



ArchivesSpace

Board of Trustees records, 1842-1996

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Describing Archives: A Content Standard

Westbrook College History Collection

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Portland, Maine 04103
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URL: <http://www.une.edu/wchc>

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Summary Information

| | |
|----------------------------------|--------------------------------------|
| Repository: | Westbrook College History Collection |
| Creator: | Westbrook College. Board of Trustees |
| Title: | Board of Trustees records |
| ID: | 100 |
| Date [inclusive]: | 1842-1996 |
| Physical Description: | 8 linear feet 5 records cartons |
| Language of the Material: | English |

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Biographical/Historical Note

Although Westbrook College has always been located in the same geographic place, the neighborhood where it is located has been part of three different municipalities over the years: Westbrook (1831-1870), Deering (1871-1898), and Portland (1899-). The college itself has had five name changes - Westbrook Seminary, Westbrook Junior College, Westbrook College, the Westbrook College Campus of the University of New England, and the Portland Campus of the University of New England.

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Collection Scope and Content

The Board of Trustees records contain three series: Board of Trustees Meeting Minutes and Papers, which includes all extant meeting minutes and are dated 1842-1996; Administrative Files dated 1884-1990 include lists of trustees, records relating to fundraising, long-range planning, Charters and By-Laws, Presidential searches, as well as yearly files created by Dorothy Healy; and Correspondence dated 1921-1954.

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Arrangement

The original order has been maintained throughout.

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Administrative Information

Publication Statement

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Access

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Controlled Access Headings

- Westbrook College. Board of Trustees

Collection Inventory

Board of Trustees Meeting Minutes and Papers, 1842-1996

Scope and Contents

The Board of Trustees Meeting Minutes and Papers series is made up of two sub-series, Full Board and Executive Committee and Committee Meetings. The original order of each sub-series has been maintained and no records have been removed. The Full Board and Executive Committee records are comprised of volumes dating from 1842-1986 and include primarily meeting minutes. Also included in this sub-series are Board of Trustees Notebooks. The Board of Director's Notebooks contain meeting minutes and papers from full board, executive committee, and some finance committee meetings. These records are dated 1979-1996 and do, at times, duplicate records from the volumes.

Full Board and Executive Committee, 1842-1996

| Title/Description | Instances |
|--|-----------|
| 1842-1893 <u>Physical Description:</u> 1 Volumes | Volume 1 |
| 1893-1927 <u>Physical Description:</u> 1 Volumes | volume 2 |
| Executive Committee, 1914-1927 <u>Physical Description:</u> 1 Volumes | volume 3 |
| 1928-1945 <u>Physical Description:</u> 1 Volumes | volume 4 |
| 1945-1954 <u>Physical Description:</u> 1 Volumes | volume 5 |
| 1954 September - 1958 June <u>Physical Description:</u> 1 Volumes | volume 6 |
| 1958 June - 1961 January <u>Physical Description:</u> 1 Volumes | volume 7 |
| 1961 February - 1963 December <u>Physical Description:</u> 1 Volumes | Volume 8 |
| 1964 January - 1966 May <u>Physical Description:</u> 1 Volumes | volume 9 |
| 1966 June - 1968 June <u>Physical Description:</u> 1 Volumes | volume 10 |
| 1968 September - 1970 November | volume 11 |

Physical Description: 1 Volumes

| | | |
|--|-----------|---------------|
| 1971 January - 1972 December | volume 12 | |
| <u>Physical Description:</u> 1 Volumes | | |
| 1973 January 10 - 1976 June 18 | volume 13 | |
| <u>Physical Description:</u> 1 Volumes | | |
| 1976 October - 1980 December | volume 14 | |
| <u>Physical Description:</u> 1 Volumes | | |
| 1981 January - 1983 December | volume 15 | |
| <u>Physical Description:</u> 1 Volumes | | |
| 1984 January - 1986 April | Volume 16 | |
| <u>Physical Description:</u> 1 Volumes | | |
| Notebooks, 1979-1986 | Box 1 | Folder 1 - 21 |
| <u>Physical Description:</u> 2 linear feet | Box 2 | Folder 1 - 31 |

