
By-Laws Changes . . . . . 16  
Campaign: Plans . . . . . 35-75-127  
Capital Funds Campaigns . . . . . 46-48-50-92-117-118-122-144-178  
Children's Bureau - S.P.C.C. Merger . . . . 26-215  
City Financing of Member Agencies . . . . 21-23-57-143-170-182-183/86-191-192-200-203-206-233  
Community Fund at the Crossroads . . . . 149-150-151  
Citizens Mass Meeting . . . . . 153 thru 165  
Hospital Support . . . . . 3A-208-209-222  
Hospital Association . . . . . 224-233  
Negro Participation . . . . . 96-100  
Planning-Council of Social Agencies . . . . 47-49-55-61-67A-176-233  
Review of Each Year - See Appended to Minutes Of Each Annual Meeting Under "Board of Directors."  
Seamen's Friend  
Society Disbands . . . . . 40  
Slum Clearance Project . . . . . 85  
Sewage Disposal Project . . . . . 140  
South Norfolk Community Fund Committee . . . . . 19-33-43-207-233  
Survey of Community Fund and Member Agencies . . 83-86-91-101-103-107-110-113-121-126-225  
Unemployment-Relief Programs . . . . . 3-46A-49-136-226

**Pages 1-27**

**Unit ID** Item 2

**Unit ID** /repositories/5/archival\_objects/58867

**Unit Date** 1934

**Mixed Materials** 2 (box)

**Preferred Citation**

Pages 1-27, 1934, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scope and Contents**

1 Minutes of Meeting of the Nominating Committee - January 10, 1934  
2 Minutes of Meeting of the Budget Committee - January 16, 1934  
3-5 Minutes of Meeting of Board of Trustees - January 16, 1934. Insert Dr. W. B. Martin, President from Thelma Olinsen - December 26, 1933  
3A Budget Committee Report - n.d. . Insert Budget Setting - n.d. . Insert Appropriation Schedule - n.d. . Insert Proposed City Allocations - n.d. . Insert Policy Procedure - n.d. . Insert Pressing Claims  
6-7 The 11th Annual Meeting of the Norfolk Community Fund - January 25, 1934  
8 Minutes of Meeting - Nominating Committee for Officers -January 29, 1934 . Insert Mr. F. E. Burleson, Director from Mrs. Alex. Siegel, Treasurer of Ladies Hebrew Charity Society - January 9, 1934 . Insert Letter to Dr. Martin from the Tellers Committee - January 25, 1934 . Insert Treasurers Report - For Year Ending December 31, 1933 . Insert Letter to Mr. W. Frank Robertson from Jno. D. Corbell, City Clerk - December 22, 1933 . Insert Letter to Mr. Thomas E. Edwards from Jno. D. Corbell, City Clerk - December 22, 1933 . Insert Board of Trustees - 1934  
9-10 Organization Meeting of Board of Trustees - January 31, 1934  
11-12 Minutes of Meeting of Campaign Steering Committee - February 20, 1934 . Insert To Directors, Norfolk Community Fund from the Nominating Committee - January 31, 1934 . Insert Committee

Members - n.d.

13-14 Minutes of Meeting of the Campaign Steering Committee - March 23, 1934

15-16 Minutes of Meeting of the Board of Trustees - March 27, 1934. Insert Resolution - Repeal of Article VII of the By-Laws - March 27, 1934

17 Minutes of Meeting of the Budget Committee - July 26, 1934

18-20 Minutes of Meeting of the Board of Trustees - August 1, 1934 . Insert Budget Committee Recommendations - July 25, 1934 . Insert Budget Committee Recommendations, Budget Setting - n.d. . Insert Letter to Mr. F. E. Burleson, Director from J. B. Dey, Jr., Senior Vice President of Norfolk Bank of Commerce - July 18, 1934 . Insert Request of Madison Ward Community Centers - November 2, 1934 . Insert Resolution - Distribution to Travelers Aid Society - n.d. . Insert Note from F. E. Burleson, Secretary

21 Minutes of Meeting of the Combinations Committee - September 26, 1934

22 Minutes of Meeting of the Executive Committee - September 27, 1934 . Insert Collections Situation - n.d.. Insert A Combined Public and Private Department, A Proposal - n.d.

23 Minutes of Meeting of the Committee on Combinations - October 12, 1934

24 Minutes of Meeting of the Board of Trustees - October 25, 1934 . Insert Letter to Dr. W. B. Martin from R. J. Throckmorton - August 10, 1934

25-27 Minutes of Meeting of the Board of Trustees - December 21, 1934

## **Pages 28-56**

**Unit ID** Item 3

**Unit ID** /repositories/5/archival\_objects/58868

**Unit Date** 1934-1935

**Mixed Materials** 2 (box)

### **Preferred Citation**

Pages 28-56, 1934-1935, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

28 Minutes of the Nominating Committee Meeting - January 23, 1934 . Insert Agency Distribution as of December 21, 1934 . Insert Letter to Board Members of Children's Bureau, S.P.C.C. from F. E. Burleson, Director - December 19, 1934 . Insert Suggested Combination of Children's Bureau and S.P.C.C. . Insert Letter to Dr. W. B. Martin, President from Thelma Ohmsen - December 4, 1934 . Insert Letter to Mr. Benjamin S. Joynes from Jno. D. Corbell, City Clerk - December 21, 1934 . Insert Letter to Mr. Fred C. Abbott from Jno. D. Corbell, City Clerk -December 21, 1934 . Insert Letter to the Honorable City Council of Norfolk - December 14, 1934 . Insert Letter to Mr. H. G. Parker from Jno. D. Corbell, City Clerk - December 14, 1934 . Insert Letter to Mr. W. E. Doherty from Jno. D. Corbell, City Clerk -December 14, 1934

29 Minutes of Nominating Committee - January 3, 1935

30-31 Twelfth Annual Meeting - January 18, 1935

31 Minutes of Meeting of the Campaign Steering Committee -January 22, 1935

32 Minutes of Meeting of the Nominating Committee for Officers - January 30, 1935 . Insert Treasurer's Report on 1934 Trust Fund - Year Ended December 31, 1934

33-34 Minutes of Meeting of the Board of Trustees - January 31, 1935. Insert Letter to Mr. F. E. Burleson, Director from C. E. Fontaine - January 15, 1935 . Insert Executive Committee - 1935

35-37 Minutes of Meeting of Campaign Committee - February 26, 1935

38-39 Minutes of Meeting of Committee on Combinations - February 28, 1935

40 Minutes of Meeting of Committee on Combinations - March 11, 1935

41 Minutes of Meeting of Steering Committee - March 11, 1935

42-43 Minutes of Meeting of Board of Trustees - March 15, 1935

44 Minutes of Meeting of Campaign Chairmen, Division Heads, etc. 1935-1936 Campaign - April 9, 1935 . Insert Suggestions made at meeting of group representing South Norfolk Community Fund - February 22, 1935 . Insert Agency Distribution - As of March 1, 1935

45-46 Minutes of Meeting of Board of Trustees - May 29, 1935 . Insert Report and Recommendations

of Budget Committee for 1935-36 . Insert Distribution Basis - n.d. . Insert Recommended Allocations . Insert Agency Distribution as of May 29, 1935 . Insert Comparative Statement 1934-35 and 1935-36 Campaign Expense

47-48 Minutes of Meeting of Social Planning Committee - June 4, 1935 . Insert Questions for Social Planning 49 Minutes of the Meeting of the Social Planning Committee -September 12, 1935 . Insert Recommendation of Subdivision on Family Welfare on Relationship Between Red Cross and Other Agencies on Used Clothing - n.d. . Insert Recommendation of Subdivision on Recreation and Character Building on a Recreational Program for Brambleton - n.d. . Insert Prenatal and Maternity Relationship as Between Norfolk Maternity Clinic and Participating Agencies - n.d.

50-51 Minutes of Meeting on Capital Accounts - July 10, 1935

52-54 Minutes of a Meeting of the Board of Trustees, September 30, 1935 Insert Agency Distribution as of August 31, 1935

55 Minutes of a Meeting of the Social Planning Committee -November 5, 1935

56 Minutes of a Meeting of the Budget Committee - November 5, 1935

## **Pages 57-81**

**Unit ID** Item 4

**Unit ID** /repositories/5/archival\_objects/58869

**Unit Date** 1935-1936

**Mixed Materials** 2 (box)

### **Preferred Citation**

Pages 57-81, 1935-1936, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

57-58 Minutes of a Joint Meeting of the Budget Committee and the Executive Committee - November 15, 1935

58 Note: The Committee from the Community Fund Attended the City Council Hearing on the Department of Public Welfare - November 18, 1935 . Insert Requests for Allocations to Agencies from City - 1936

59 Minutes of a Meeting of the Steering Committee - December 6, 1935

60-61 Minutes of a Meeting of the Social Planning Committee - December 10, 1935 . Insert Recommended Plan for an Improved Family Welfare Set-Up

62-64 Minutes of a Meeting of the Board of Trustees - December 19, 1935 . Insert Comparison Report - n.d. . Insert Agency Distribution as of November 30, 1935 . Insert Financial Statement - 1934-35 Fund

65 Minutes of the Meeting of the Nominating Committees - January 3, 1936

66-67 Minutes of the Meeting of the Board of Trustees - January 8, 1936 . Insert Recommended Plan for an Improved Family Welfare Set-Up -January 8, 1936 . Insert Call for Discussion by Agency Representatives - n.d. . Insert Changes in Plan Voted on in Meeting - n.d. . Insert Letter to Mr. F. E. Burleson, Director from Sue R. Slaughter, Director, Family Welfare Association, Inc. - December 27, 1935 . Insert Letter to the Trustees of the Norfolk Community Fund - January 8, 1936 . Insert Letter to Mrs. Barton Myers, Jr. that was read at the Trustee Meeting - January 8, 1936 . Insert Letter to Mrs. Barton Myers, Jr. - January 4, 1936 . Insert Letter to Mr. F. E. Burleson from Adelaide C. Barker, Assistant Area Administrator, Emergency Relief Administration - May 29, 1935 . Insert Note to Mr. Burleson - January 1, 1936 . Insert Letter to Mrs. Fergus Reid from W. B. Roper, President, Family Welfare Association, Inc. . Insert Letter to Mr. F. E. Burleson, Director from Frank W. Evans, Executive Secretary, Y.M.C.A. - December 18, 1935 . Insert Letter to the Trustees of the Norfolk Community Fund from David Pender, Chairman, Board of Management, Y.M.C.A. - December 18, 1935 . Insert Letter to Mr. F. E. Burleson, Director from W. Frank Robertson, President, Union Mission, Inc. - December 18, 1935 . Insert Union Mission Housing Situation - n.d. . Insert Proposed Budget of the Union Mission for 1936

68-69 Capital Account Policies

70 Minutes of Steering Committee Meeting - January 14, 1936

71-72 Minutes of Annual Meeting - January 14, 1936 . Insert Ballot for 13th Annual Meeting - January 14, 1936 . Insert Board Members - n.d. . Insert Treasurer's Report on 1935 Trust Fund - Year ended December 31, 1935 . Insert Letter to Mr. Edgar L. Pickler, President, Norfolk Central Labor Union from

Jno. D. Corbell, City Clerk - January 9, 1936 . Insert Letter to Mr. Oscar Smith, President, Smith-Douglass Company, Inc. from Jno. D. Corbell, City Clerk - January 9, 1936

73-74 Board of Trustees Organizing Meeting - January 23, 1936 . Insert Agency Distribution as of January 31, 1936 . Insert Collections Comparisons - n.d. . Insert Letter to Mr. Winder Harris, President, Norfolk Community Fund from Mrs. Kirkland Ruffin, Corresponding Secretary . Insert Letter to Mr. F. E. Burluson, Director from Sue R. Slaughter, Director of Family Welfare Association, Inc. - January 23, 1936 . Insert Letter to Mr. Frank E. Burluson, Director from Grace M. Twohy, Chairman of the Board - February 15, 1936

75-77 Minutes of the Meeting of the Campaign Committee - March 13, 1936

78 Minutes of a Meeting of a Special Committee on Kick-off Meeting March 19, 1936

79 Minutes of the Meeting of the Board of Trustees - March 19, 1936 . Insert Agency Distribution as of March 31, 1936 . Insert Collections Record - May 19, 1936 . Insert Letter to the Boards of Directors of Member Chests and Councils from Allen T. Burns, Executive Vice-President of Community Chests and Councils - March 14, 1936 . Insert Suggested National Policy for Relief - March 14, 1936 . Insert Letter to Mr. F. E. Burluson, Director from P. S. Huber, President, Norfolk Ledger-Dispatch - January 24, 1936 . Insert Letter to Mr. Winder R. Harris, President - March 17, 1936 . Insert Letter to Mr. Frank Burluson from Captain Harry Ward - April 10, 1936 . Insert Letter to Mr. J. C. Nelms from F. E. Burluson, Director -April 15, 1936

80-81 Minutes of a Meeting of the Board of Trustees - June 10, 1936 . Insert Agency Distribution as of May 31, 1936 . Insert Collections Record - n.d. . Insert Letter to Mr. F. E. Burluson, Director from O. F. Smith -January 28, 1936 . Insert Board of Trustees from M. T. Blassingham, Chairman - June 3, 1936 Insert Letter to Mr. F. E. Burluson, Director from Willaim McC. Paxton, President, Boy Scouts of America, Tidewater Council - June 6, 1936 . Insert Letter to Mr. F. E. Burluson, Director from Mrs. Robert Beaman, Chairman Finance Committee, Tidewater Area Council Girl Scouts -June 5, 1936 . Insert Letter to Mr. Frank Burluson from the President of the Salvation Army - April 29, 1936

## **Pages 82-116**

**Unit ID** Item 5

**Unit ID** /repositories/5/archival\_objects/58870

**Unit Date** 1936-1937

**Mixed Materials** 1 (box)

### **Preferred Citation**

Pages 82-116, 1936-1937, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

82 Minutes of a Meeting of the Campaign Steering Committee -September 14, 1936

83-84 Board Meeting - October 30, 1936 . Insert Collections Statement - n.d. . Insert Agency Distribution Statement as of October 30, 1936 . Insert Financial Statement - 1935-36 Trust Fund . Insert Letter to Mr. F. E. Burluson, Director from Margaret Duffy, Secretary, Social Service Exchange - October 12, 1936 . Insert Letter to Mr. F. E. Burluson from Bradley Buell, Field Director, Community Chests and Councils, Inc. - October 16, 1936 . Insert Letter to the Board of Trustees from Mrs. Robert P. Beaman -August 18, 1936 . Insert Committee on Year-Round Publicity - n.d. . Insert The Reverend John W. Rustin - n.d.

85 Minutes of the Meeting of the Family Welfare Executives on Slum Clearance Study - n.d.

86-88 Minutes of a Meeting of the Board of Trustees - December 10, 1936 . Insert Memorandum re: Alternative Survey Plans - n.d. . Insert Distribution Statement as of November 30, 1936 . Insert Collections Statement - n.d. . Insert Letter to Winder R. Harris from John W. Rustin - November 4, 1936

89 Meeting of Nominating Committee - December 18, 1936

90-91 Minutes of a Meeting of the Presidents and Executives of Agencies in the Dependency Field - December 16, 1936 . Insert Attendance Record - Presidents and Executives Meeting -December 16, 1936 . Insert Notes on Meeting of Presidents and Executives of Agencies in the Dependency Field - n.d.

92 Meeting of Steering Committee - December 30, 1936

93 Minutes of Nominating Committee Meeting - January 7, 1937 . Insert Attendance Record - n.d. . Insert Three-year Attendance Record - Terms Expiring - n.d.

