

UNIVERSITY of PENNSYLVANIA



The University Archives
and Records Center

A Guide to the
Presbyterian Medical Center
Ladies Aid Society Records, 1872 - 2002

7 Cubic ft.

UPC 501

Prepared by Kaiyi Chen

2002

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**Guide to the
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PROVENANCE

Transferred to the University Archives of the University of Pennsylvania in 1997 and 2002.

The 1997 accession of the Ladies Aid Society records came mixed with the records of the Presbyterian Medical Center. The latter group is to be processed as a separate collection under the code UPC500.

ARRANGEMENT

The collection has been organized into four series: Corporate Governance Records, 1872-2002; General Administrative Files, 1883-2002; Financial files, 1872-2001; and Photographs and Artifacts, 1922-1992. The records are basically arranged in an alphabetical order within each series (except for the series of “Photographs and Artifacts”).

AGENCY HISTORY

The Ladies Aid Society of the Presbyterian Medical Center was founded in October 1872. The mission of the Society, as mapped out in its first Constitution, was to “aid the [Presbyterian] Hospital by soliciting funds, assisting the sick, procuring supplies of clothing, lint, bandages,” etc., “subject to the direction of the Board of Trustees of the Hospital and the Medical Board.”

The Society became gradually a major source of funding for various projects of the Presbyterian Hospital. In 1921, the Society was involved with a fund-raising drive among the local churches to collect \$100,000.00 for a new Dispensary-Laboratory Building. In the 1960s, the Society pledged \$40,000 to the building and redevelopment fund of the Hospital and made another gift of \$50,000 for the purchase of equipment in the Food Service Center. In 1970, it pledged and raised \$75,000.00 for the Pediatric Medical Services. From 1985 to 1994, the Ladies Aid Society raised over three quarters of a million dollars for the Presbyterian Medical Center.

During its over 125 years of existence, the Society has received numerous legacies and bequests, most of which have been invested. While the interest from these investments form the bulk of the Society’s revenues, the Society has also embarked on a number of money-raising enterprises to augment their income. It sponsors various sales, bazaars, concerts, recitals and fashion shows. Outstanding in its retail ventures have been the Cubby Hole Gift Shop which started in 1932 and is still operating; the Rittenhouse Flower Market, to which the Ladies Aid Society was first invited in 1927 and from which the Society raised thousands of dollars for the sick children at the Presbyterian Hospital, including setting up a Child Health Clinic in 1928. In addition, a Co-operative Shop which was formed in 1923 and sold in 1975; and a Thrift Shop at the hospital which closed in 1987.

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Apart from fund-raising operations, the Society has been active in various kinds of training and social services for the Presbyterian Hospital. Shortly after its founding, the Society organized Visiting and Benevolent Committees to visit patients at the hospital. The first official “visitor” for the committee was Caroline Farnum, who had been trained as a nurse. By 1889, she had combined her training skills and her visiting activities into a new system which provided opportunities for potential nurses to do off-site visiting for practice. That year the hospital board of trustees named Farnum its “Directress of Nurses,” and thus, was born the Presbyterian School of Nursing. The Ladies Aid Society was generous from the outset to the new school, giving gifts through its Benevolent Committee to the patients being visited, and even providing its students with their first uniforms. In addition to visiting the sick and sewing sheets, pillow cases, patient clothing and operating room linens, early members also performed useful tasks patients could not yet deal with physically, helped find them employment, made temporary monetary loans and even helped send some convalescents to the sea-shore to speed their recovery, until the Cathcart Nursing Home was opened in Devon in 1892.

For all of its fund-raising and service activities, the Society depended heavily on the good-will and reliability of hundreds of volunteers from its own membership. In 1957, it oversaw the formation of the Medical Auxiliary, which was created primarily as a volunteer fund-raising group for the hospital. The Auxiliary officially separated itself from the Society by 1959, but the two groups still co-operate in a number of different activities.

Despite the modern downward trend in membership for most volunteer organizations, the current membership of the Ladies Aid Society has stayed at about 200. Its operations, however, have increasingly concentrated on raising funds for the hospital in recent decades.

[Source: partially based on the *Historical Notes* prepared by Sandy VanDoren, former Archivist of the Presbyterian Medical Center.]