Committee Meetings, 1964-1992

| Title/Description | Instances | |
|--|-----------|--------------|
| Academic Affairs Committee, 1977-1990 | Box 3 | Folder 1-3 |
| Audit Committee, 1977-1992 | Box 3 | Folder 4 |
| Awards Committee, 1967-1988 | Box 3 | Folder 5 |
| Building and Grounds Committee, 1964-1989 | Box 3 | Folder 6-7 |
| <u>Physical Description:</u> 1 Files | | |
| Development Committee, 1980-1982 | Box 3 | Folder 8 |
| Gifts and Bequests Committee, 1965-1978 | Box 3 | Folder 9 |
| Long-Range Planning Committee, 1967-1989 | Box 3 | Folder 10-17 |
| Nominating Committee, 1966-1986 | Box 3 | Folder 18 |
| Positive Action Philosophy (Affirmative Action) Committee, 1973-1979 | Box 3a | Folder 1 |
| Student Affairs Committee, 1979-1986 | Box 3a | Folder 2 |

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Administrative Files, 1884-1990

Scope and Contents

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Trustee Files, 1899-1995

| Title/Description | Instances | |
|--|------------------|----------|
| Corkin, Alice Williams, 1966-1968, undated | Box 3a | Folder 3 |
| Goddard, Thomas and Mary, 1899-1975, undated | Box 3a | Folder 4 |
| Linnell, William, 1957-1995 | Box 3a | Folder 5 |
| Moulton, David, 1986 | Box 3a | Folder 6 |
| Tryon, James and Kate, 1954-1979, undated | Box 32 | Folder 7 |
| Various, 1918-1995 | Box 3a | Folder 8 |
| Trustees and Assignments, 1972-1980, 1989-1990 | Box 3a | Folder 9 |

Charters and By-Laws, 1831-1968

| Title/Description | Instances | |
|--|------------------|-----------|
| By-laws of the Trustees of Westbrook Seminary Adopted 1831, 1831 | Box 3a | Folder 10 |
| Charter and By-laws of Westbrook Seminary with certain Special Acts and Resolves of the Legislature and Votes of the Trustees; and Names of the Trustees and Officers since the Date of Its Organization in 1831, 1868 | Box 3a | Folder 11 |
| Copies, 1831, 1854, 1863-1865, 1903, 1929 | Box 3a | Folder 12 |

Reports, 1929-1981

| Title/Description | Instances | |
|--|------------------|-----------|
| President's Report June 1929, 1929 | Box 3 | |
| President's Annual Report, 1945 | Box 3a | Folder 13 |
| Report of Walter P. Deering, Treasurer of Westbrook Seminary and Junior College June 7, 1958, 1958 | Box 3a | Folder 14 |
| Program of Requirements for a College Center, 1959 | Box 3a | Folder 15 |
| Long-range Building Needs, 1959 | Box 3a | Folder 16 |
| Treasurer's Reports, 1959-1968 | Box 4 | Folder 1 |
| Report on Feasibility, 1981 | Box 4 | Folder 2 |

Fundraising Campaigns, 1840-1988

| Title/Description | Instances | |
|--|------------------|----------|
| Capitol Campaign "It's Time to Help", 1934 | Box 4 | Folder 3 |

| | | |
|---|-----------|--------------|
| A Campaign for \$500,000, 1946 | Box 4 | Folder 4 |
| Brochure First Draft, 1960 | Box 4 | Folder 5 |
| College Center Campaign, 1960-1962 | Box 4 | Folder 6-10 |
| Annual Fund, circa 1970 | Box 4 | Folder 11 |
| Capitol Campaign, "Opportunities for Renewal", 1976 | Box 4 | Folder 12 |
| Deferred Giving, 1982 | Box 4 | Folder 13 |
| Campaign for the 80s, 1983-1986, undated | Box 4 | Folder 14-17 |
| President's Circle Dinner, 1988 | Box 4 | Folder 18 |
| Subscription Book, 1840 | volume 17 | |
| Presidential Search, 1969, 1976-1977 | Box 4 | Folder 19-22 |