94 Minutes of Campaign Steering Committee - January 8, 1937

95 Minutes of the Annual Meeting - January 20, 1937 . Insert Ballot of 14th Annual Meeting - January 20, 1937 . Insert Letter to Mr. W. Frank Robertson from Jno. D. Corbell, City Clerk - December 17, 1936 . Insert Letter to Mr. Benjamin S. Joynes from Jno. D. Corbell, City Clerk - December 17, 1936

96 Minutes of a Called Meeting on Annual Meeting Difficulty -January 26, 1937

97 Letter of Apology Sent to the Journal and Guide - n.d.

98 Actions of the Annual Meeting of the Community Fund - n.d.

99-101 Organizing Meeting of the Board of Trustees - January 27, 1937 . Insert Distribution Statement as of January 26, 1937 . Insert Collections Statement - n.d. . Insert Letter to Officers of Local Community Chests from Allen T. Burns, Executive Vice-President of Community Chests and Councils, Inc. - January 26, 1937 . Insert Suggested Outline for Norfolk Survey - n.d.

102 Minutes of a Meeting of the Campaign Committee - February 10, 1937 . Insert Increase Stimulus - n.d. . Insert Pledge Forms for the Community Fund - n.d. . Insert Letter to Mrs. Moss - n.d.

103 Minutes of a Meeting of the Board of Trustees - February 6, 1937 Insert Findings of Survey Submitted - n.d.

104-105 Minutes of a Meeting of the Campaign Committee - March 1, 1937. Insert Letter to Mr. Herbert J. Gerst, Campaign Chairman from Margaret Roper Moss, President of the Norfolk City Union of the King's Daughters, Inc. - February 23, 1937 . Insert Commodities - n.d. . Insert Formula for Campaign Goal - n.d.

106-108 Minutes of the Meeting of the Board of Trustees - March 12, 1937 . Insert Distribution Statement as of February 28, 1937 . Insert Collection Statement as of February 28, 1937 . Insert The Norfolk Survey, Financial Statement - n.d. . Insert Community Fund Financial Statement - as of March 12, 1937 . Insert Letter to Mr. Herbert Gerst, Chairman from Mrs. J. Brener, President Ladies Hebrew Charity Society - March 12, 1937 . Insert Letter to Mr. F. E. Burleson from Henalcus Lankford - February 26, 1937 . Insert Commodities - n.d. . Insert Campaign Goal - n.d. . Insert Suggested Policy of Survey Recommendations - n.d.

109 Minutes of a Meeting of the Nominating Committee - March 23, 1937

110-111 Minutes of a Meeting of the Board of Trustees - March 30, 1937 . Insert Recommended Procedure on Survey Recommendations - n.d. (2) . Insert Memorial to W. E. Doherty - March, 1937 . Insert Letter to Mr. J. L. Rawls, President, Norfolk Community Fund from Mrs. J. Brener, President of Ladies Hebrew Charity Society - March 16, 1937

112 Minutes of Steering Committee Meeting - May 6, 1937

113-116 Minutes of a Meeting of the Board of Trustees - June 15, 1937 . Insert Letter to Dr. J. L. Rawls, President from Margaret Roper Moss, President, Norfolk City Union of the King's Daughters - May 18, 1937 . Insert Agency Distribution Statement - as of June 30, 1937 . Insert Collections Report and Financial Statement - n.d. . Insert Letter to the Board of Trustees from Alexander Wright, Secretary, Board of Trustees, Lekies Home for Colored Aged, Inc. -June 14, 1937

## **Pages 117-139**

**Unit ID** Item 6

**Unit ID** /repositories/5/archival\_objects/58871

**Unit Date** 1937-1938

**Mixed Materials** 2 (box)

### **Preferred Citation**

Pages 117-139, 1937-1938, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

117 Minutes of a Preliminary Meeting of the Board of Trustees -July 22, 1937

118-119 Minutes of a Meeting of the Board of Trustees - July 28, 1937 . Insert Y.W.C.A. Priority Situation - n.d.

120-122 Minutes of a Meeting of the Board of Trustees - October 5, 1937 . Insert Distribution Statement - as of September 30, 1937 . Insert Collections Statement - as of September 30, 1937 . Insert Letter to Mr. J. Roland Miars from Jno. D. Corbell, City Clerk - September 29, 1937 . Insert Letter to Mr. O. C. Moore from Jno. D. Corbell, City Clerk - September 29, 1937 . Insert Proposed Amendment to By-Laws - n.d. . Insert Recommended Committee Assignments - n.d. . Insert Letter to

Mr. F. E. Burleson, Director from Mrs. Olive B. Martin, President, Y.W.C.A. - September 29, 1937

123 By-Laws of the Norfolk Community Fund - October 5, 1937

124 Minutes of the Meeting of the Campaign Steering Committee -December 6, 1937 . Insert Potential Sources of Increases and Campaign Policies - November 30, 1937

125-126 Minutes of a Meeting of the Board of Trustees - December 16, 1937 . Insert Letter to Mr. Oscar F. Smith from Jno. D. Corbell, City Clerk - October 16, 1937 . Insert Letter to Mr. H. D. Oliver from Jno. D. Corbell, City Clerk - October 16, 1937 . Insert Letter to Captain John I. Clark from Jno. D. Corbell, City Clerk - October 28, 1937

127-128 Minutes of a Meeting of the Campaign Committee - January 5, 1938

129 Minutes of a Meeting of the Campaign Committee - January 12, 1938

130 Minutes of a Meeting of the Nominating Committee - January 13, 1938 . Insert 1936-37 Trust Fund Financial Statement . Insert Collections Record - n.d. . Insert Ballot for the 15th Annual Meeting - January 27, 1938 . Insert Letter to Mr. H. G. Parker from Jno. D. Corbell, City Clerk - December 17, 1937 . Insert Letter to Mr. O. C. Moore from Jno. D. Corbell, City Clerk - December 17, 1937

132 Minutes of a Meeting of the Nominating Committee for Officers - February 2, 1938 . Insert Letter to All Members of the Executive Committee from F. E. Burleson, Director - February 5, 1938 (7)

133-134 Minutes of the Organizing Meeting of the Board of Trustees - February 3, 1938 . Insert Distribution Statement - as of January 31, 1938 . Insert Collections Statement - January 6, 1938 . Insert Committee Line Up - n.d. . Insert Executive Committee - n.d. . Insert Suggested Reorganization of Machinery for Nominations and Elections - n.d.

135-136 Minutes of a Meeting of the Board of Trustees - March 24, 1938 . Insert Salvation Army - n.d. . Insert Collections Statement - March 24, 1938 . Insert Distribution Statement - as of February 28, 1938 . Insert Plan Suggested by Colonel Mann - n.d. . Insert Recommended Plan for Reorganization of Elections - n.d. . Insert Suggested By-Law Amendments - n.d. . Insert Letter to Mr. H. G. Parker from the President and Director -March 25, 1938 . Insert Letter to Mrs. Matt W. Abbitt from F. E. Burleson, Director -March 28, 1938

137 Minutes of a Meeting of the Special Committee on Proposed By-Law Changes - March 31, 1938

138 Minutes of the Meeting of the Administrative Subcommittee -April 8, 1938 . Insert Distribution Statement as of March 28, 1938 . Insert Collections Statement - n.d.

139 Minutes of the Meeting of the Campaign Committee - April 19, 1938

## **Pages 140-174**

**Unit ID** Item 7

**Unit ID** /repositories/5/archival\_objects/58872

**Unit Date** 1938

**Mixed Materials** 2 (box)

### **Preferred Citation**

Pages 140-174, 1938, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

140-141 Minutes of a Meeting of the Board of Trustees - May 24, 1938 . Insert Collections Statement as of May 9, 1938 . Insert Distribution Statement as of May 9, 1938 . Insert Letter to the Board of Trustees from Frank W. Evans, Vice- President of the Southern Bank of Norfolk - April 16, 1938

142-143 Minutes of Board Meeting - June 22, 1938 . Insert Financial Situation of the Community Fund - n.d. . Insert Budget Committee Recommendations on Distribution - 1938-39 . Insert Corrected Budgetary Setting - 1937-38, 1938-39

144-146 Minutes of a Meeting of the Board of Trustees - September 30, 1938 . Insert Letter to Mr. Frank Burleson, Managing Director from the President of Norfolk General Hospital - June 24, 1938 . Insert Letter to Mr. F. E. Burleson, Director from A.P.S. Robinson, President of Norfolk Community Centers - September 29, 1938 . Insert Letter to Mr. Frank Burleson from John F. Small, Chairman of the Salvation Army - July 11, 1938 . Insert Distribution Statement 1937-38 Fund - for Year ended June 30, 1938 . Insert Collection and Disbursement Record - 1937-38 Fund . Insert Distribution Statement as of September 6, 1938 . Insert Collections Statement, First Quarter 1938-39 - September 30, 1938 . Insert Social Service Exchange - September 30, 1938 . Insert Letter to All Norfolk Organizations from John Twohy II, Chair-man, Norfolk Committee - September 29, 1938 . Insert Result of Mail Ballot - n.d.

147 Minutes of a Meeting of the Steering Committee - November 4, 1938

148 Minutes of a Meeting of Special Committee on Amendment to By-Laws and Charter Revision - November 15, 1938 . Insert Recommended Changes in By-Laws - n.d. . Insert Suggested Board Resolution on Nominations . Insert Report and Recommendations of Committee on Amendments to Charter and By-Laws

149 Meeting of Campaign Steering Committee - November 21, 1938

150 Minutes of a Meeting of the Board of Trustees - December 2, 1938

151-152 Meeting -- December 2, 1938 . Insert Memoranda on the Status of the Norfolk Community Fund - December 1, 1938

153-161 Notes on Mass Meeting - December 2Q, 1938 . Insert Letter to Dr. Rawls, Ladies and Gentlemen - n.d.

162-163 (News Article) Community Fund Affairs at Crisis; May be Disbanded - December 3, 1938

164-165 Statement of the Special Committee of the Board of Trustees of the Community Fund - n.d.

166 Minutes of Meeting of the Executive Committee - March 8, 1934

167 Minutes of Meeting of the Campaign Steering Committee - March 16, 1934 . Insert Letter to Mr. F. E. Burleson, Director from Mrs. Henry Van Os, Chairman Finance Committee, Norfolk Local Council Girl Scouts - January 23, 1934 . Insert Letter to Mr. F. E. Burleson, Director from Eloise L. Van Os, Chairman Finance Committee, Norfolk Local Council Girl Scouts - January 24, 1934 . Insert Letter to Mr. F. E. Burleson, Director from David Pender, Chairman, Board of Management, Y.M.C.A. - December 4, 1933 . Insert Letter to Mr. Frank Burleson, Director from D. Pender -February 27, 1934 . Insert Letter to Mr. F. E. Burleson, Director from W. Frank Robertson, President, Union Mission, Inc. - February 20, 1934

168 Minutes of Joint Meeting of the Executive Committee, Budget Committee and Campaign Steering Committee - June 1, 1934

169-170 Minutes of Meeting of the Board of Trustees - June 6, 1934

171-173 Minutes of Meeting of Presidents and Executives of Member Agencies -June 15, 1934 . Insert Letter to Mr. F. E. Burleson, Director from B. M. Trotter, Superintendent of S.P.C.C. - May 18, 1934 . Insert Income and Expense, Norfolk S.P.C.C., January to April, inclusive, 1934 . Insert Agency Distribution - Month ended May 31, 1934 . Insert Trust Fund Statement - Five months ended May 31, 1934 . Insert Memorandum - n.d. . Insert Memorandum - n.d. .Insert Budgets - June 29, 1934 . Insert Agency Distribution - Six months ended June 30, 1934 . Insert Collections and Distribution - Six months ended June 30, 1934 . Insert Advances and Bank Balances - Six months ended June 30, 1934 . Insert Memorandum - n.d. . Insert Letter to Mr. F. E. Burleson from James Mann - April 20, 1934

174 Minutes of Meeting of Executive Committee - February 26, 1935

## **Pages 175-207**

**Unit ID** Item 8

**Unit ID** /repositories/5/archival\_objects/58873

**Unit Date** 1938

**Mixed Materials** 2 (box)

### **Preferred Citation**

Pages 175-207, 1938, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

175 Minutes of Meeting of Executive Committee - June 21, 1935 . Insert Collections Situation - April-June, 1935

176 Minutes of a Meeting of the Executive Committee - March 23, 1937 . Insert Suggested Procedure on Survey Recommendations - n.d.

177 Minutes of a Meeting of the Administrative and Finance Committee - June 23, 1937 . Insert Minutes of a Meeting of the Administrative and Finance Committee - July 15, 1937 . Insert Proposed Set-up of Administrative and Finance Committee - n.d.

178 Minutes of a Joint Meeting of the Executive Committee and Administrative and Finance Committee - July 26, 1937 . Insert Letter to Dr. J. L. Rawls, President and Chairman, Executive Committee from W. T. Mason, Business Manager, Norfolk Community Hospital - July 26, 1937 . Insert Letter to Dr. Julian Rawls, President from Sister Stella Mullens, Hospital of St. Vincent DePaul - July

26, 1937

179 Minutes of a Joint Meeting of the Executive Committee and the Administrative and Finance Committee - September 17, 1937 . Insert Proposed Amendment - n.d.

180 Minutes of a Meeting of the Executive Committee - September 28, 1937 . Insert Proposed Amendment to By-Laws . Insert Letter to Mr. F. E. Burluson, Director from Wm. S. Royster - September 30, 1937

181 Minutes of a Meeting of the Executive Committee - September 28, 1937

182 Minutes of a Meeting of the Executive Committee - October 15, 1937

183 Minutes of the Meeting of the Executive Committee With the City Manager - October 21, 1937

184-186 Minutes of a Joint Meeting Between the Executive Committee and Presidents and Executives of City Supported Agencies -November 4, 1937 . Insert Attendance Record of Previously Mentioned Meeting - n.d.

187 Minutes of a Meeting of the Executive Committee With the Travelers Aid Society Representatives - November 4, 1937

188 Minutes of a Meeting of the Administrative Subcommittee of the Executive Committee - November 10, 1937 . Insert Current Collections 1937-38 - November 10, 1937 . Insert Group Solicitations Collections - n.d. . Insert Distribution Statement as of October 31, 1937 - November 10, 1937 . Insert Memorandum to Members of the Administrative and Finance Committee - November 10, 1937 . Insert Statement of City Subsidies - November 16, 1937 . Insert Questionnaire on Status of Agency Work - n.d.