SCOPE AND CONTENT

The Collection documents the history and development of the Ladies Aid Society of the Presbyterian Medical Center of Philadelphia since its founding in 1872. The Corporate Governance Records series includes all corporate documents as well as the Society's Annual Report from 1872 to the present and minutes of its Executive Committee, Board of Managers and annual and quarterly meetings. The General Administrative Files comprise administrative correspondence and files of such major subjects as book donations, directory and mailing lists, handbooks, history material, and legacies and wills. The Financial files consist of audit report, annual financial statement, Treasurer's report, documentation of gifts received and made, records of its investment and banking transactions, income and expense ledgers, tax exempt status, and its business related to the Rittenhouse Square Flower Market and the Cubby Hole Gift Shop. The Photograph and Artifact Series include a couple of photograph images of its activities and a ceramic Florence Nightingale lamp.

See also [UPC 500](#), [Presbyterian Medical Center Records](#), for further Ladies Aid Society materials, especially for early minutes of the Society's "Board of Managers" (1879-1901).

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INVENTORY

Corporate Governance Records, 1872 -2002

Box 1		Annual Report
FF	1	1872-1897 in a bound volume
FF	2	1898-1916 in a bound volume
FF	3	1912
FF	4	1917-1931 in a bound volume
FF	5	1931-1933 (printed)
Box 2		
FF	1	1932-1943
FF	2	1932-1953, in a bound volume
FF	3	1950-1954 (printed)
FF	4	1955-1956 (printed)
FF	5	1957-1958 (printed)

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Inventory: Corporate Governance Records**

- Box 2 Annual Report (cont.)
- FF 6 1959-1969, typescript
- FF 7 1970-1974, typescript
- Box 3
- FF 1 1975-1977, typescript
- FF 2 1978-1989, typescript
- FF 3 1998-1999, 2002, with Newsletter, 1999-2002
- FF 4 Articles of incorporation (original) , 1929
- FF 5 Charter, constitution & by -laws, 1893, 1929-1993
- FF 6 Charitable Organization Registration , 1993
- FF 7 Executive Board (Committee) meeting, Correspondence and supporting documents, 1902 -1922
- FF 8 Incorporation seal , 1929
- Minutes
- FF 9 Founding meeting, 1872 Oct. 10, and Constitution Committee meeting 1872 Oct. 12, with constitution draft, list of founding members (?) and their addresses
- Board of Managers
- FF 10 1879-1887, bound
- FF 11 1888-1895, bound
- FF 12 1896-1901, bound

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Inventory: Corporate Governance Records

Box 4 Minutes (cont.)

Executive Board, Annual and Quarterly meetings

FF	1	1896-1909 (bound, with hand -written notes by Isabella Talley, 1937)
FF	2	1918-1926, bound
FF	3	1927, unbound
FF	4	1928, unbound
FF	5	1929, unbound
FF	6	1930, unbound
FF	7	1931, unbound
FF	8	1932, unbound
FF	9	1933, unbound
FF	10	1934, unbound
FF	11	1935, unbound
FF	12	1936, unbound
FF	13	1937, unbound
FF	14	1938, unbound
FF	15	1939, unbound
FF	16	1940, unbound
FF	17	1941, unbound

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Inventory: Corporate Governance Records

Box 5 Minutes
 Executive Board, Annual and Quarterly meetings (cont.)

- | | | |
|----|----|-------------------|
| FF | 1 | 1942, unbound |
| FF | 2 | 1943, unbound |
| FF | 3 | 1944, unbound |
| FF | 4 | 1945, unbound |
| FF | 5 | 1948, unbound |
| FF | 6 | bound, 1949 -1951 |
| FF | 7 | 1955, unbound |
| FF | 8 | 1956, unbound |
| FF | 9 | 1957, unbound |
| FF | 10 | 1958, unbound |
| FF | 11 | 1959, unbound |
| FF | 12 | 1960, unbound |
| FF | 13 | 1961, unbound |
| FF | 14 | 1962, unbound |

Box 6

- | | | |
|----|---|---------------|
| FF | 1 | 1963, unbound |
| FF | 2 | 1964, unbound |
| FF | 3 | 1965, unbound |
| FF | 4 | 1966, unbound |

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Inventory: Corporate Governance Records

Box 6 Minutes
 Executive Board, Annual and Quarterly meetings (cont.)

FF	5	1967, unbound
FF	6	1968, unbound
FF	7	1969, unbound
FF	8	1970, unbound
FF	9	1971, unbound
FF	10	1972, unbound
FF	11	1973, unbound
FF	12	1974, unbound
FF	13	1975, unbound
FF	14	1976, unbound
FF	15	1977, unbound
FF	16	1978, unbound
FF	17	1979, unbound
FF	18	1980, unbound
FF	19	1985, unbound
FF	20	1986, unbound

Box 7

FF	1	1987, unbound
FF	2	1988, unbound

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Inventory: Corporate Governance Records**

Box 7 Minutes (cont.)