Budget, undated, 2001

| Title/Description | Instances | |
|--------------------------------|------------------|--------------|
| FY 1963-1964, undated | Box 4 | Folder 23 |
| FY 2001-2002, 2001 | Box 4 | Folder 24 |
| Long Range Planning, 1968-1979 | Box 4 | Folder 25-27 |
| Event Invitations, 1961, 1985 | Box 4 | Folder 28 |

Dorothy Healy Files, 1958, 1972-1984

| Title/Description | Instances | |
|--------------------------|------------------|-----------|
| 1958, 1957-1959 | Box 4 | Folder 29 |
| 1972, 1968-1972 | Box 4 | Folder 30 |
| 1973, 1972-1973 | Box 4 | Folder 31 |
| 1974, 1974-1975 | Box 4 | Folder 32 |
| 1975, 1974-1975 | Box 4 | Folder 33 |
| 1976 | Box 4 | Folder 34 |
| 1977 | Box 4 | Folder 35 |
| 1978 | Box 4 | Folder 36 |
| 1982-1984 | Box 4 | Folder 37 |

Promotional Brochure, 1884, 1996

| Title/Description | Instances | |
|--------------------------|------------------|-----------|
| 1884 | Box 4 | Folder 38 |
| 1966 | Box 4 | Folder 39 |