189 Minutes of the Meeting of the Administrative Subcommittee -December 10, 1937 . Insert Distribution Statement as of November 30, 1937 . Insert Current Collection, 1937-38 - n.d. . Insert Prior Years - December 10, 1937

190 Summary of Minutes, Meeting of Executive Committee - October 15, 1937

191 Meeting of the Executive Committee with City Manager - October 21, 1937

192 Meeting of Executive Committee with Presidents and Executives of City Supported Agencies - November 4, 1937

193 Minutes of a Meeting of the Executive Committee With the Travelers Aid Society Representatives - November 4, 1937 . Insert Distribution Statement as of November 30, 1937 . Insert Current Collections 1937-38 . Insert Letter to Dr. Julian Rawls, President from Mrs. George R. Martin, President Y.W.C.A. - October 28, 1937

194-195 Minutes of a Meeting of the Administrative Subcommittee of the Executive Committee - January 6, 1938 . Insert Collections Report - First Six Months - January 6, 1938 . Insert Distribution Statement as of December 31, 1937 . Insert Minutes of a Meeting of the Administrative Subcommittee -January 14, 1938 . Insert Letter to Norfolk Community Fund from Mrs. Robert R. Beaman -January 10, 1938 . Insert Letter to Mr. F. E. Burluson, Director from Myrtle Perkins Traugott, Assistant Treasurer, Norfolk Day Nursery - January 13, 1938 . Insert Letter to All Members of the Executive Committee from F. E. Burluson, Director - January 20, 1938

196-197 Minutes of a Meeting of the Administrative Subcommittee -March 4, 1938 . Insert List Suggested for Citations - n.d. . Insert Collections Statement - March 1, 1938 . Insert Distribution Statement as of February 28, 1938

198 Minutes of a Meeting of the Administrative Subcommittee -May 10, 1938 . Insert Distribution Statement as of May 9, 1938 . Insert Collections Statement - May 9, 1938

199 Minutes of a Meeting of the Executive Committee - May 17, 1938

200-201 Notes on the Meeting of the Executive Committee with City Manager June 3, 1938

202 Minutes of a Meeting of the Administrative Subcommittee -June 9, 1938

203-204 Minutes of Executive Committee Meeting - June 29, 1938 . Insert Form Letter from F. E. Burluson, Director - June 30, 1938

205 Minutes of the Meeting of the Administrative Subcommittee -August 9, 1938

206 Memorandum Notes on Sequence of Events in Connection with City Reduction in Appropriation to Community Fund Agencies - July 12-August 8, 1938 . Insert Collection and Disbursement Record - July 12, 1938 . Insert Distribution Statement 1937-38 Fund For Year Ended June 30, 1938 . Insert Distribution Statement as of August 9, 1938 . Insert Collections Statement - August 9, 1938 . Insert Collections Record - August 9, 1938

207 Minutes of the Meeting of the Administrative Subcommittee -September 6, 1938 . Insert Distribution Statement as of September 6, 1938

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Pages 208-236, 1938, Box 2, Volume 3, Norfolk Community Fund, 1934-1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scope and Contents**

208 Memo of Informal Meeting on Hospital Support - September 27, 1938

209 Minutes of a Meeting of the Executive Committee - October 28, 1938 . Insert Report and Recommendation of Executive Committee on City Relationships - n.d. . Insert Letter to Mr. F. E. Burleson, Director from Taylor Willis -November 8, 1938 . Insert Letter to Mr. F. E. Burleson, Director from Colgate Darden, Jr. - November 25, 1938 . Insert Resolutions of Budget Committee Recommended to the Board of Trustees - n.d.

210 Minutes of a Meeting of the Administrative Subcommittee -November 4, 1938 . Insert Collections Statement as of October 31, 1938 - November 4, 1938

211 Minutes of the Administrative Subcommittee - December 12, 1938 Insert Collections Statement as of November 30, 1938 . Insert Distribution Statement as of November 30, 1938

212 Minutes of Joint Meeting of the Budget and Executive Committees June 29, 1934

213 Minutes of Joint Meeting of the Executive Committee and the Committee on Possible Combinations - July 31, 1934 . Insert Meeting of Board of Trustees, June 6, 1934 - July 5, 1934

214 Minutes of Meeting of the Executive Committee - November 7, 1934

215-216 Minutes of Meeting of the Committee on Combinations With Representatives of the Children's Bureau and S.P.C.C. - December 18, 1934 . Insert Minutes of Meeting of the Budget Committee - December 20, 1934 . Insert City Appropriations Recommended Allocations - n.d. . Insert Recommended Distribution of City Increase - n.d.

217 Minutes of Meeting of Budget Committee - April 23, 1935

218 Minutes of Meeting of Participation of Goodwill Industries in Red Cross Clothing Drive - April 29, 1935

219 Minutes of Meeting of Budget Committee - May 22, 1935 . Insert Petition of the Norfolk Principals . Insert Resolution Adopted by the Norfolk School Board - March 27, 1935

220 Minutes of a Meeting of the Budget Committee - October 14, 1935 . Insert 1935-36 Commodities

221-223 Minutes of a Meeting of the Budget Committee - May 26, 1936 . Insert Proposed Distribution - n.d. . Insert Request to City - June, 1936

224 Minutes to the Meeting of the Budget Committee - June 8, 1936 . Insert Mr. F. E. Burleson, Director from D. Pender, President, Norfolk General Hospital

225-226 Minutes of the Budget Committee Meeting - October 12, 1936 . Insert 1937 Request for City Supported Agencies - n.d.

227-229 Meeting of the Budget Committee - October 12, 1936 . Insert The Travelers Aid - n.d.

230-231 Minutes of the Budget Committee Meeting - May 10, 1937

232 Minutes of the Executive Session of the Budget Committee -June 2, 1937

233 Budget Committee Report and Recommendations - June 15, 1937

234 Minutes of the Budget Committee Meeting - June 15, 1938 . Insert Distribution Statement as of May 31, 1938 . Insert Collections Statement as of June 3, 1938 . Insert Buffer Fund - n.d. . Insert Budgetary Setting, 1937-38

235 Minutes of the Budget Committee Meeting - June 22, 1938 . Insert Budgetary Setting, 1937-38 . Insert Budget Committee Recommendation on Buffer Fund - n.d. . Insert Budget Committee Recommendations on Distribution, 1938-39 - n.d.

236 Minutes of a Meeting of the Budget Committee - November 17, 1938 . Insert Letter to Budget Committee from the Family Welfare Association - November 16, 1938 . Insert Letter to Mr. F. E. Burleson, Director from Mrs. Ruby C. Dogan, Vice Chairman of the Committee of Management, Phyllis Wheatley Branch Y.W.C.A. - June 21, 1938 . Insert Letter to Board of Norfolk Community Fund from

Mrs. W. A. Reeves, Deputy Commissioner, Girl Scouts, Inc. - June 22, 1938 . Insert Note Concerning Special Budget Commission - n.d.

**Box 3**

**Unit ID** Box 3

**Unit ID** /repositories/5/archival\_objects/58853

**Mixed Materials** 3 (box)

**Norfolk Community Fund, United War Fund**

**Unit ID** Volume 4

**Unit ID** /repositories/5/archival\_objects/58854

**Unit Date** 1939-1946

**Mixed Materials** 3 (box)

**Index**

**Unit ID** Item 1

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**Unit ID** Item 2

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**Preferred Citation**

Pages 1-33, 1939-1940, Box 3, Volume 4, Norfolk Community Fund, United War Fund, 1939-1946, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scope and Contents**

1-3 Minutes of a Meeting of the Board of Trustees - January 6, 1939

3-A Report of the Special Committee of the Board of Trustees of the Community Fund - January 6, 1939 .Insert Explanatory Memorandum on Supplementary Funds - n.d. . Insert Letter to Budget Committee from Family Welfare Association - November 16, 1938 . Insert Letter to Budget Committee from Rev. F. W. Williams, President of Colored United Charities, Inc. - November 22, 1938 . Insert Letter to Budget Committee from Rev. F. W. Williams, President of Colored United Charities - November 17, 1938 . Insert Letter to Mr. F. E. Burluson, Director from Chas. R. Borland, City Manager - October 5, 1938

4 Minutes of the Meeting of the Nominating Committee - January 13, 1939 . Insert Letter to Member Chests and Councils from George E. Vincent, Acting President, Community Chests and Councils - December 30, 1938 . Insert Order of Business, Subcommittee - January 6, 1939 . Insert Collections Statement as of December 31, 1938 . Insert Distribution Statement as of December 31, 1938 . Insert Letter to Mr. F. E. Burluson from F. W. Williams, President, Colored United Charities, Inc. - November 9, 1938 . Insert Three-Year Attendance Record to 1940

5 Minutes of the 16th Annual Meeting - January 31, 1939 . Insert Ballot - 1939 Annual Meeting - January 31, 1939 . Insert Financial Statement, 1937-38 Trust Fund . Insert Comparative Financial Position - n.d. . Insert Letter to Captain John I. Clark from Jno. D. Corbell, City Clerk - December 27, 1938 . Insert Letter to Mr. C. R. Bryant from Jno. D. Corbell, City Clerk - December 27, 1938

6 Minutes of the Meeting of the Nominating Committee for Officers February 6, 1939

7-9 Minutes of the Organizing Meeting of the Board of Trustees - February 10, 1939 . Insert

Distribution Statement as of January 31, 1939 . Insert Letter to Dr. Julian Rawls from B. Theodore Griffin, President, Norfolk Y.M.C.A. - February 8, 1939

10 Agreement with Y.M.C.A. - n.d. . Insert Letter to Mr. B. Theodore Griffin, President, Norfolk Y.M.C.A. from J. L. Rawls, President - February 10, 1939 . Insert Letter to Mr. F. E. Burleson, Director from Wm. B. Roper, President, Family Welfare Association - January 21, 1939 . Insert Letter to Mr. F. E. Burleson, Director from State Representative Colgate Darden - January 11, 1939 . Insert Letter to Board of Trustees from C. H. Hughes, President of South Norfolk Family Welfare Association

11 Minutes of the Board Meeting - March 10, 1939

12-13 Minutes of the Meeting of the Board of Trustees - March 22, 1939 Insert Board of Trustees Report - March 22, 1939

14-15 Notes on Board Meeting - March 22, 1939 . Insert Collections Statement as of February 28, 1939 . Insert Distribution Statement as of February 28, 1939

16 Minutes of the Meeting of the Board Of Trustees - May 3, 1939 . Insert Collections Statement as of April 30, 1939 . Insert Distribution Statement as of April 30, 1939 . Insert Letter to Mr. Frank Burleson from W. S. MacHoldt, Major of the Salvation Army - April 6, 1939

17 Minutes of the Meeting of the Committee on Contract with the American Cities Bureau - May 3, 1939

18-20 Minutes of the Meeting of the Board of Trustees - June 7, 1939 Insert Letter to Dr. Julian Rawls, President from B. T. Griffin, President, Central YMCA - May 18, 1939

21-22 Minutes of Meeting on Capital Accounts - n.d.

23 Minutes of the Meeting of the Campaign Planning Commission - September 26, 1939 . Insert Recommendations, 1-5 - n.d.

24-25 Minutes of the Meeting of the Board of Trustees - September 27, 1939 . Insert Letter to the Board of Trustees from a Special Appointed Committee - n.d. . Insert Comparison Between Norfolk and 18 Average Cities Raising Between \$250,000 and \$500,000 - n.d. . Insert Comparison Between Norfolk and 24 Cities Raising Between \$100,000 and \$199,000 - n.d. . Insert A Comparison Between Norfolk and 14 Other Cities on Executive Salaries - n.d. . Insert Letter to Mr. Ralph Blanchard, Community Chests and Councils from F. E. Burleson, Director - June 13, 1939 . Insert Letter to Mr. F. E. Burleson, Director from Madeline Berry, Statistician - June 15, 1939 . Insert Comparative Administrative Expense Statement for Norfolk for a 10 Year Period - n.d. . Insert Comparative Campaign Expense for Norfolk for an 8 Year Period - n.d. . Insert Illustrative Detailed Campaign Expense Budget - n.d. . Insert Letter to Mr. F. E. Burleson, Director from Dr. Walter B. Martin - June 13, 1939

26 Minutes of the Meeting of the Campaign Planning Commission - October 25, 1939

27-28 Minutes of the Meeting of the Board of Trustees - November 1, 1939 . Insert Letter to Mr. Frank Burleson from W. S. MacHoldt, Major, Salvation Army - October 28, 1939 . Insert Letter to Major W. S. MacHoldt, Salvation Army from W. Frank Robertson, President, Union Mission - October 26, 1939 . Insert Letter to Dr. J. L. Rawls, President from Mrs. W. G. Akers, Corresponding Secretary of Florence Crittenton Training School and Hospital - October 25, 1939

29 Memorandum on Meetings of Committee on Possible Change in Auditors - November 8, 1939

30-31 Minutes of the Meeting of the Board of Trustees - December 20, 1939 . Insert Letter to Mr. F. E. Burleson, Director from E. Ernest Renn - November 14, 1939

32-33 Minutes of the Meeting of the Nominating Committees - January 4, 1940

## **Pages 34-78**

**Unit ID** Item 3

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**Unit Date** 1940-1942

**Mixed Materials** 3 (box)

## **Preferred Citation**

Pages 34-78, 1940-1942, Box 3, Volume 4, Norfolk Community Fund, United War Fund, 1939-1946, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

## **Scope and Contents**

34 Minutes of the Meeting of the Campaign Planning Commission - January 17, 1940 . Insert Letter to the Board of Trustees from Mrs. Barton Myers, Jr. - January 20, 1940 . Insert Letter to Mr. David

Pender, Sr., Acting President from Herbert J. Gerst, President, Children's Bureau of Norfolk - January 18, 1940

35 Minutes of the 17th Annual Meeting - January 26, 1940 . Insert 1938-39 Trust Fund, Treasurer's Report . Insert Ballot - 1940 Annual Meeting - January 18, 1940 . Insert Letter to Mr. W. Frank Robertson from Jno. D. Corbell, City Clerk - December 18, 1939 . Insert Letter to Jr. J. Roland Miars from Jno. D. Corbell, City Clerk - December 18, 1939 . Insert Board Attendance Record - 1940 36-37 Minutes of the Organizing Meeting of the Board of Trustees - February 2, 1940

38-39 Minutes of the Meeting of the Board of Trustees - February 9, 1940 . Insert Executive Committee - Suggestions - n.d. . Insert Administrative Subcommittee - Suggested - n.d. . Insert Budget Committee - n.d. . Insert Committee on Cooperation - n.d. . Insert Distribution Statement as of January 31, 1940 . Insert Collections Statement as of January 31, 1940

40-41 Minutes of the Meeting of the Board of Trustees - March 25, 1940 . Insert Collections Statement as of February 29, 1940 . Insert Distribution Statement as of February 29, 1940 . Insert Letter to Mr. Frank Burlison, Director from Miss Ashley C. Carter, Treasurer Norfolk Day Nursery Board - March 21, 1940 . Insert Progress Report of the Social Planning Committee - n.d. . Insert Budget Committee Report - March 16, 1940 . Insert Agency Allocation Comparisons - n.d. . Insert Collections Statement as of March 31, 1940 . Insert Distribution Statement as of March 31, 1940

42-43 Minutes of the Meeting of the Board of Trustees - June 21, 1940 Insert Memorial to Otto Wells - April 13, 1940 . Insert Recommendations of the Budget Committee - May 14, 1940

44-45 Minutes of the Meeting of the Board of Trustees - November 1, 1940 . Insert Collections Statement as of June 30, 1940 . Insert Distribution Statement as of June 30, 1940 . Insert 1939-40 Trust Fund Financial Statement . Insert Collections Statement as of October 31, 1940 . Insert Distribution Statement as of October 31, 1940 . Insert Norfolk's Standing Compared with 171 Chests, 1925-40 - n.d. . Insert Letter to Mr. F. E. Burlison, Director from Alicia Wilkerson, President of Florence Crittenton Training School and Hospital - October 18, 1940 . Insert Letter to Mr. Frank E. Burlison from Elise L. Margolius, President, Norfolk Section, National Council of Jewish Women - August 13, 1940 . Insert Letter to Mr. F. E. Burlison, Director from Garland Evans Hopkins- October 22, 1940

46-47 Minutes of Meeting of Board of Trustees - November 29, 1940 . Insert Note to Mr. David Pender from the President of the Women's Auxiliary - November 28, 1940

48 Minutes of Meeting of Nominating Committees - December 27, 1940 . Insert Contributor - Board Members - n.d. . Insert Institutional - Board Members - n.d. . Insert Committee on Cooperation - n.d.