Executive Committee

- FF 3 1998 March - May
- FF 4 1998 June - 1999 June
- FF 5 1999 June - 2000 May June
- FF 6 2002 Feb. 12
- FF 7 Annual and Quarterly meetings, bound, 1918 -1927
- FF 8 Benevolent Committee, 1895-1900
- FF 9 Benevolent, Sabbath, Visiting Nurse Missionary Visitor and Social
Service Committees (in 1 bound volume), 1900 -1910
- FF 10 Quarterly Meetin g, 1932 Jan. 29

Box 8

- FF 1 Visiting Committee, 1872-1877

General Administrative Files, 1883 -2002

Book donations

- FF 2 1937-1969
- FF 3 1970-1974
- FF 4 1975-1976
- FF 5 1977-1981
- FF 6 Child of Providence: A History of Presbyterian Hospital in Philadelphia, 1996

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Inventory: General Administrative Files

Box 8

- FF 7 Church representatives, Mailing lists, [1960s-1970s]
- FF 8 Coal land bequeathed by Ellen A. Girard, Correspondence, 1907-1923

Box 9 Coal mine property

- FF 1 Correspondence and legal, 1916-1923
- FF 2 Girard Mammoth Coal Company vs. Raven Run Coal Company, et al., 1919-1923

Correspondence

- FF 3 1873-1947, with clippings
- FF 4 1954-1967
- FF 5 1968
- FF 6 1969
- FF 7 1970
- FF 8 1971 Jan.-June
- FF 9 1971 July-Dec.
- FF 10 1972
- FF 11 1973

Box 10

- FF 1 1974
- FF 2 1975
- FF 3 1976

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Inventory: General Administrative Files**

Box 10 Correspondence (cont.)

FF 4 1977

FF 5 1978

FF 6 1979

FF 7 1980

FF 8 1981

FF 9 1982-1985

FF 10 1986-1988

FF 11 1989-1990

FF 12 Dedication Programs, 1996, 2002

Box 11 Directory and mailing list, Officers & members

FF 1 1967-1972

FF 2 1973-1976

FF 3 1977-1978

FF 4 1979-1982

FF 5 Election, Ballots, 1961-1981

FF 6 Election, Nominating Committee reports, 1957-1969, 1979-1980

FF 7 Election, Ballot for April 26, 1985, Nominees for Board Offices, April 1986, with miscellaneous clippings

FF 8 Governing Board, Directory, 1980-1981

FF 9 Governing Board, List, 1998-1999

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Inventory: General Administrative Files**

Box 11

- FF 10 Handbook for Committee Chairmen, 1973, 1979, and Handbook for Church Representatives, 1980-1981,
- FF 11 Handbooks for committee chairmen & church representatives, 1973-1981
- FF 12 Historical Sketch of the Ladies Aid Society, with other miscellaneous clippings, 1936-1981
- FF 13 Histories, 1936, 1967, 1973
- FF 14 Junior Service Guild and miscellaneous committee reports, [1942]-1956
- Legacies & wills
- FF 15 1883-1903
- FF 16 1900-1916
- FF 17 1924-1929

Box 12 Medical Auxiliary of the Presbyterian-University of Pennsylvania Medical Center

- FF 1 Directory and mailing lists, 1967-1982
- FF 2 Directory, 1984
- FF 3 Membership application form and dues invoice, 1982-1986
- FF 4 Obituary, Mary Ellen Brown, [1966]
- FF 5 Pennsylvania State University, Workshop certificates, 1958, 1964
- FF 6 Presbyterian Foundation for Philadelphia and New Courtland, Inc., [1996]
- FF 7 Presbyterian Medical Center of Philadelphia, Ladies Aid Fund, Declaration of Trust, draft, n.d.
- FF 8 Prize and appreciation certificates, two, to the Ladies Aid Society, 1960, 1971

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Inventory: General Administrative Files

Box 12

FF 9 Secretary's Report, 1941-1944

Financial, 1872-2001

Audit report of the Treasurer's cash accounts

FF 10 1936-1939

FF 11 1940-1944

FF 12 1945-1949

FF 13 1951-1959

FF 14 1960-1963

FF 15 1964-1969

Bank statements, with cancelled checks, deposits & invoices

FF 16 1969

FF 17 1970-1972

Box 13

FF 1 1972-1973

FF 2 1974-1975

FF 3 1976-1977

FF 4 1978-1979

FF 5 1980-1981

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Inventory: Financial

Box 13 Bank statements, with cancelled checks, deposits & invoices (cont.)