Letter Regarding Reorganization and Consolidation of
Departments, 1914

Box 4

Folder 40

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Correspondence, 1918-1953

Scope and Contents

The Correspondence Series is made up of three separate files. Each file included correspondences from a certain span of time: File 1, 1921-1930; File 2, 1933-1935; and File 3, 1940-1954. Within each file the correspondences are arranged alphabetically by the name of the correspondent. File 1 A Ayer and Sons B Brown, Geneva Philbrick Bok, Mrs. Edward Budd, George Baxter, Gov. Percival Brewster, Ralph Boardman, C.T. Frank M. Brown Co. Beane, Hon. Fred Emery Burnet, David Brown Co. Brockway, Walter Birkenmayer, Curtis J. C Clarke, Percy Coolidge, Richard B. Carkin, Alice Chapman National Bank Casco Mercantile Trust Cutts, George W. Carleton Furniture Co. Chaplin, Hugh D Dow, William H. Dingley-Matthews, Blanche Drew, Louise C.B. Dolge Company Downs Archery Co. E Elder, Harold Equitable Trust Company F Friend, Victor Foster, C.W. Fidelity Trust Company G Graves, Marion Coates Gannet, Ann M. Ginn Estate Greenleaf, Enoch O. H Hanley, A.L. Hughes, Kenneth Hichborn, Charles S. Hallett, Herbert K. Hunt, Ralph W.E. Henderson, Jessica Hawkins, William Hollister, O.K. I Industrial Accident Commission J Johnson, Franklin W. K Kelley, Amy M. Knickerbocker Adjustment Service Company L Lowe, Rev. John S. Libby, Norman Esq. Larrabee, Emily D. M Murray, W.E. Maine Savings Bank Maybury, Dr. W.J. Maryland Casualty Company Moulton, Augustus F. Moulton, David E. Moulton, George H. Moulton, Henry M. Merrill, Henry F. Merrill, Hon. Leon Mason Manufacturing Company Mason, L.L. MacFarlane, Will C. Marshall, Dr. Harold Murch, Dr. C.H. Morton, Deborah N New England Insurance Exchange P Putnam, H.H. Portland Savings Bank Portland Company Park, Albert D. Portland National Bank Payson, Herbert Prescott, Myron R. Payson, C.H. R Race, Arthur Robinson, Charles S Safford, Agnes Sargent, Jennie Spaulding, Atwood W. Smith, Annie M. Smith, Ashley A. Smith, Thirza Smith, Reuel Secretary of State Smith, John G. State Commission of Education State of Maine Department of Education T Treasury Department Townsend, Rev. Harry Thayer, Maude P. W Weed, Alonzo R. Witham, Dr. Alphonso N. Wing, William E. Welch Stencil Company Webb, Phillip R. Willey and Calhoun Whitman, Harrison S. Whitman, Walter G. File 2 A N.W. Ayer and Sons Awde, Dr. Albert E. B Bowers and Heffernan Berman, Jacob H. Esq. Borden, Bertha Brewster, Ralph O. Brazier, Joseph E. Birkenmayer, C.J. Blake, William L. Braun, Robert Beedy, Carroll Bok, Edward W. Brown, Geneva M. Bureau of Industrial Alcohol Brown, Eleanor Bicknell, A. Ingham Brockway, Walter B. Berry, Charles A. Bertels, Barbara C Cook and Company Carle, P. Franklin Cram, Harry Crockett, Ralph Chaplin, Hugh R. Caulkins, T.P. Lyman P. Chipman Inc. Currier, Everett Casco Mercantile Trust Company Cook, Everett, and Pennell Coolidge, Richard B. Carleton Furniture Company Canal National Bank Cutler, Maude W. D Deering, John P. Dow, William H. Dodds, Ruth Ellen Daniels, H.M. Dutton, P.A. Dyer, Anne Day, L.C. Dowley, Ada E-F Friend, Nellie Friend, Victor Federal Civil Works Administration Estes, Bay E. Charles E. Elliot Company Epstein, Myer W. Charles H. Elliot Company G Gannett, Mrs. Guy P. Goodell, Reginald Graves, Marion Coates Gould, Richard K. Garfield, H.A. Goldthwait, Fred W. H,I,J Hamilton, Nellie Hill Hale, Frederick Hamlin, Simon Hale, Adelia V.F. Hunt, Oscar F. Hannaford Bros. Company Henderson, Jessica Cox Jack, William B. Holyoke Water Power Company Jones' Book Shop Horton, Harold K,L Lamb, Freeman K. Latham, Daniel S. Lefavor, G.E. Loring, Philip Q. Leighton, Adam P. Launder, Letty Levenson, Mayo Kelly, Robert L. Lowe, Arthur W. M McDougall, H. Nelson Moran, Edward C. Metcalf, Nelson C. MacMillan Company McArthur, Lena McGimsey, Marion Maine Sand and Gravel Merrill, Edwin R. Maine Savings Bank Moxcey, Nellie Merrill, Henry F. N,O Ormiston, Geraldine Oakes, Louis New England Cold Storage P,Q Procter, Milton D. Palmer, Annie L. Portland Stove Foundry Company H.M. Payson and Company Prentiss Loring, Son and Company L.H. Parke Company Putnam, H.H. R Robinson, Clement F. Robinson, Myrta Reconstruction Finance Corporation Rollins, Edwin Robinson, Charles Roberts, Marion A. Rankin, Amy Robinson, C.H. Rines, R. Hight S Sargent, Porter Smith, Ashley A. Skillin, Alexander Stevens, John Calvin Sawyer, Clarence E. Slack, John Sanderson, Hollis A. George C. Shaw Company Shepard, Morris Stanley, Edgar S. Staples, Arthur G. Sargent, Jennie Smith, Payson Smith, Thirza Sills, Mrs. Kenneth C.M. T,U,V Townsend, Harry E. Tryon, James L. Turner Centre System Inc. Thayer, Maud P. Treasury Department Verrill, Harry M. Totman, Mrs. Hiram Vallee, Rudy Turner Barker and Company Turner, Harlan W White, Wallace H. W.L. Blake and Company Westbrook Trust Company Wilmot Castle Company Woodman, Lloyd G. Winton, Charles C. Wood, James M. File 3 A Allen,