49 18th Annual Meeting - January 29, 1941 . Insert 1939-30 Trust Fund, Financial Statement . Insert Ballot - n.d. . Insert Letter to Mr. H. G. Parker, Director, Dept. of Public Welfare from Jno. D. Corbell, City Clerk - December 13, 1940 . Insert Letter to Mr. O. C. Moore from Jno. D. Corbell, City Clerk - December 13, 1940

50 Report of the Survey and Planning Committee - n.d.

51-52 Minutes of Organizing Meeting of Board of Trustees - February 5, 1941 . Insert Suggested Executive Committee 1941 . Insert Budget Committee 1941 . Insert Committee on Cooperation 1941 . Insert Collections Statement as of January 31, 1941 . Insert Distribution Statement as of January 31, 1941

53-54 Minutes of Meeting of Board of Trustees - March 14, 1941 . Insert Collections Statement as of February 28, 1941

55 Minutes of Meeting of Board of Trustees - March 18, 1941

56-57 Minutes of Meeting of Board of Trustees - June 4, 1941 . Insert Report of Budget Committee - May 19, 1941 . Insert 1941-1942 Budget Recommendations

58-60 Minutes of Meeting of Board of Trustees - August 5, 1941

61 Statement to the Board of Trustees by Hunter C. Phelan

62-64 Minutes of Meeting of Board of Trustees - December 17, 1941

65-66 Minutes of Annual Meeting - January 29, 1942

67-68 Organization Meeting of the Board of Trustees - January 29, 1942 . Insert Ballot 1942 Annual Meeting - January 29, 1942

69-70 Minutes of Meeting of Board of Directors - February 27, 1942

71-72 Minutes of Meeting of Board of Trustees - March 18, 1942 . Insert Recommendation of the Budget Committee - n.d.

73-74 Minutes of Meeting of Board of Trustees - May 13, 1942

75 Minutes of Meeting of Board of Trustees - May 29, 1942

76 Report of Budget Committee - May 29, 1942

77-78 Meeting of the Board of Trustees - June 24, 1942 . Insert Letter to Mr. Richard P. Miller from Hunter C. Phelan, President - June 24, 1942

## **Pages 79-120**

**Unit ID** Item 4

**Unit ID** /repositories/5/archival\_objects/58858

**Unit Date** 1942-1944

**Mixed Materials** 3 (box)

### **Preferred Citation**

Pages 79-120, 1942-1944, Box 3, Volume 4, Norfolk Community Fund, United War Fund, 1939-1946, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

79-80 Minutes of Board of Trustees - September 9, 1942

80-A-B Minutes of Board of Trustees - September 23, 1942 . Insert Letter to Mr. Richard P. Miller, Director from James A. Anderson, Secretary of Norfolk Council of Social Agencies - October 14, 1942

80-C-D Minutes of Board of Trustees - November 12, 1942 . Insert Report to the Board of Trustees from the Executive Committee of the Norfolk Council of Social Agencies on the Survey and Planning Report - October 9, 1942 . Insert Norfolk County Report - n.d. 81 Minutes of Annual Meeting - December 15, 1942 . Insert Report of Nominating Committee - n.d.

82-83 Organization Meeting of the Board of Trustees - December 15, 1942

84 Meeting of the Board of Trustees - December 22, 1942

85-86 Minutes of Board of Trustees Meeting - March 3, 1942

87 Resolution of Resignation of Mr. Miller - n.d. . Insert Resolution re: Banking Account - n.d.

88 Minutes of Meeting of Board of Trustees - March 30, 1943 . Insert Letter to Board of Trustees from James A. Anderson, Acting Director - March 31, 1943

89-90 Minutes of Meeting of Board of Trustees - May 4, 1943 . Insert United War Fund Collections Statement as of April 30, 1943 . Insert Distribution Statement as of April 30, 1943 . Insert NCF Estimated Financial Condition as of June 30, 1943 on May 1, 1943

91-94 Minutes of Meeting of Board of Trustees - May 19, 1943

95-96 Minutes of the Meeting of Board of Trustees - June 23, 1943 . Insert Letter to Mr. Thom W. Henderson, President from B. W. Harris - June 22, 1943 . Insert Note on Works of Rev. B. W. Harris - n.d. . Insert Final 1943-44 Budget Committee Recommendations - n.d. . Insert Letter to Mr. Thom W. Henderson, President from Hunter C. Phelan, President of Council of Social Agencies - June 18, 1943 . Insert Estimated Financial Condition as of June 30, 1943 on June 1, 1943 . Insert Letter to Mr. R. L. Sheetz from James Mann - July 14, 1943 . Insert Letter to Rev. B. W. Harris from R. L. Sheetz, Executive Director of Board of Trustees - July 15, 1943 . Insert Estimated Financial Condition as of June 30, 1943 on June 30, 1943

97-100 Minutes of the Meeting of the Board of Trustees - August 11, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on August 1, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on September 1, 1943 . Insert Report of Special Committee Appointed to Make Recommendations Concerning the Contingent Fund - n.d.

101-103 Minutes of the Meeting of the Board of Trustees - September 15, 1943 . Insert Report of Committee on Delinquent Accounts - September 15, 1943

104 Report of the Special Committee Authorized to Confer with the Norfolk County Community Fund Committee - n.d. . Insert Estimated Financial Condition as of June 30, 1944 on October 1, 1943

105-106 Minutes of the Meeting of the Board of Trustees - October 14, 1943 . Insert Letter to Mr. Thom W. Henderson, President from Dr. Henry G. Parker, Vice-President, Norfolk Council of Social Agencies - October 14, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on November 1, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on December 1, 1943

107-108 Minutes of the Meeting of the Board of Trustees - December 13, 1943 . Insert Minutes of the Meeting of the Budget Committee - October 27, 1943 (4 copies)

109-110 Annual Meeting - December 15, 1943 . Insert President's Annual Report to Members - n.d. .

Insert Annual Audit Report - n.d.

111-112 Meeting of the Board of Trustees - December 15, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on January 1, 1944 . Insert Estimated Financial Condition as of June 30, 1944 on April 1, 1944 . Insert Letter to Mr. R. L. Sheetz, Executive Director from James A. Anderson, Executive Secretary, Norfolk Council of Social Agencies - January 10, 1944

113-114 Minutes of the Meeting of Board of Trustees - April 7, 1944 . Insert Estimated Financial Condition on June 30, 1944 as of May 1, 1944

115-117 Meeting of the Board of Trustees - June 9, 1944 . Insert Budget Committee Recommendations - June 9, 1944 . Insert Letter to the President and Director - n.d. . Insert Comparison of Budgets of Traveler's Aid Society and U.S.O. Traveler's Aid Service Units - n.d. . Insert Letter to Mr. Thom Henderson from Hunter C. Phelan, President, Norfolk Council of Social Agencies - May 24, 1944 . Insert Resolution of Demise of William Stamps Royster - June 9, 1944 . Insert Note to Mr. Sheetz from Mrs. Wm. S. Royster - June 21, 1944 . Insert Estimated Financial Condition on June 30, 1944 as of June 1, 1944 . Insert Estimated Financial Condition on July 1, 1944 as of July 1, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of August 1, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of September 1, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of October 1, 1944

118-120 Minutes of the Board of Directors - November 2, 1944 . Insert Letter to Mr. Thom W. Henderson, President from James A. Anderson, Executive Secretary, Norfolk Council of Social Agencies - August 29, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of November 1, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of December 1, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of December 1, 1944 . Insert Income and Disbursements as of November 30, 1944

## **Pages 121-161**

**Unit ID** Item 5

**Unit ID** /repositories/5/archival\_objects/58859

**Unit Date** 1939-1946

**Mixed Materials** 3 (box)

### **Preferred Citation**

Pages 121-161, 1939-1946, Box 3, Volume 4, Norfolk Community Fund, United War Fund, 1939-1946, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

121-122 Annual Meeting - December 15, 1944 . Insert Letter to Mr. Thom H. Henderson, President from Hunter C. Phelan, President, Norfolk Council of Social Agencies - December 13, 1944 . Insert To the Annual Meeting from the Nominating Committee - December 15, 1944 . Insert President's Annual Report - December 15, 1944 . Insert Report on the Audit - n.d. 123-124 Minutes of the Board of Directors - December 15, 1944 . Insert Nominations - n.d. . Insert Estimated Financial Condition on June 30, 1945 as of January 1, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of February 1, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of March 1, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of April 1, 1945 125-126 Minutes of the Board of Directors - April 11, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of May 1, 1945 127-128 Minutes of the Board of Directors - June 6, 1945 . Insert Budget Committee Recommendations - June 6, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of June 1, 1945 . Insert Community Fund Deficits for Agency Operations for the Fiscal Year 1944-45 . Insert Norfolk United War Fund Total Income and Expenditures For Fiscal Year Ended June 30, 1945 129-131 Minutes of the Board of Directors - July 13, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of July 1, 1945 . Insert Income and Disbursements as of July 1, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of August 1, 1945 . Insert Income and Outgo for Year Ending June 30, 1946 as of August 1, 1945 . Insert Income and Disbursements as of August 31, 1945 . Insert Estimated Financial Condition on June 30, 1946 as of September 1, 1945 . Insert Income and Disbursements as of September 30, 1945 . Insert Estimated Financial Condition on June 30, 1946 as of October 1, 1945 . Insert Estimated Financial Condition on June 30, 1946 as of November 1, 1945 . Insert Income and Disbursements as of October 31, 1945 . Insert Card to Board of Directors from Nellie Mann - n.d. 132-133 Board of Directors Meeting - November 9, 1945 . Insert Present at Board of Directors Meeting - November 9, 1945 134 To President and Directors from Hunter C. Phelan, President, Council of Social Agencies - November 9, 1945 135 Statement of Principles and Method of Operation of Budgetary Regulation - November 9, 1945 . Insert Income and Disbursements as of December 31, 1945 . Insert Estimated Financial Condition on June 30, 1946 on January 1, 1946 EXECUTIVE COMMITTEE 136 Minutes of a Meeting of the Administrative Subcommittee - March 3,

1939 . Insert Collections Statement - n.d. . Insert Distribution Statement as of February 28, 1939  
137-138 Minutes of the Meeting of the Administrative Subcommittee - June 6, 1939 . Insert Letter to  
Mr. F. E. Burleson, Director from D. P. Decker, Director, James Madison School - June 5, 1939 . Insert  
1939-40 Operating Budget . Insert Collections Statement and Estimate as of May 31, 1939 . Insert  
Distribution Statement as of May 31, 1939 139 Minutes of the Meeting of the Administrative  
Subcommittee - September 11, 1939 . Insert 1938-39 Trust Fund Financial Statement . Insert 1938-  
39 Operating Fund Financial Statement . Insert 1939-40 Campaign Expense . Insert Collections  
Statement as of August 31, 1939 . Insert Distribution Statement as of August 31, 1939 140 Minutes  
of the Meeting of the Administrative Subcommittee - October 10, 1939 . Insert Collections Statement  
as of September 30, 1939 . Insert Distribution Statement as of September 30, 1939 141 Minutes of  
the Meeting of the Administrative Subcommittee - November 8, 1939 142 Minutes of the Meeting of  
the Administrative Subcommittee - December 8, 1939 . Insert Collections Statement as of October  
31, 1939 . Insert Distribution Statement as of October 31, 1939 . Insert Collections Statement as of  
November 30, 1939 . Insert Distribution Statement as of November 30, 1939 143 Minutes of the  
Meeting of the Administrative Subcommittee - January 5, 1940 . Insert Collections Statement as of  
December 31, 1939 . Insert Distribution Statement as of December 31, 1939 144-145 Minutes-  
Administrative Subcommittee - January 19, 1940 . Insert Report Made to Administrative  
Subcommittee by the Special Committee of the Norfolk Day Nursery - January 19, 1940 146 Minutes  
of the Meeting of the Administrative Subcommittee - February 2, 1940 . Insert Regarding Day  
Nursery Investigation and Case Work Service -February 2, 1940 147-148 Minutes of the Meeting of  
the Administrative Subcommittee -February 15, 1940 149 Minutes of the Meeting of the  
Administrative Subcommittee -March 13, 1940 . Insert Letter to Mr. Robert P. Beaman from F. E.  
Burleson, Director -April 5, 1940 150 Minutes of the Meeting of the Administrative Subcommittee -  
May 10, 1940 . Insert Collections Statement as of April 30, 1940 . Insert Distribution Statement as of  
April 30, 1940 151 Minutes of the Meeting of the Administrative Subcommittee -June 14, 1940 .  
Insert Collections Statement as of May 31, 1940 . Insert Distribution Statement as of May 31, 1940  
152 Minutes Meeting Administrative Subcommittee - July 8, 1940 . Insert Collections Statement as of  
June 30, 1940 . Insert Distribution Statement as of June 30, 1940 . Insert 1939-40 Trust Fund  
Financial Statement . Insert 1939-40 Operating Fund Financial Statement . Insert 1940-41 Campaign  
Expenses Financial Statement . Insert Operating Budget - n.d. 153 Minutes of the Meeting of the  
Administrative Subcommittee - September 9, 1940 . Insert Collections Statement as of August 31,  
1940 . Insert Distribution Statement as of August 31, 1940 154 Minutes of the Meeting of the  
Administrative Subcommittee -October 7, 1940 . Insert Collections Statement as of September 30,  
1940 . Insert Distribution Statement as of September 30, 1940 155 Minutes of the Meeting of the  
Administrative Subcommittee - November 1, 1940 156 Minutes of Meeting of Administrative  
Subcommittee - November 8, 1940 157-158 Minutes of Meeting of Executive Committee - December  
20, 1940 . Insert Collections Statement as of November 30, 1940 . Insert Distribution Statement as of  
November 30, 1940 . Insert Letter to Mr. F. E. Burleson, Director from Alicia Wilkinson, President of  
the Florence Crittenton Training School and Hospital - December 18, 1940 . Insert Letter to Mr. David  
Pender, Sr., Acting President from F. E. Burleson, Director - December 20, 1940 159 Minutes of  
Meeting of Administrative Subcommittee - January 10, 1941 160 Minutes of Meeting of  
Administrative Subcommittee - February 5, 1941 . Insert Collections Statement as of January 31,  
1941 . Insert Distribution Statement as of January 31, 1941 161 Minutes of Meeting of Executive  
Committee and Administrative Subcommittee - March 5, 1941

## **Pages 162-230**

**Unit ID** Item 6

**Unit ID** /repositories/5/archival\_objects/58861

**Unit Date** 1939-1945

**Mixed Materials** 3 (box)

### **Preferred Citation**

Pages 162-230, 1939-1945, Box 3, Volume 4, Norfolk Community Fund, United War Fund, 1939-1946, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

162 Minutes of Meeting of Administrative Subcommittee - April 8, 1941 . Insert Letter to Members of  
Administrative Subcommittee from Beatrice George, Bookkeeper - May 13, 1941 . Insert Collections  
Statement as of April 30, 1941 . Insert Distribution Statement as of April 30, 1941 . Insert Letter to  
Miss Beatrice George, Bookkeeper from James Mann, Jr. - May 14, 1941 . Insert Collections Statement  
as of March 31, 1941 . Insert Distribution Statement as of March 31, 1941

163 Minutes Meeting Administrative Subcommittee - June 4, 1941

164-166 Minutes of Meeting of Executive Committee - July 10, 1941

167-168 Minutes of Meeting of Executive Committee - November 19, 1941 . Insert Memorandum to Executive Committee from Hunter C. Phelan -November 27, 1941

169-170 Minutes of Meeting of Executive Committee - January 22, 1942 . Insert Memorandum on USO Campaign Plans for 1942 - n.d. . Insert Proposed Plan for Acting Upon the Report of the Survey and Planning Committee - n.d. . Insert Memorandum on the Council of Social Agencies - n.d. . Insert Social Service Exchange - n.d.