FF 6 1982-1983

FF 7 1984

Box 14

FF 1 1985

FF 2 1986-1988

FF 3 1989-1990

FF 4 1998-1999

Cubby Hole Gift Shop

Bank statements and cancelled checks

FF 5 1986

FF 6 1987

FF 7 1988

FF 8 1989

Box 15 Cancelled checks

FF 1 1986

FF 2 1987

FF 3 1988

FF 4 1989

FF 5 Correspondence & personnel data form, 1969-74

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Inventory: Financial

Box 15 Cancelled checks (cont.)

FF 6 Reports, 1962-1972

FF 7 Reports, 1973-1986

Box 16 Daily journal (ledger)

FF 1 1966-1970

FF 2 1970-1984

FF 3 1985 March - 1995 May

Box 17 Donations made, receipts

FF 1 1969

FF 2 1970

FF 3 1971

FF 4 1972

FF 5 1973

FF 6 1974-1981

FF 7 1976-1980, with summary

Fidelity-Philadelphia Trust Company (Fidelity Bank), investment statement

FF 8 1907, 1928-1930

FF 9 1931-1933

FF 10 1934-1935

FF 11 1936-1938

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Box 17 Fidelity-Philadelphia Trust Company (Fidelity Bank), investment statement
(cont.)

FF 12 1939-1942

Box 18

FF 1 1943-1946

FF 2 1960-1977

FF 3 1985

FF 4 1986

FF 5 1987

FF 6 1988 Jan. - May

FF 7 1988 June- Dec.

FF 8 1989 Jan. - July

FF 9 1989 Aug. - Dec.

FF 10 1990

FF 11 Financial statement, ending May 31, 1994, 1995, 1996

FF 12 Financial statement, ending May 31, 2001

FF 13 Gifts received, summaries, 1901-1903, 1959-1974

FF 14 Gifts, Mary Patton Freeman Estate, 1958

Box 19 Income & expense ledgers

FF 1 1872-1889

FF 2 1889-1901

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Box 19	Income & expense ledgers (cont.)	
FF 3	1901-1911	
FF 4	1967-1982	
	Investment Supervisory Account, correspondence	
FF 5	1918-1955	
FF 6	1957-1990	
	Rittenhouse Square Flower Market	
FF 7	1931, 1967	
FF 8	1970-1973	
FF 9	1979-1980	
FF 10	1981-1990	
Box 20		
FF 1	Tax exempt status correspondence, 1993-1997	
	Treasurer's reports	
FF 2	1934-1959	
FF 3	1960-1963	
FF 4	1964-1969	
FF 5	1970-1974	
FF 6	1975-1977	
FF 7	1978-1984	

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Box 20	Treasurer's reports (cont.)
FF 8	1985-1990
	Ways & Means Committee
FF 9	1961-1962
FF 10	1963-1965
Box 21	Financial, 1997-1998
FF 1	Banking statements, with deposit slips and cancelled checks
FF 2	Correspondence
FF 3	Financial statement, ending May 31, 1998, with relevant material
FF 4	Organization Exempt From Income Tax, Return of, 1997
	Financial, 1998-1999
FF 5	Correspondence
FF 6	Financial statement, ending May 31, 1999, with relevant material
FF 7	Organization Exempt From Income Tax, Return of, 1998
	Financial, 1999-2000
FF 8	Banking statements, with deposit slips, cancelled checks and miscellaneous receipts
FF 9	Correspondence
FF 10	Financial statement, ending May 31, 2000, with relevant material
FF 11	Organization Exempt From Income Tax, Return of, 1999, with Charitable Organization Registration Statement of 2000

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- Box 21 Financial, 1999-2000 (cont.)
- FF 12 Vanguard Funds, statements
- FF 13 Yearly dues received

Photographs and Artifacts

Photographs, 1922-1992

- FF 14 1922-1992
- FF 15 Two, Jackson, Jack, and Katharine Clothier, with Carl Mosher at the presentation of a new piano to the PMC, 1969; Margaret Gayley Palmer with Daniel DeArment, Chaplain, Roger Dvorak, Vice-President, and an unidentified man at a presentation, 1969
- FF 16 Mosher, Carl, with Margareta Miller, Dr. Farquehar (Director of Pediatrics), Jane Tunnell and G. Hall Todd, with the plaques honoring Lena Littell and the section of the Ambulatory Services Pavilion, 1975

Box 22

- FF 1 Ceramic Florence Nightingale lamp, given to the last graduating class of Registered Nurse, 1987 April 29, Two [one missing, original note: "placed in the Display Cabinet, 10/5/1994"]