Neal Anderson, Peter Advisory Committee B Bernstein, Mrs. Israel Boules, Edward Beyer, Audrey Blake, Arthur Bennett, Stanley C Chapman, Clark Carkin, Alice Coolidge, Richard Coleman, Grace Chaplin, Carroll D Davis, Halsey Dana, Philip Dow, William Dodge, Reta Deering, Walter P. Donations F Ferguson, Franklin G Grant, Raymond Gannett, Anne Ginn Estate H Hale, Florence Hyde, John Hutchinson, Charles Hauk, Arthur Hobbs, William I Ives, Hilda Ingraham, William J Jordan, Fred L Linnell, William Lowe, John Lawrence, Fred Lyseth, Harrison M Moulton, David Membership of the Board Mc McDougall, H. Nelson N Notices P,Q Pierce, Carrell Proctor, Jean Portland Academy R Reports Robinson, Myrta S Stickney, Charles Smith, Thirza Smith, Annie Smith, W. Elderidge Stone, Bertha Sills, Kenneth T Trust, Harry Talbot, William Tryon, James W Walker, Daisy Webber, Donald Wooster, Harry

File 1, 1918-1930

| Title/Description | Instances | |
|-------------------|-----------|-----------|
| A1927-1929 | Box 4 | Folder 41 |
| B1921-1930 | Box 4 | Folder 42 |
| C1918-1930 | Box 4 | Folder 43 |
| D1922-1930 | Box 4 | Folder 44 |
| E1928 | Box 4 | Folder 45 |
| F1928-1930 | Box 4 | Folder 46 |
| G1924-1930 | Box 4 | Folder 47 |
| H1922-1930 | Box 4 | Folder 48 |
| I1930 | Box 4 | Folder 49 |
| J1930 | Box 4 | Folder 50 |
| K1928-1930 | Box 4 | Folder 51 |
| L1923-1930 | Box 4 | Folder 52 |
| M1921-1930 | Box 5 | Folder 1 |
| N1930 | Box 5 | Folder 2 |
| P1922-1929 | Box 5 | Folder 3 |
| R1930 | Box 5 | Folder 4 |
| S1926-1930 | Box 5 | Folder 5 |
| T1921-1930 | Box 5 | Folder 6 |
| W1921-1930 | Box 5 | Folder 7 |

File 2, 1932-1935

| Title/Description | Instances | |
|-------------------|-----------|-----------|
| A1933-1935 | Box 5 | Folder 8 |
| B1932-1935 | Box 5 | Folder 9 |
| C1933-1935 | Box 5 | Folder 10 |

| | | |
|------------------|-------|-----------|
| D1933-1935 | Box 5 | Folder 11 |
| E-F, 1933-1935 | Box 5 | Folder 12 |
| G1933-1935 | Box 5 | Folder 13 |
| H,I,J, 1933-1935 | Box 5 | Folder 14 |
| K,L, 1933-1935 | Box 5 | Folder 15 |
| M1933-1935 | Box 5 | Folder 16 |
| N,O, 1933-1935 | Box 5 | Folder 17 |
| P,Q, 1933-1935 | Box 5 | Folder 18 |
| R1933-1935 | Box 5 | Folder 19 |
| S1933-1935 | Box 5 | Folder 20 |
| T,U,V, 1933-1935 | Box 5 | Folder 21 |
| W1933-1935 | Box 5 | Folder 22 |

File 3, 1933-1953

| Title/Description | Instances | |
|-------------------|-----------|--------------|
| A1946-1950 | Box 5 | Folder 23 |
| B1945-1953 | Box 5 | Folder 24 |
| C1946-1953 | Box 5 | Folder 25 |
| D1944-1951 | Box 5 | Folder 26 |
| F1945 | Box 5 | Folder 27 |
| G1941-1949 | Box 5 | Folder 28 |
| H1937-1949 | Box 5 | Folder 29 |
| I1946-1951 | Box 5 | Folder 30 |
| J1946 | Box 5 | Folder 31 |
| L1941-1951 | Box 5 | Folder 32 |
| M1933-1951 | Box 5 | Folder 33-34 |
| Mc, 1940-1949 | Box 5 | Folder 35 |
| N1938-1947 | Box 5 | Folder 36 |
| P,Q, 1946-1951 | Box 5 | Folder 37 |
| R1939-1948 | Box 5 | Folder 38-39 |
| S1941-1950 | Box 5 | Folder 40 |
| T1945-1953 | Box 5 | Folder 41 |
| V1937-1946 | Box 5 | Folder 42-43 |

W1945-1953

Box 5

Folder 44

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