171-172 Minutes of Meeting of Executive Committee - November 27, 1942

173 Minutes of the Executive Committee - December 14, 1942

174-175 Minutes of Executive Committee Meeting - February 25, 1943 . Insert Letter to Thom W. Henderson, President, from Richard P. Miller - February 22, 1943

176 Minutes of the Executive Committee - March 16, 1943 . Insert Letter to Mr. R. L. Sheetz, Executive Secretary Community Chest from T. W. Henderson, President - March 9, 1943

177 Minutes of the Executive Committee Meeting - April 14, 1943

178-179 Minutes of the Executive Committee Meeting - May 7, 1943

180-181 Minutes of the Executive Committee Meeting - June 28, 1943

182-184 Minutes of the Executive Committee Meeting - September 29, 1943

185-186 Minutes of the Executive Committee Meeting - November 23, 1943

187 Executive Committee Meeting - January 10, 1944 . Insert Letter Mr. W. L. Murphy, Secretary, Norfolk County Council of Social Agencies from R. L. Sheetz, Executive Director -January 10, 1944 . Insert Letter to Mr. D. M. Thornton from W. L. Murphy, Secretary -December 10, 1943

188-189 Minutes of the Executive Committee Meeting - March 15, 1944 . Insert Letter to C. H. Hughes, President, South Norfolk Family Wel-fare Agency - February 24, 1944 . Insert Letter to Thom W. Henderson, President from C. H. Hughes, President, South Norfolk Family Welfare Agency - March 22, 1944

190-191 Minutes of the Executive Committee - September 6, 1944 . Insert Letter to Recreation Commission from W. C. Batchelor, Columbus, Ohio - August 26, 1944 . Insert Letter to Mr. Thom W. Henderson from James A. Anderson, Executive Secretary - July 14, 1944

192-193 Minutes of the Meeting of Executive Committee - September 28, 1944 . Insert Memorandum Concerning Combining Case Work Agencies in Norfolk -July 26, 1944

194-196 Minutes of the Meeting of Executive Committee - March 15, 1945

197-198 Minutes of the Executive Committee - August 9, 1945 . Insert Letter to the Norfolk Community Fund from Mrs. Joseph D. Deal, President - July 18, 1945

199 Minutes of a Special Conference of the Executive Committee - November 27, 1945 . Insert Statement of Principles and Method of Operation of Budgetary Regulation - n.d.

#### BUDGET COMMITTEE

200 Minutes of a Meeting of the Budget Committee - February 21, 1939

201 Budget Committee Meeting - May 18, 1939 . Insert Letter to Mr. Frank Sager from Elise L. Margolius, President, Norfolk Virginia Section, National Council of Jewish Women -May 8, 1939 . Insert Council Monetary Needs - n.d. . Insert Letter to Mr. Frank Sager, Chairman, Budget Committee from F. E. Burleson, Director - May 9, 1939 . Insert Note to the Norfolk Hospital Association from Agnes W. Jackson, Corresponding Secretary, Women's Auxiliary

202 Minutes of the Meeting of the Budget Committee - May 14, 1940 Insert Letter to the Budget Committee from Dr. C. C. Smith, Jr., President of the Norfolk Hospital Association, Inc. - April 25, 1940 . Insert Summary of Agency Requests - n.d. . Insert Total of Pledged Amounts Collected During 14 Periods - n.d.

203-204 Minutes of Meeting of Budget Committee - June 16, 1942

205-206 Minutes of Meeting of Budget Committee - August 12, 1942

207 Minutes of Meeting of Budget Committee - September 16, 1942

208-209 Minutes of Meeting of Budget Committee - October 7, 1942 . Insert Memoranda to Budget Committee - n.d.

210 Minutes of Meeting of Budget Committee - October 14, 1942

211 Minutes of Meeting of Budget Committee - November 18, 1942

212 Minutes of Meeting of Budget Committee - December 9, 1942

213 Minutes of Meeting of Budget Committee - December 19, 1942 . Insert Report of the Budget Committee on Goodwill Industries - n.d.

214 Minutes of the Budget Committee - March 19, 1943

215 Minutes of the Budget Committee - April 20, 1943

216-222 Minutes of the Budget Committee - May 11 and 13, 1943 . Insert Final 1943-44 Budget Committee Recommendations

223-226 Minutes of the Meeting of the Budget Committee - July 28, 1943 Insert Statement of Assets and Liabilities of the Norfolk Hospital Association as of June 30, 1943 . Insert Actual Allotments Recommended as of July 28, 1943 by Budget Committee

227-229 Minutes of the Meeting of the Budget Committee - October 27, 1943

230 Minutes of the Meeting of the Budget Committee - December 8, 1943 . Insert Requests and Allocations for 1943-44

### **Pages 231-283**

**Unit ID** Item 7

**Unit ID** /repositories/5/archival\_objects/58862

**Unit Date** 1941-1945

**Mixed Materials** 3 (box)

### **Preferred Citation**

Pages 231-283, 1941-1945, Box 3, Volume 4, Norfolk Community Fund, United War Fund, 1939-1946, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

231-232 Minutes Budget Committee - March 23, 1944 . Insert Letter to the Budget Committee from Rev. Paul V. Heller, Director of Catholic Charities - February 11, 1944 . Insert Letter to Rev. Paul V. Heller, Director, Bureau of Catholic Charities from Miss Jessie Hauser, Superintendent of Division of Children's Institutions and Agencies - February 8, 1944

233-234 Minutes Budget Committee - April 3, 1944

235-240 Meeting of the Budget Committee - May 25, 26, 1944 . Insert Note to Presidents and Directors - n.d. . Insert Traveler's Aid Society and U.S.O. Travelers Aid Service Units Comparison - n.d.

241-242 Minutes of the Joint Meeting of the Budget Committee and the Portsmouth Community Chest - June 20, 1944

243-244 Budget Committee Meeting - June 30, 1944 . Insert Note to Norfolk United War Fund from Dr. Claiborne Wilcox -July 7, 1944

245 Joint Meeting of Budget Committee and Norfolk United War Fund Admissions and Budget Committee - July 13, 1944

246-247 Budget Committee Meeting - October 28, 1944 . Insert Letter to Mr. Thom W. Henderson from James A. Anderson -October 24, 1944

248 Meeting of the Budget Committee - December 6, 1944 . Insert Preliminary Requests - 1945-46 . Insert Letter to Mr. R. L. Sheetz, Executive Secretary from Marion O. Perkins, General Secretary, Y.W.C.A. - December 18, 1944

249-250 Meeting of the Budget Committee - April 27, 1945

251 Meeting of the Budget Committee - May 14, 1945

252-256 Meeting of the Budget Committee - May 25, 1945

257-258 Joint Meeting of Budget Committees of Portsmouth Community Chest and Norfolk Community Fund - July 3, 1945

259-261 Budget Committee Meeting - July 25, 1945 . Insert Letter to Mr. Robert C. deRosset, Chairman Budget Committee from Finance Committee of the Anti-Tuberculosis League of Norfolk - July 20, 1945

262-263 Budget Committee Meeting - August 8, 1945

264-265 Budget Committee Meeting - September 11, 1945

266-267 Budget Committee Meeting - November 7, 1945

268-269 Budget Committee Meeting - December 21, 1945 . Insert Bureau of Catholic Charities - n.d. . Insert Fund Allocations - n.d. . Insert Bureau of Catholic Charities - n.d. . Insert Allocations and Requests for Bureau of Catholic Charities - n.d.

#### NORFOLK UNITED WAR FUND

270-271 Minutes of Meeting - December 29, 1941

272-275 Minutes of Citizens Meeting - August 26, 1942

276-277 Resolution on Forming a United War Fund - n.d.

278-280 Minutes of Meeting of Board of Directors - September 2, 1942

281-282 Minutes of Executive Committee Meeting - September 9, 1942

283 Minutes of Meeting Special Committee on Agency Participation -September 14, 1942

### **Pages 284-330**

**Unit ID** Item 8

**Unit ID** /repositories/5/archival\_objects/58863

**Unit Date** 1942-1945

**Mixed Materials** 3 (box)

#### **Preferred Citation**

Pages 284-330, 1942-1945, Box 3, Volume 4, Norfolk Community Fund, United War Fund, 1939-1946, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

#### **Scope and Contents**

284 Minutes of Meeting Publicity Committee - September 15, 1942

285-286 Minutes of Joint Meeting of Executive and Admissions Committee -September 30, 1942

287-288 Minutes of Joint Meeting of Executive Committee - October 21, 1942 . Insert Letter to Richard D. Cooke, Esq., Chairman, United War Fund, from Mrs. R. Cornelius Taylor, President of Norfolk City Union -October 20, 1942 . Insert Press Release in Participation of Kings Daughters in United War Fund Campaign - October 21, 1942 . Insert Letter to Mr. Cooke from Norman H. Davis, Chairman, Red Cross War Fund - October 8, 1942 . Insert Press Release as to Red Cross and War Fund Campaigns - October 21, 1942

289-290 Minutes of Executive Committee Meeting - November 18, 1942

291 Minutes of Executive Committee Meeting - January 4, 1943

292-293 Minutes of Meeting of Board of Directors - January 11, 1943

294-296 By-Laws of the Norfolk United War Fund, Inc. - January 11, 1943

297 Minutes of Executive Committee Meeting - March 3, 1943 . Insert Resolution of Directors re: Banking Account, Loans, Etc. -March 3, 1943 . Insert Preliminary Report, Distribution to Agencies - 1943 United War Fund

298-299 Minutes of Meeting of Admissions Committee - April 15, 1943

300-301 Minutes of United War Fund Meeting of Board of Directors -April 27, 1943

302-304 Minutes of the United War Fund Executive Committee Meeting -May 20, 1943 . Insert Resolution - n.d.

305-306 Minutes of the Meeting of the Admissions and Budget Committee -June 30, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on July 1, 1943 Insert Estimated Financial Condition as of June 30, 1944 on August 1, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on September 1, 1943

307-308 Executive Committee - September 6, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on October 1, 1943

309 Minutes of the Meeting of the Admissions and Budget Committee -November 29, 1943 . Insert Norfolk Citizens Committee . Insert Report of Norfolk United War Fund Committee on Budget and Admissions - November 29, 1943 . Insert Letter to Mr. W. Peyton May, Chairman, Admissions and Budget Committee from Edwin E. Bibb, President, Norfolk Citizens Committee - December 9, 1943 . Insert Estimated Financial Condition as of June 1, 1944 on November 1, 1943 . Insert Estimated Financial Condition as of June 1, 1944 on December 1, 1943

310-311 Minutes of the Admissions and Budget Committee - December 20, 1943

312 Minutes Meeting of the Executive Committee - December 17, 1943

313-314 Minutes of the Executive Committee - January 10, 1944 . Insert Letter to Mr. R. L. Sheetz, Executive Secretary, Norfolk Community Fund from Donald Shriver, Chairman of all Norfolk Christmas Committee - December 31, 1943 . Insert Estimated Financial Condition as of June 30, 1944 on January 1, 1944

315-316 Minutes of the Executive Committee - March 30, 1944 . Insert Estimated Financial Condition as of June 30, 1944 on April 1, 1944

317-318 Annual Meeting of Board of Directors - May 25, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of May 1, 1944 . Insert Resolution re: William Stamps Royster's Demise - n.d. . Insert Resolution re: Retirement of Mr. J. Summerfield Jenkins - n.d. . Insert Estimated Financial Condition on June 30, 1945 as of June 1, 1944

319-321 Minutes of a Joint Meeting of Admissions and Budget Committee of the Norfolk United War Fund and Norfolk Community Fund - July 13, 1944 . Insert Detail on Community Fund Deficit for Agency Operations for the Fiscal Year 1943-44 . Insert Letter to Mr. P. B. Young, Sr., Journal and Guide from Thos. C. Allen, Director, Virginia Commission on Interracial Cooperation - May 20, 1944 . Insert Letter to Mr. James A. Anderson, Executive Secretary, Norfolk Council of Social Agencies from Lawrence M. Cox, Executive Director, Housing Authority - June 21, 1944 . Insert Estimated Financial Condition on June 30, 1944 as of July 1, 1944

322-323 Minutes of the Executive Committee - August 4, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of August 1, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of September 1, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of October 1, 1944

324-325 Minutes of the Admissions and Budget Committee - November 23, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of November 1, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of December 1, 1944

326-327 Admissions and Budget Committee Meeting - December 11, 1944 . Insert Percentage Allocations 1945-46

328-329 Executive Committee (Minutes) - December 14, 1944 . Insert Estimated Financial Condition on June 30, 1945 as of January 1, 1945

330 Executive Committee Meeting - January 16, 1945 . Insert Letter to Mr. W. Taylor Murphy, President, Virginia War Fund from O. F. Smith, Chairman, Norfolk War Fund - January 25, 1945 . Insert Letter to Mr. Oscar F. Smith, Chairman, Norfolk War Fund from W. Taylor Murphy, President, Virginia War Fund - January 31, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of February 1, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of March 1, 1945

## **Pages 331-350**

**Unit ID** Item 9

**Unit ID** /repositories/5/archival\_objects/58864

**Unit Date** 1945-1946

**Mixed Materials** 3 (box)

### **Preferred Citation**

Pages 331-350, 1944-1945, Box 3, Volume 4, Norfolk Community Fund, United War Fund, 1939-1946, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

331-332 Executive Committee Meeting - April 5, 1945 . Insert Resolutions - April 5, 1945 . Insert 1945-46 Campaign Results to 3/31/45 . Insert Estimated Financial Condition on June 30, 1945 as of April 1, 1945 . Insert Estimated Financial Condition on June 30, 1945 as of May 1, 1945

333-334 Executive Committee Meeting - May 8, 1945

335-337 Annual Meeting of the Board of Directors - May 21, 1945 . Insert Executive Committee Members - n.d. . Insert Members of Board of Directors Elected May, 1945 . Insert Resolution - n.d. . Insert Estimated Financial Condition as of June 30, 1945 on June 1, 1945

338-339 Minutes of the Admissions and Budget Committee - July 11, 1945 Insert Community Fund Deficits for Agency Operations for Fiscal Year 1944-45 . Insert Norfolk United War Fund Total Income and Expenditures for Fiscal Year Ended June 30, 1945 . Insert Expenses - Central YMCA - June 30, 1944 to July 1, 1945 . Insert Revenue - Central YMCA - June 30, 1944 to July 1, 1945 . Insert Estimated Financial Condition as of June 30, 1946 on July 1, 1945 . Insert Estimated Financial

Condition as of June 30, 1945 on June 30, 1945

340-341 Minutes of Executive Committee - July 20, 1945 . Insert Letter to Mr. W. Taylor Murphy, President from O. F. Smith, Chairman - July 9, 1945 . Insert Letter to Rear Admiral D. McD. LeBreton, U.S.N. from Oscar F. Smith, Chairman - July 28, 1945 (2 copies) . Insert Corporation Property Resolution - July 20, 1945 . Insert Report of the Treasurer for 1944-45 and prior years as of June 30, 1945 . Insert Estimated Financial Condition for Year 1945-46 as of June 30, 1945 . Insert Cash Portion for Year 1945-46 as of June 30, 1945

342-344 Special Meeting of the Planning Committee - August 3, 1945

345 Minutes of the Special Meeting of the Planning Committee -August 17, 1945

346-347 Minutes of Special Meeting of the Planning Committee - August 27, 1945 . Insert Estimated Financial Condition as of June 30, 1946 on August 1, 1945 . Insert Estimated Financial Condition as of June 30, 1946 on September 1, 1945

348-350 Minutes of the Board of Directors - September 5, 1945 . Insert Estimated Financial Condition as of June 30, 1946 on October 1 1945 . Insert Estimated Financial Condition as of June 30, 1946 on November 1, 1945 . Insert Estimated Financial Condition as of June 30, 1946 on December 1, 1945 .Insert Estimated Financial Condition as of June 30, 1946 on January 1, 1946

#### **Box 4**

**Unit ID** Box 4

**Unit ID** /repositories/5/archival\_objects/58879

**Mixed Materials** 4 (box)

#### **Norfolk Community Fund, United War Fund, United Fund Community Chest**

**Unit ID** Volume 5

**Unit ID** /repositories/5/archival\_objects/58880

**Unit Date** 1945-1953

**Mixed Materials** 4 (box)

#### **Index**

**Unit ID** Item 1

**Unit ID** /repositories/5/archival\_objects/58888

**Unit Date** 1945-1953

**Mixed Materials** 4 (box)

#### **Preferred Citation**

Index, 1945-1953, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

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**Unit ID** Item 2

**Unit ID** /repositories/5/archival\_objects/58889

**Unit Date** 1945-1947

**Mixed Materials** 4 (box)

**Preferred Citation**

Pages 1-24, 1945-1947, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scope and Contents**

1-2 Annual Meeting - January 4, 1946 . Insert Letter to Mr. Archie Campbell, President from the Nominating Committee - December 26, 1945 . Insert Letter to Mr. Archie Campbell, President from the Nominating Committee - December 26, 1945 . Insert Letter to Mr. Archie L. Campbell, President

from Thos. W. Henderson, President, Norfolk Council of Social Agencies -January 2, 1946 . Insert Resolution - Demise of Colored James Mann - January 3, 1946 . Insert President's Report for 1945 . Insert Resolutions of Regret at the Departure of Archie L. Campbell - n.d. . Insert Letter to Mr. Sheets (sic) from Nellie L. Mann - January 7, 1946 3 Minutes of the Organization Meeting of the Board of Directors -January 3, 1946, . Insert Resolutions of Regret at the Departure of Archie L. Campbell - n.d. . Insert Estimated Financial Condition on June 30, 1946 on February 1, 1946 . Insert Income Distribution as of January 31, 1946 4-5 Executive Committee - February 6, 1946 . Insert Estimated Financial Condition on June 30, 1946 on March 1, 1946 Insert Income and Disbursements as of February 28, 1946 6-8 Meeting of the Board of Directors - March 13, 1946 . Insert Letter to Mr. R. L. Sheetz, Executive Director from Rev. Paul V. Heller, Director, Bureau of Catholic Charities - February 25, 1945 . Insert Hi-Lights of National Community Chests and Councils--Annual Meeting----Chicago - February 21-23, 1946 9-10 Meeting of the Board of Directors - April 3, 1946 . Insert Memorandum to the Community Fund from Gordon Berg RE: Bureau of Catholic Charities - n.d. . Insert Committees of the Norfolk United War Fund and Community Fund - n.d. . Insert Letter to all Participating Agencies in the Norfolk Community Fund, Inc. from R. L. Sheetz, Executive Director - April 6, 1946 . Insert Application for Agency Membership in the Norfolk War Fund, Inc. . Insert Estimated Financial Condition on June 30, 1946 on April 1, 1946 . Insert Income and Disbursements as of March 31, 1946 . Insert Estimated Financial Condition on June 30, 1946 on May 1, 1946 . Insert Income and Disbursements as of April 30, 1946 . Insert Estimated Financial Condition on June 30, 1946 on June 1, 1946 . Insert Income and Disbursements as of May 31, 1946 11-12 Meeting of Board of Directors - June 27, 1946 . Insert Memo to the Community Fund from Gordon Gerg RE: Survey of the Bureau of Catholic Charities - n.d. . Insert Letter to the Norfolk Community Fund, Inc. from F. F. Cathey, President, Norfolk United Fund - July 1, 1946 . Insert Letter to the Norfolk Community Fund from F. F. Cathey, President, Norfolk United Fund - July 1, 1946 . Insert Resolution - Demise of Benjamin Altschul - August, 1932 . Insert Estimated Financial Condition on June 30, 1946 on July 1, 1946 Insert Income and Disbursements as of June 30, 1946 13-14 Certificate of Resolution to Dissolve Norfolk Community Fund -August 2, 1946 . Insert Letter from John S. Jenkins, Jr. - n.d. . Insert Salvation Army Christmas Greeting - n.d.

15-16 Annual Meeting of Norfolk United War Fund - May 6, 1946

17 Resolution of Name Change to Norfolk United Fund . Insert Richmond Figures - n.d. . Insert Norfolk County Figures - n.d. . Insert Norfolk United War Fund Estimated Financial Condition as of December 1, 1946 on May 1, 1946 . Insert Norfolk United War Fund Estimated Financial Condition as of June 30, 1946 on May 1, 1946 . Insert Financial Report - 1946 . Insert Letter to Mr. Oscar F. Smith, Chairman, Norfolk United Fund from the Nominating Committee - May 6, 1946 . Insert Resolution - Retirement of Oscar F. Smith - May 6, 1946 .Insert Letter to Mr. Forrest F. Cathey, President, Norfolk United Fund from the Nominating Committee - May 6, 1946 . Insert Letter to the Board of Directors, Norfolk United Fund from the Nominating Committee - May 6, 1946 . Insert Certificate of Amendment of Charter of Norfolk United War Fund Changing the Name of the Corporation to Norfolk United Fund - May 14, 1946 18 By-Laws of the Norfolk United Fund - May 6, 1946

19-21 Annual Meeting of the Norfolk United Fund - February 26, 1947 Insert Financial Report of the Norfolk United Fund - 1946 . Insert Annual Report of the President - Annual Meeting - February 26, 1947 . Insert Resolution: Retirement of Mr. Forrest F. Cathey - February 26, 1947 . Insert Letter to Mr. Forrest F. Cathey, President from William P. Woodley, President of Norfolk Council of Social Agencies -February 26, 1947 . Insert Elected Board of Directors - n.d. . Insert Letter to Board of Directors from the Nominating Committee -February 25, 1948

22-24 Annual Meeting - February 27, 1948 . Insert Board of Directors - Norfolk Community Chest - 1948 . Insert Report of President 1948 Annual Meeting . Insert Allocations to Red Feather Services for the Year 1948 . Insert Letter to Mr. John S. Alfriend from William P. Woodley -February 26, 1948 . Insert Annual Meeting - February 27, 1948 - Nomination of Members . Insert Annual Meeting - Nomination of Board of Directors - February 27, 1948 . Insert Letter to Board of Directors from Nominating Committee - February 27, 1948 . Insert Letter to Board of Directors from Nominating Committee - February 27, 1948 . Insert Resolution - Retirement of Mr. John S. Alfriend - February 27, 1948 . Insert Transactions from January 1, 1947-December 31, 1947 . Insert Capital Improvements Account - December 31, 1947

## **Pages 25-49**

**Unit ID** Item 3

**Unit ID** /repositories/5/archival\_objects/58890

**Unit Date** 1948-1953

**Mixed Materials** 4 (box)

### **Preferred Citation**

Pages 25-49, 1948-1953, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

25 Resolution - n.d. . Insert Certificate of Amendment of Charter of Norfolk United Fund Changing the Name of the Corporation to Norfolk Community Chest - March 1, 1948 26-28 26th Annual Meeting - February 18, 1949 . Insert Board of Directors - 1949 . Insert Mutuality - February 18, 1949 . Insert Letter to Mr. Wm. T. Wright, President, Norfolk Community Chest from Nick Wright - February 18, 1949 . Insert Note to the Annual Meeting of the Norfolk Community Chest - n.d. . Insert Resolution - re: Red Feather Federation - February 18, 1949 . Insert Receipts and Disbursements - January 1-December 31, 1948 29-30 Meeting of the Board of Directors - September 9, 1949 . Insert Letter to Board of Directors - September 9, 1949 .Insert Agencies - Allocations - n.d. 31-32 27th Annual Meeting - February 24, 1950 . Insert Capital Improvements Account, Financial Statement - December 31, 1949 . Insert Operating Fund - 1950 and Prior Years, Estimated Financial Condition on December 31, 1950 on January 31, 1950 . Insert Financial Statement as of January 31, 1950 . Insert Receipts and Disbursements January 1-December 31, 1949 . Insert E. T. Gresham Annual Report - February, 1950 . Insert Letter to Mr. E. T. Gresham, President from Frank D. Beale, President of Norfolk Council of Social Agencies - February 24, 1950 . Insert Report of the Nominating Committee - February 24, 1950

33-35 Meeting of Board of Directors - February 24, 1950 . Insert Board of Directors - 1950 36-39 28th Annual Meeting - February 23, 1951 Insert Board of Directors - 1951 Insert Statement of Receipts and Disbursements for Year Ended December 31, 1950 . Insert Financial Position - February 23, 1951 40 Resolution - February 23, 1951 . Insert President's Message - February 23, 1951 . Insert Letter to Mr. S. T. Northern, President from C. F. Burroughs, Jr., President of Norfolk Council of Social Agencies - February 6, 1951 . Insert Letter to Mr. S. T. Northern, President from Chairman of Nominating Committee - February 17, 1951

41-42 Meeting of the Board of Directors - February 23, 1951 . Insert Board of Directors - 1951 43-45 29th Annual Meeting - February 15, 1952 . Insert Resolution - Retirement of Mr. C. B. Robertson, President -- February 15, 1952 . Insert Statement of Receipts and Disbursements for the Period - January 1, 1951-December 31, 1951 . Insert Statement of Assets and Liabilities as of December 31, 1951 . Insert Receipts and Disbursements to December 31, 1951 . Insert C. B. Robertson - Annual Meeting - February 15, 1952 . Insert Letter to Mr. C. B. Robertson, President from C. F. Burroughs, Jr., President of Norfolk Council of Social Agencies - February 15, 1952 . Insert Elected Board of Directors Members - February 15, 1952 46-47 Meeting of Board of Directors - February 15, 1952 . Insert To Board of Directors from Nominating Committee - February 13, 1952 . Insert Note to Board of Directors from Nominating Committee - February 13, 1952 . Insert Board of Directors - 1952 48-49 30th Annual Meeting - February 20, 1952 . Insert Letter to Mr. Pretlow Darden, President from James Mann, Jr., President, Norfolk Council of Social Agencies - February 3, 1953 . Insert Letter to Annual Meeting from the Nominating Committee - February 20, 1953 . Insert Statement of Receipts and Disbursements for the Period, January 1, 1952-December 31, 1952 . Insert Statement of Assets and Liabilities as of December 31, 1952 Insert Receipts and Disbursements to December 31, 1952

### **Pages 50-90**

**Unit ID** Item 4

**Unit ID** /repositories/5/archival\_objects/58891

**Unit Date** 1946-1953

**Mixed Materials** 4 (box)

### **Preferred Citation**

Pages 50-90, 1946-1953, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

EXECUTIVE COMMITTEE 1946-1953

Insert Norfolk United War Fund - 1946 and Prior Years - Estimated Financial Condition as of December 31, 1946 on January 1, 1946 . Insert Norfolk United War Fund - 1945-46 and Prior Years, Estimated Financial Condition as of June 30, 1946 on February 1, 1946 . Insert Norfolk United War Fund 1946 and Prior Years - Estimated Financial Condition as of December 31, 1946 on February 1, 1946

52-53 Norfolk United War Fund Executive Committee Meeting - February 27, 1946 . Insert Resolution

Concerning Stock - February 27, 1946 . Insert Norfolk United War Fund - 1945-46 and Prior Years Estimated Financial Condition as of June 30, 1946 on March 1, 1946 . Insert Norfolk United War Fund - 1946 and Prior Years - Estimated Financial Condition as of December 31, 1946 on March 1, 1946

54 Meeting of the Committee on Overall Organization for Raising and Administering Voluntary Contributions - March 22, 1946

55-56 Meeting of the Executive Committee of the United War Fund - April 5, 1946 . Insert Norfolk United War Fund 1945-46 and Prior Years Estimated Financial Condition as of June 30, 1946 on April 1, 1946 . Insert Norfolk United War Fund 1946 and Prior Years Estimated Financial Condition as of December 31, 1946 on April 1, 1946

57-58 Meeting of the Executive Committee - April 26, 1946

59 Meeting of the Executive Committee - May 6, 1946

60-61 Minutes of the Meeting of the Executive Committee - May 15, 1946 Insert Letter to Mr. W. J. Relston, Secretary -Treasurer from Forrest F. Cathey, President - June 5, 1946

62-63 Meeting of Executive Committee - June 7, 1946

64 Meeting of Admissions and Budget Committee - June 13, 1946 . Insert Norfolk United War Fund 1945-46 and Prior Years Estimated Financial Condition as of June 30, 1946 on June 1, 1946 . Insert Norfolk United War Fund 1946 and Prior Years Estimated Financial Condition as of December 31, 1946 on June 1, 1946 . Insert Norfolk United War Fund 1945-46 and Prior Years Estimated Financial Condition as of June 30, 1946 on July 1, 1946 . Insert Norfolk United War Fund 1946 and Prior Years Estimated Financial Condition as of December 31, 1946 on July 1, 1946

65-66 Meeting of Executive Committee - July 3, 1946 . Insert Certificate of Resolution to Dissolve the Norfolk Community Fund, Inc. - August 2, 1946 . Insert Letter to Norfolk Community Fund from the Norfolk United Fund - July 1, 1946 . Insert Resolution - Demise of Benjamin Altschul - August, 1932 . Insert Letter to Norfolk Community Fund from the Norfolk United Fund -July 1, 1946 . Insert Memorandum to the Executive Committee, Norfolk United Fund from R. L. Sheetz, Secretary - July 17, 1946 . Insert Digest of the National Retirement Plan - July 17, 1946 . Insert Norfolk United Fund - Operating Fund Estimated Financial Condition as of December 31, 1946 on August 1, 1946

67-68 Meeting of the Executive Committee - August 15, 1946 Insert Norfolk United Fund - Operating Fund Estimated Financial Condition as of December 31, 1946 on September 1, 1946

69-70 Meeting of the Executive Committee - September 11, 1946 . Insert Total Allocation for 1947

71 Meeting of the Executive Committee - September 20, 1946 . Insert Norfolk United Fund Operating Fund Estimated Financial Condition as of December 31, 1946 on October 1, 1946 . Insert Operating Fund Estimated Financial Condition as of December 31, 1946 on November 1, 1946 . Insert Letter to Mr. R. L. Sheetz, Executive Director, Norfolk United Fund from Gordon Berg, Executive Secretary - November 29, 1946

72 Minutes Nelson Implementing Committee - October 3, 1946 . Insert Operating Fund - Estimated Financial Conditions as of December 31, 1946 on December 1, 1946 . 73-74 Executive Committee - December 12, 1946

75 Application for "Transmitting Organization" Appointment -December 12, 1946 . Insert Operating Fund - 1946 and Prior Years as of December 31, 1946

76 Norfolk United War Fund in World War II . Insert Letter to Mr. R. L. Sheetz, Executive Director from Mrs. D. T. Sawyer, Secretary - January 26, 1948

77-78 Meeting of the Executive Committee - January 17, 1947 . Insert Operating Fund 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on January 31, 1947 . Insert Operating Fund 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on February 28, 1947 . Insert Operating Fund 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on March 31, 1947

79-81 Meeting of the Executive Committee - April 3, 1947 . Insert National Cancer Society Campaign - April 3, 1947 . Insert Operating Fund - 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on April 30, 1947 . Insert Operating Fund - 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on May 31, 1947 .Insert Operating Fund - 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on June 30, 1947

82-84 Minutes of the Executive Committee - July 8, 1947 . Insert Operating Fund 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on July 31, 1947

85-86 Meeting of Executive Committee - September 12, 1947 . Insert Agency Allocations - 1947-48 . Insert Operating Fund 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on September 30, 1947 . Insert Operating Fund - 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on October 31, 1947 . Insert Operating Fund - 1947 and Prior Years Estimated

Financial Condition on December 31, 1947 on November 30, 1947

87-88 Minutes of the Meeting of the Executive Committee - December 9, 1947 . Insert Operating Fund - 1947 and Prior Years Estimated Financial Condition on December 31, 1947 on December 31, 1947 . Insert Operating Account Financial Statement - Receipts and Disbursements - January 1, 1947 thru December 31, 1947 . Insert Special Account Capital Improvements - Financial Statement as of December 31, 1947

89-90 Meeting of the Executive Committee - February 4, 1948 . Insert Resolution - Demise of Dr. Julian L. Rawls - February 4, 1948 . Insert Operating Fund 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on January 31, 1948 . Insert Operating Fund 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on February 28, 1948 . Insert Operating Fund 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on March 31, 1948 . Insert Operating Fund 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on April 30, 1948

## **Pages 91-123**

**Unit ID** Item 5

**Unit ID** /repositories/5/archival\_objects/58892

**Unit Date** 1948-1950

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### **Preferred Citation**

Pages 91-123, 1948-1950, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

91-92 Meeting of the Executive Committee - May 6, 1948 . Insert Henry Cowles Whitehead - May 6, 1948 . Insert Resolution of the Board of Directors - May 6, 1948 . Insert Resolution of Directors re: Banking Account, Loans, Etc. -May 6, 1948 . Insert Operating Fund 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on May 31, 1948 . Insert Operating Fund - 1948 and Prior Years Estimated Financial State-met Condition on December 31, 1948 on June 30, 1948

93-94 Meeting of the Executive Committee - August 4, 1948 . Insert Letter to the Executive Committee from W. T. Wright, President -April 1, 1948 . Insert Letter to Mr. William T. Wright from Nick Wright - July 29, 1948 . Insert Operating Fund - 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on July 31, 1948 . Insert Operating Fund 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on August 31, 1948 . Insert Meeting of Executive Committee - September 9, 1948 . Insert Agency Allocations - 1948-49 . Insert Operating Fund - 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on September 30, 1948 . Insert Operating Fund 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on October 31, 1948 . Insert Operating Fund 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on November 30, 1948

96-97 Meeting of the Executive Committee - December 30, 1948 . Insert Operating Fund - 1948 and Prior Years Estimated Financial Condition on December 31, 1948 on December 31, 1948 . Insert Financial Statement - Receipts and Disbursements - January 1, 1948 thru December 31, 1948 . Insert Capital Improvements - Financial Statement as of December 31, 1948 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on January 31, 1949 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on February 28, 1949 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on March 31, 1949

98-99 Meeting of the Executive Committee - April 12, 1949 . Insert Resolution of the Rev. Richard H. Bowling, D.D. - n.d. . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on April 30, 1949

100-102 Meeting of the Executive Committee - May 17, 1949 . Insert Report on Southeast Asia, Conference of - n.d. . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on May 31, 1949 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on June 30, 1949

103-104 Meeting of the Executive Meeting - August 5, 1949 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on July 31, 1949 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on August 31, 1949 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on September 30, 1949 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition

on December 31, 1949 on October 31, 1949

105-106 Meeting of the Executive Committee - November 22, 1949 . Insert Operating Fund - 1949 and Prior Years Estimated Financial Condition on December 31, 1949 on November 30, 1949

107-109 Meeting of the Executive Committee - January 6, 1950 . Insert Financial Condition as of December 31, 1949

110-112 Meeting of the Board of Directors - February 24, 1950 . Insert Board of Directors - 1950

113-114 Meeting of the Executive Committee - February 27, 1950 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on February 28, 1950 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on March 31, 1950

115-116 Meeting of the Executive Committee - April 19, 1950 . Insert Resolution Expressing Regret at the Passing of Louis I. Jaffe -March 12, 1950

117 Meeting of Special Committee to Confer with Representatives of N.C.C.S. Servicemen's Center - April 21, 1950 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on April 30, 1950 . Insert Resolution - January 17, 1947 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on May 31, 1950

118 Meeting of Special Committee to Confer with Representatives of N.C.C.S. Servicemen's Center - June 21, 1950 . Insert Letter to Rev. Richard H. Rivard from S. T. Northern, President, Norfolk Community Chest, Inc. - July 13, 1950 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on June 30, 1950

119-121 Meeting of the Executive Committee - August 1, 1950 . Insert Resolution of Passing Away of Oscar F. Smith - May 4, 1950 . Insert Letter to Rev. Richard H. Rivard from S. T. Northern, President, July 13, 1950 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on July 31, 1950 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on August 31, 1950

122-123 Meeting of the Executive Committee - September 8, 1950 . Insert The Purpose of the Community Chest - n.d. . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on September 30, 1950 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on October 31, 1950 . Insert Operating Fund - 1950 and Prior Years Estimated Financial Condition on December 31, 1950 on November 30, 1950

## **Pages 124-157**

**Unit ID** Item 6

**Unit ID** /repositories/5/archival\_objects/58893

**Unit Date** 1950-1953

**Mixed Materials** 4 (box)

### **Preferred Citation**

Pages 124-157, 1950-1953, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

124-126 Meeting of the Executive Committee - December 21, 1950 . Insert Demise of David Pender - September 22, 1950 . Insert Demise of Aubrey L. Eggleston - October 1, 1950 . Insert Resolution Concerning Cash Funds - February 23, 1951 . Insert Memorandum to Participating Agencies from Norfolk Community Chest Concerning Social Security Coverage for Agency Employees -December 21, 1950 . Insert Financial Condition on December 31, 1950 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on January 31, 1951 . Insert Receipts and Disbursements January 1 thru December 31, 1950 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on February 28, 1951 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on March 31, 1951

127-128 Meeting of the Executive Committee - April 23, 1951

129 Resolution Concerning Surplus Funds - April 23, 1951 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on April 30, 1951 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on May 31, 1951

130-131 Meeting of the Executive Committee - June 26, 1951 . Insert Resolution to apply for Class D Contributing Membership in the National Health and Welfare Retirement Association, Inc. -June 26, 1951 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31,

1951 on June 30, 1951 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on July 31, 1951 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on August 31, 1951

132-133 Meeting of the Executive Committee - September 6, 1951 . Insert Agency Allocation (Tentative for 1952) - n.d. . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on September 30, 1951 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on October 31, 1951 . Insert Operating Fund - 1951 and Prior Years Estimated Financial Condition on December 31, 1951 on November 30, 1951 134-136 Executive Committee Meeting - December 20, 1951 . Insert Financial Condition on December 31, 1951 . Insert Operating Fund - 1952 and Prior Years Estimated Financial Condition on December 31, 1952 on February 29, 1952 . Insert Operating Fund - 1952 and Prior Years Estimated Financial Condition on December 31, 1952 on March 31, 1952 137-138 Meeting of the Executive Committee - April 10, 1952 . Insert Operating Fund - 1952 and Prior Years Estimated Financial Condition on December 31, 1952 on April 30, 1952 139-140 Meeting of the Executive Committee - June 17, 1952 . Insert Operating Fund - 1952 and Prior Years Estimated Financial Condition on December 31, 1952 on May 31, 1952 . Insert Operating Fund - 1952 and Prior Years Estimated Financial Condition on December 31, 1952 on June 30, 1952 . Insert Operating Fund - 1952 and Prior Years Estimated Financial Condition on December 31, 1952 on July 31, 1952 . Insert Operating Fund - 1952 and Prior Years Estimated Financial Condition on December 31, 1952 on August 31, 1952 . Insert Operating Fund - 1952 and Prior Years Estimated Financial Condition on December 31, 1952 on October 31, 1952 141-142 Meeting of the Executive Committee - September 4, 1952 . Insert Tentative Agency Allocations for 1953 143-145 Meeting of the Executive Committee - December 23, 1952 . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on February 28, 1953 146-147 Executive Committee - March 24, 1953 . Insert Norfolk Council of Social Agencies, Report of Committee Studying Report Request for South Norfolk Branch Y.M.C.A. - n.d. . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on March 31, 1953 . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on April 30, 1953 148 Meeting of the Investment Committee of the Executive Committee - May 20, 1953 . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on May 31, 1953 149-151 Minutes of Meeting of the Executive Committee - June 9, 1953 Insert Proposed Norfolk Community Chest Camp Scholarship Fund - n.d. Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on June 30, 1953 152 Meeting of the Committee on Federation - August 14, 1953 . Insert Memorandum to Committee on Federation from Tim Sheetz Concerning Virginia Beach-Princess Anne County Inclusion in Area Campaign - n.d. . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on July 31, 1953

153-154 Meeting of the Executive Committee - September 3, 1953 . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on August 31, 1953 . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on September 30, 1953 . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on October 31, 1953 . Insert Operating Fund - 1953 and Prior Years Estimated Financial Condition on December 31, 1953 on November 30, 1953 155-157 Meeting of the Executive Committee - December 22, 1953

## **Pages 158-244**

**Unit ID** Item 7

**Unit ID** /repositories/5/archival\_objects/58894

**Unit Date** 1946-1951

**Mixed Materials** 4 (box)

### **Preferred Citation**

Pages 158-244, 1946-1951, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

BUDGET COMMITTEE

158-160 Community Fund Budget Committee - January 30, 1946

161-162 Budget Committee - February 11, 1946

163 Meeting of the Budget Committee - April 15, 1946 . Insert Letter to All Participating Agencies in the Norfolk Community Fund from R. L. Sheetz, Executive Secretary - April 4, 1946 164 Meeting of the Budget Committee - May 20, 1946

165-168 Meeting of the Budget Committee - June 24, 1946

169-170 Meeting of the Budget Committee - August 6, 1946 171-175 Budget Conferences of the Budget Committee - September 4-5, 1946

176 Meeting of the Budget Committee - November 29, 1946 . Insert Letter to Mr. R. L. Sheetz, Executive Director from Sadie Routenberg, Director to National Council of Jewish Women - October 22, 1946 . Insert Letter to Mr. R. L. Sheetz from Mr. Henry Van Os, Chairman, Office and Staff Committee, Girl Scouts - September 27, 1946 177-178 Meeting of the Budget Committee - November 18, 1946 179-181 Budget Committee Meeting - March 6, 1947 182-183 Budget Committee Meeting - June 10, 1947 184-188 Minutes of the Annual Budget Conferences of the Budget Committee - September 4, 5, 8, 1947 189-190 Minutes of the Budget Committee - December 2, 1947 191-192 Minutes of the Meeting of the Budget Committee - December 8, 1947 193-194 Minutes of the Conferences of the Budget Committee - January 6, 1948 195 Meeting of the Budget Committee - February 3, 1948 196-197 Meeting of the Budget Committee - March 11, 1948 198 Meeting of the Budget Committee - April 22, 1948 199-202 Minutes of the Annual Budget Conferences of the Budget Committee - August 31, September 1-2, 1948 . Insert Agency Allocations for 1949 203-204 Meeting of the Budget Committee - November 9, 1948 205 Meeting of the Budget Committee - December 14, 1948 206-207 Meeting of the Budget Committee - February 24, 1949 208-209 Meeting of the Budget Committee - June 2, 1949 . Insert A Review of Certain Financial Aspects of the Operation of Camps by the Tidewater Boy Scouts Council, 1944-1949 210-216 Minutes of the Annual Budget Conferences of the Budget Committee - August 29-31, 1949 217-218 Meeting of the Budget Committee - December 9, 1949 219-220 Meeting of the Budget Committee - February 17, 1950 221-222 Meeting of the Budget Committee - March 31, 1950 223-224 Meeting of the Budget Committee - May 26, 1950 225-230 Minutes of the Annual Budget Conferences of the Budget Committee - August 28-30, 1950 . Insert Tentative Agency Allocations for 1951 231-232 Meeting of Budget Committee - December 18, 1950 233-234 Meeting of the Budget Committee - February 8, 1951 235-236 Meeting of the Budget Committee - April 19, 1951 237-238 Meeting of the Budget Committee - June 14, 1951 239-244 Minutes of the Annual Budget Conferences of the Budget Committee - August 27-29, 1951 . Insert Tentative Agency Allocations for 1952

## **Pages 245-265**

**Unit ID** Item 8

**Unit ID** /repositories/5/archival\_objects/58895

**Unit Date** 1951-1953

**Mixed Materials** 4 (box)

### **Preferred Citation**

Pages 245-265, 1951-1953, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scope and Contents**

245-247 Budget Committee Meeting - December 13, 1951

248 Meeting of the Budget Committee - April 22, 1952 249 Meeting of the Budget Committee - June 27, 1952 250-254 Minutes of the Annual Budget Conferences of the Budget Committee - August 25, 26, and 28, 1952 . Insert Tentative Agency Allocations for 1953 255-256 Meeting of the Budget Committee - December 16, 1952

257-258 Meeting of the Budget Committee - May 12, 1953

259-263 Annual Budget Conferences of the Budget Committee - August 24-25 and 27, 1953

264-265 Meeting of the Budget Committee - December 15, 1953

## **Pages 266-290**

**Unit ID** Item 9

**Unit ID** /repositories/5/archival\_objects/58896

**Unit Date** 1946-1953

**Mixed Materials** 4 (box)

### **Preferred Citation**

Pages 266-290, 1946-1953, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

## **Scope and Contents**

### ADMISSIONS COMMITTEE

266-267 Meeting of the Admissions Committee - September 6, 1946 268-269 Meeting of the Admissions Committee - January 27, 1947 . Insert Letter to Mr. R. L. Sheetz, Executive Director from Edwin J. MacEwan, Administrative Director of the American Heart Association - January 16, 1947 270-271 Meeting of the Admissions Committee - April 1, 1947 272 Minutes of the Admissions Committee - September 9, 1947 273 Minutes of the Admissions Committee - November 25, 1947 274 Minutes of the Admissions Committee - August 24, 1948 275-276 Minutes of the Admissions Committee - August 15, 1949 . Insert Letter to Mr. R. L. Sheetz, Executive Director from David W. Armstrong, Executive Director of the Boy's Club - June 30, 1949

277 Meeting of the Admissions Committee - December 28, 1949 278-280 Meeting of the Admissions Committee - August 23, 1950 . Insert Agencies Requesting Admission - 1950 281-282 Meeting of the Admissions Committee - February 1, ~ 1951 283-284 Meeting of the Admissions Committee - August 21, 1951 285-286 Meeting of the Admissions Committee - August 12, 1952 287-288 Meeting of the Admissions Committee - April 1, 1952 289-290 Meeting of the Admissions Committee - August 14, 1953

## **Pages 291-329**

**Unit ID** Item 10

**Unit ID** /repositories/5/archival\_objects/58897

**Unit Date** 1946-1953

**Mixed Materials** 4 (box)

## **Preferred Citation**

Pages 291-329, 1946-1953, Box 4, Volume 5, Norfolk Community Fund, United War Fund, United Fund Community Chest, 1945-1953, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

## **Scope and Contents**

291-292 Meeting of the Capital Improvements Committee - March 25, 1946 Insert YWCA Request for Capital Funds for Camp - 1946 Insert Letter to R. L. Sheetz, Executive Secretary from the Salvation Army - March 21, 1946 . Insert Detail Expenditures for Girl Scouts Camp from the Capital Account Fund - March 15, 1946 . Insert Letter to Mr. R. L. Sheetz from Georgie Harris, Executive Director, Girl Scout Camp - March 15, 1946 . Insert Requests of Agencies - n.d.

293 Meeting of the Capital Improvements Committee - March 28, 1946 . Insert Letter to the Salvation Army from John Jenkins, Jr., Vice--Chairman - March 28, 1946 . Insert Memorandum to Organizations Requesting Capital Improvements Funds from Capital Improvements Committee of Norfolk United Fund - March 29, 1946

294 Request for Conference with Capital Improvements Committee of Norfolk United War Fund - n.d.

295-296 Meeting of the Capital Improvements Committee - April 18, 1946 Insert Memorandum to the Capital Improvements Committee of the Norfolk United Fund from Tidewater Council, Boy Scouts of America, Subject: Conference on Capital Improvements - April 4, 1946 . Insert Request for Conference with Capital Improvements Committee of Norfolk United War Fund by Tidewater Council, Boy Scouts of America - n.d.

297 Meeting of the Capital Improvements Committee - April 26, 1946

298 Meeting of the Capital Improvements Committee - May 13, 1946 . Insert Request for Conference with Capital Improvements Committee of Norfolk United War Fund by Phyllis Wheatley YWCA - n.d. . Insert Phyllis Wheatley Branch YWCA letter to the Budget Committee of Capital Accounts - May 9, 1946 . Insert Requisition for YWCA Camp Facilities and Equipment . Insert Letter to the Budget Committee of Capital Accounts from Phyllis Wheatley Branch, YWCA - May 9, 1946 . Insert Requisition for YWCA Camp Facilities and Equipment - n.d. . Insert Letter to Mr. Gordon Berg, Executive Director of Council of Social Agencies from the Phyllis Wheatley Branch, YWCA - May 9, 1946 . Insert Requisition for YWCA Camp Facilities and Equipment - n.d. . Insert Letter to Mr. Gordon Berg, Council of Social Agencies from H. C. Young, Chairman of the Camp Committee, YMCA - May 6, 1946 . Insert Facilities and Equipment Needed for Camp - May 6, 1946

299-300 Meeting of the Capital Improvements Committee - December 17, 1946 . Insert Letter to the Capital Improvements Committee from Major Ernest E. LaMar, Salvation Army - September 9, 1946

301-302 Meeting of the Capital Improvements Committee - January 6, 1947

303 Meeting of the Capital Improvements Committee - February 7, 1947

304-305 Minutes of the Meeting of the Capital Improvements Allocations Committee - November 21,

1947

306 Meeting of the Capital Improvements Allocation Committee -November 25, 1947

307-308 Meeting of the Capital Improvements Allocation Committee -May 11, 1948 . Insert Letter to Captain J. D. Wood from R. L. Sheetz, Executive Director - May 12, 1948 . Insert Memorandum to O. F. Smith, Chairman Capital Improvements Allocations Committee from Florence Crittenton Home Advisory Committee, Captain J. D. Wood, Chairman - n.d. . Insert Memorandum to the Committee, Florence Crittenton Home from Rudolph Cooke and Van Leeuwen, mc, Architects - n.d. . Insert Letter to Mr. Oscar F. Smith, Chairman, Capital Accounts Campaign Allocations Committee from H. C. Phelan - April 14, 1948

309 Meeting of the Capital Improvements Allocations Committee - July 30, 1948 . Insert Letter to the Capital Accounts Committee from the YMCA President and General Secretary - July 29, 1948

310 Meeting of the Capital Improvements Allocation Committee -February 8, 1949

311 Meeting of the Capital Improvements Allocation Committee -March 10, 1949 . Insert The Final \$200,000 for Capital Improvement Programs - n.d.

312 Meeting of Representatives of Capital Improvements Committee with Representatives of Florence Crittenton Home - July 15, 1949

313-314 Meeting of Capital Improvements Committee - January 25, 1950 Insert Capital Improvements Financial Statement - May 15, 1950

315 Meeting of Capital Improvements Committee - November 29, 1950 Insert Letter to Mrs. G. B. Thomas, Central YWCA from R. L. Sheetz, Executive Director - October 25, 1950

316-317 Meeting of Capital Improvements Committee - January 19, 1951 . Insert Letter to Mr. John S. Jenkins from the President and Chairman of the Committee of Management, YWCA - January 17, 1951 . Insert Proposed Use of Ballentine Home, Building and Grounds - n.d. . Insert Letter to Mr. John S. Jenkins, President Capital Accounts Fund from J. D. Wood, Chairman Building Committee, Florence Crittenton Home - January 11, 1951 . Insert Capital Deposits in the Seaboard Citizens National Bank to Credit of Florence Crittenton Home - n.d.

318-319 Meeting of Capital Improvements Committee - March 29, 1951 . Insert Capital Improvements, Financial Statement as of March 31, 1951

320 Capital Account Committee Meeting - December 27, 1951 . Insert Capital Improvements Financial Statement - December 26, 1951 Insert Letter to the Capital Account Improvement Committee from the YMCA - December 13, 1951 . Insert Estimate Cost of Repairs - Temporary Headquarters YMCA - December 13, 1951

321-322 Meeting of the Capital Account Committee - June 2, 1952 . Insert Bid for the YWCA Building - May 21, 1952 . Insert Capital Account (Financial Statement Combining Capital Improvements Campaign and Capital Account) as of May 31, 1952

323 Meeting of the Capital Account Committee - December 18, 1952

324-325 Meeting of the Capital Account Committee - March 10, 1953 . Insert Letter to the Capital Accounts Committee - Norfolk Community Chest from E. T. Gresham - February 27, 1953

326 Norfolk Council of Social Agencies Capital Improvements Planning Committee Report and Recommendations - February 6, 1953

327 Norfolk Council of Social Agencies Report of Capital Improvements Planning Committee - May 21, 1953 . Insert Capital Improvements Planning Committee Report and Recommendations - February 6, 1953 . Insert Letter to Mr. R. L. Sheetz, Executive Director from Mrs. V. F. Laws, Norfolk Day Nursery Association, Inc. - March 30, 1953 . Insert Study of Norfolk Day Nursery Progress Report - March, 1953 . Insert Summary of Statistics - Norfolk Day Nursery - n.d. . Insert Analysis of Statistics - Norfolk Day Nursery Study - n.d. .Insert Statement of Purpose and Policy of the Norfolk Day Nursery - n.d.

328-329 Meeting of the Capital Account Committee - June 4, 1953 . Insert Letter to Mr. R. L. Sheetz from William S. Boyd, Executive Secretary, Norfolk Council of Social Agencies - June 1, 1953 . Insert Capital Account as of December 30, 1953

## **Series II: Scrapbooks**

**Unit ID** Series II

**Unit ID** /repositories/5/archival\_objects/58860

**Unit Date** 1938-1970

### **Scope and Contents**

This series contains scrapbooks created by the Norfolk United Community Fund. The scrapbooks include

This series contains scrapbooks created by the Norfolk United Community Fund. The scrapbooks include letters, newspaper clippings, and other material. The scrapbooks are arranged in chronological order.

**Box 5**

**Unit ID** Box 5

**Unit ID** /repositories/5/archival\_objects/58865

**Mixed Materials** 5 (box)

**Folder 1: Scrapbook (Papers)**

**Unit ID** Folder 1

**Unit ID** /repositories/5/archival\_objects/58885

**Unit Date** 1938

**Mixed Materials** 5 (box)

**Container** 1 (folder)

**Preferred Citation**

[Identification of item and date], Box 5, Folder 1, Scrapbook (Papers), 1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 2: Scrapbook (Newspaper Clippings)**

**Unit ID** Folder 2

**Unit ID** /repositories/5/archival\_objects/58887

**Unit Date** 1938

**Mixed Materials** 5 (box)

**Container** 2 (folder)

**Preferred Citation**

[Identification of item and date], Box 5, Folder 2, Scrapbook (Newspaper Clippings), 1938, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 3: Scrapbook (Newspaper Clippings) Part I**

**Unit ID** Folder 3

**Unit ID** /repositories/5/archival\_objects/58904

**Unit Date** 1941 March-April

**Mixed Materials** 5 (box)

**Container** 3 (folder)

**Preferred Citation**

[Identification of item and date], Box 5, Folder 3, Scrapbook (Newspaper Clippings) Part I, 1941 March-April, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 4: Scrapbook Part II (Newspaper Clippings)**

**Unit ID** Folder 4

**Unit ID** /repositories/5/archival\_objects/58913

**Unit Date** 1941 March-April

**Mixed Materials** 5 (box)

**Container** 4 (folder)

**Preferred Citation**

[Identification of item and date], Box 5, Folder 4, Scrapbook Part II (Newspaper Clippings), 1941 March-April, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 5: Scrapbook Part III (Printing)****Unit ID** Folder 5**Unit ID** /repositories/5/archival\_objects/58923**Unit Date** 1941 March-April**Mixed Materials** 5 (box)**Container** 5 (folder)**Preferred Citation**

[Identification of item and date], Box 5, Folder 5, Scrapbook Part III (Printing), 1941 March-April, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 6: Scrapbook Part IV (Mimeographing)****Unit ID** Folder 6**Unit ID** /repositories/5/archival\_objects/58928**Unit Date** 1941 March-April**Mixed Materials** 5 (box)**Container** 6 (folder)**Preferred Citation**

[Identification of item and date], Box 5, Folder 6, Scrapbook Part IV (Mimeographing), 1941 March-April, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 7: Scrapbook Part V (Letters)****Unit ID** Folder 7**Unit ID** /repositories/5/archival\_objects/58934**Unit Date** 1941 March-April**Mixed Materials** 5 (box)**Container** 7 (folder)**Preferred Citation**

[Identification of item and date], Box 5, Folder 7, Scrapbook Part V (Letters), 1941 March-April, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Oversize Box 6****Unit ID** Oversize Box 6**Unit ID** /repositories/5/archival\_objects/58902**Mixed Materials** 6 (Oversize Box)**Scrapbook 1****Unit ID** Item 1**Unit ID** /repositories/5/archival\_objects/58903**Unit Date** 1938**Graphic Materials** 6 (Oversize Box)**Preferred Citation**

Scrapbook 1, 1938, Oversize Box 6, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scrapbook 4****Unit ID** Item 2**Unit ID** /repositories/5/archival\_objects/58907**Unit Date** 1941 November-1943 July**Graphic Materials** 6 (Oversize Box)

**Preferred Citation**

Scrapbook 4, 1941 November-1943 July, Oversize Box 6, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scrapbook 5**

**Unit ID** Item 3

**Unit ID** /repositories/5/archival\_objects/58908

**Unit Date** 1966 March-1967 February

**Graphic Materials** 6 (Oversize Box)

**Preferred Citation**

Scrapbook 5, 1966 March-1967 February, Oversize Box 6, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scrapbook 6**

**Unit ID** Item 4

**Unit ID** /repositories/5/archival\_objects/58924

**Unit Date** 1967

**Graphic Materials** 6 (Oversize Box)

**Preferred Citation**

Scrapbook 6, 1967, Oversize Box 6, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Oversize Box 7**

**Unit ID** Oversize Box 7

**Unit ID** /repositories/5/archival\_objects/58906

**Mixed Materials** 7 (Oversize Box)

**Scrapbook 1**

**Unit ID** Item 1

**Unit ID** /repositories/5/archival\_objects/58909

**Unit Date** 1943 July-1945

**Graphic Materials** 7 (Oversize Box)

**Preferred Citation**

Scrapbook 1, 1943 July-1945, Oversize Box 7, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scrapbook 2**

**Unit ID** Item 2

**Unit ID** /repositories/5/archival\_objects/58920

**Unit Date** 1948

**Graphic Materials** 7 (Oversize Box)

**Preferred Citation**

Scrapbook 2, 1948, Oversize Box 7, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Oversize Box 8**

**Unit ID** Oversize Box 8

**Unit ID** /repositories/5/archival\_objects/58919

**Mixed Materials** 8 (Oversize Box)

**Scrapbook 1****Unit ID** Item 1**Unit ID** /repositories/5/archival\_objects/58921**Unit Date** 1948**Graphic Materials** 8 (Oversize Box)**Preferred Citation**

Scrapbook 1, 1948, Oversize Box 8, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scrapbook 2****Unit ID** Item 2**Unit ID** /repositories/5/archival\_objects/58927**Unit Date** 1949**Graphic Materials** 8 (Oversize Box)**Preferred Citation**

Scrapbook 2, 1949, Oversize Box 8, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scrapbook 3****Unit ID** Item 3**Unit ID** /repositories/5/archival\_objects/58931**Unit Date** 1949**Graphic Materials** 8 (Oversize Box)**Preferred Citation**

Scrapbook 3, 1949, Oversize Box 8, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Oversize Box 9****Unit ID** Oversize Box 9**Unit ID** /repositories/5/archival\_objects/58925**Mixed Materials** 9 (Oversize Box)**Scrapbook 1****Unit ID** Item 1**Unit ID** /repositories/5/archival\_objects/58926**Unit Date** 1950**Graphic Materials** 9 (Oversize Box)**Preferred Citation**

Scrapbook 1, 1950, Oversize Box 9, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Scrapbook 2****Unit ID** Item 2**Unit ID** /repositories/5/archival\_objects/58932**Unit Date** 1952**Graphic Materials** 9 (Oversize Box)**Preferred Citation**

Scrapbook 2, 1952, Oversize Box 9, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

## **Oversize Box 10**

**Unit ID** Oversize Box 10

**Unit ID** /repositories/5/archival\_objects/58929

**Mixed Materials** 10 (Oversize Box)

### **Scrapbook 1**

**Unit ID** Item 1

**Unit ID** /repositories/5/archival\_objects/58930

**Unit Date** 1957-1958

**Graphic Materials** 10 (Oversize Box)

#### **Preferred Citation**

Scrapbook 1, 1957-1958, Oversize Box 10, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scrapbook 2**

**Unit ID** Item 2

**Unit ID** /repositories/5/archival\_objects/58933

**Unit Date** 1958-1959

**Graphic Materials** 10 (Oversize Box)

#### **Preferred Citation**

Scrapbook 2, 1958-1959, Oversize Box 10, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

### **Scrapbook 3**

**Unit ID** Item 3

**Unit ID** /repositories/5/archival\_objects/58935

**Unit Date** 1968-1970

**Graphic Materials** 10 (Oversize Box)

#### **Preferred Citation**

Scrapbook 3, 1968-1970, Oversize Box 10, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

## **Series III: Miscellaneous**

**Unit ID** Series III

**Unit ID** /repositories/5/archival\_objects/58874

**Unit Date** 1950, undated

### **Scope and Contents**

The bulk of this series contains material related to various campaigns by the Norfolk United Community Fund. An index to the minutes, publicity material, and maps are also included.

## **Box 11**

**Unit ID** Box 11

**Unit ID** /repositories/5/archival\_objects/58875

**Mixed Materials** 11 (box)

### **Folder 1: Index to the Minutes of the United Community Fund**

**Unit ID** Folder 1

**Unit ID** /repositories/5/archival\_objects/58876

**Unit Date** undated

**Mixed Materials** 11 (box)

**Container** 1 (folder)

**Preferred Citation**

[Identification of item and date], Box 11, Folder 1, Index to the Minutes of the United Community Fund, undated, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 2: Campaign Material I**

**Unit ID** Folder 2

**Unit ID** /repositories/5/archival\_objects/58877

**Unit Date** undated

**Mixed Materials** 11 (box)

**Container** 2 (folder)

**Preferred Citation**

[Identification of item and date], Box 11, Folder 2, Campaign Material I, undated, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 3: Campaign Material II**

**Unit ID** Folder 3

**Unit ID** /repositories/5/archival\_objects/58878

**Unit Date** undated

**Mixed Materials** 11 (box)

**Container** 3 (folder)

**Preferred Citation**

[Identification of item and date], Box 11, Folder 3, Campaign Material II, undated, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 4: Campaign Material III**

**Unit ID** Folder 4

**Unit ID** /repositories/5/archival\_objects/58881

**Unit Date** undated

**Mixed Materials** 11 (box)

**Container** 4 (folder)

**Preferred Citation**

[Identification of item and date], Box 11, Folder 4, Campaign Material III, undated, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 5: Campaign Material IV**

**Unit ID** Folder 5

**Unit ID** /repositories/5/archival\_objects/58882

**Unit Date** undated

**Mixed Materials** 11 (box)

**Container** 5 (folder)

**Preferred Citation**

[Identification of item and date], Box 11, Folder 5, Campaign Material IV, undated, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 6: Campaign Material V****Unit ID** Folder 6**Unit ID** /repositories/5/archival\_objects/58883**Unit Date** undated**Mixed Materials** 11 (box)**Container** 6 (folder)**Preferred Citation**

[Identification of item and date], Box 11, Folder 6, Campaign Material V, undated, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 7: Publicity Packet****Unit ID** Folder 7**Unit ID** /repositories/5/archival\_objects/58884**Unit Date** 1950**Mixed Materials** 11 (box)**Container** 7 (folder)**Preferred Citation**

[Identification of item and date], Box 11, Folder 7, Publicity Packet, 1950, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 8: Maps****Unit ID** Folder 8**Unit ID** /repositories/5/archival\_objects/58886**Unit Date** undated**Mixed Materials** 11 (box)**Container** 8 (folder)**Preferred Citation**

[Identification of item and date], Box 11, Folder 8, Maps, undated, Norfolk United Community Fund Records, Special Collections and University Archives, Old Dominion University Libraries.