

MS-482, American Business Women's Association Bur Oak Chapter Records

Collection Number: MS-482

Title: American Business Women's Association (ABWA) Bur Oak Chapter Records

Dates: 1969-2011

Creator: American Business Women's Association. Bur Oak Chapter

Summary/Abstract:

The American Business Women's Association is a nationwide professional association for women. The Bur Oak chapter was established in Dayton, in 1981. The collection includes information about projects undertaken by the organization, items discussed during meetings, social events (fundraiser), legal and financial documents, scholarships offered, and initiatives taken to help women professionally and socially in the Dayton-area. This collection is a source of information on how the ABWA Bur Oak Chapter operates and highlights woman's issues between 1969 and 2011. The collection consists of correspondence, photographs, negatives, financial and legal records, programs, meeting minutes, awards, and scrapbooks.

Quantity/Physical Description: 5 linear feet

Language(s): English

Repository:

Special Collections and Archives, Paul Laurence Dunbar Library, Wright State University, Dayton, OH 45435-0001, (937) 775-2092

Restrictions on Access: There are no restrictions on accessing material in this collection.

Restrictions on Use:

Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.

Preferred Citation:

MS-482, the American Business Women's Association Bur Oak Chapter Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

Acquisition:

The collection was donated to Special Collections and Archives by Pamela Martin in August 2013.

Accruals: Further accruals are expected.

Related Material:

MS – 590, American Business Women’s Association “Pot Pourri Chapter”, Center for Archival Collections, Bowling Green State University, Bowling Green, Ohio.

MS – 129, Dayton Woman Working Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.

MS – 187, Dayton Federation of Woman’s Club Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.

M 0882 OM 0438, American Business Women’s Association Collection, Manuscript and Visual Collections Department, William Henry Smith Memorial Library, Indiana Historical Society, Indianapolis, Indiana.

Processed by: Bemba Diarra, April 2014

Arrangement:

The collection is arranged into five series.

Series I: Administration, 1979-2008

Series II: Programs, 1984-2002

Series III: Scrapbooks, 1969-2004

Series IV: Photographs and Negatives, 1980-2005

Series V: Awards, 1992-2001

Biographical/Historical Note:

The American Business Women’s Association (ABWA) is a nationwide professional association for women. It was established in 1949 by Hillary A. Bufton in Kansas City, Missouri. The ABWA Bur Oak Chapter was founded 32 years later, in 1981, and operates mainly in the Miami Valley area. The vision of the chapter is “to provide supportive environment for Miami Valley area women to grow personally and professionally through, mentoring, education, education, and leadership opportunities.” The organization is highly supportive of business women, disregarding race and background.

Members of the ABWA Bur Oak Chapter are professionals involved in diverse industry, such as health care, communications, consulting, insurance, health and beauty, coaching, training, technology, nonprofit organizations, engineering, medicines, sales/marketing, human resources, government and more. Members pay monthly dues, which are used to help the organization undertake projects such as providing scholarships to potential business women, training women, and organizing networking events. Meetings are held on a monthly and yearly basis, and they are usually not longer than two and half hours.

The ABWA Bur Oak Chapter hosts many social events to do some fundraising. During these events, speakers are invited to talk about their experience in different industries. These events are also a great way for members to learn, connect and network. The ABWA Bur Oak Chapter is part of the ABWA Miami Valley Chapter, which is a regional organization.

Scope and Content

The ABWA Bur Oak Chapter Records document the activities of the organization. In this collection researchers will find information about the organization's projects, its finances, and its activities, both social and professional. The collection is divided into five series

Series I, Administration, is divided into four major areas. The first major area is Constitution, Standards and Procedures, which includes the constitution of the ABWA Bur Oak Chapter, Standards and procedures, the duties of several positions in the organization, an organizational chart, council directories, rosters, attendance lists, newsletters, attendance logs, and legal records. The second major area, Meeting Minutes, document all the important decisions made by the organization from 1983 to 2008. However, there are missing minutes, primarily after 2002. The third major area, Financial Records, includes a limited number of financial documents, such as budgeting records from 1984, 2003 to 2004 and 2009. The fourth major area is Correspondence. It includes messages between various members of the organization from 1983 to 2002.

Series II, Programs, is composed of programs documenting social events and fundraising events organized by the organization from 1983 to 2003. However, there are gaps in the programs and some of them are undated. There are two types of programs, the ones from the Bur Oak Chapter and the ones from Miami Valley Chapter.

Series III, Scrapbooks, include scrapbooks documenting social events and fundraisers from 1981 to 2004. This is the largest series of the collection.

Series IV, Photographs and Negatives, document social and fundraising events. Members of the organization are seen in various social and meeting situations. The photographs are primarily from 1999 to 2005. Many of the photographs are undated and most of them are unidentified as to people or location.

Series V, Awards, includes chapter award programs, a plaque, and proclamations issued by the city of Huber Heights in 1991, Montgomery County in 1992 and the city of Dayton in 2001 and 2002. The proclamations certify the celebration of ABWA Day.

Subject Terms:

Organizations/Corporate Names

American Business Women's Association

American Business Women's Association. Bur Oak Chapter

Places

Dayton (Ohio)

Huber Heights (Ohio)

Subjects (General)

Businesswomen – United States

Women executives – United States

Women – Ohio – Dayton

Material Types

Correspondence
 Scrapbooks
 Color photographs
 Negatives
 Programs
 Financial records
 Minutes (administrative records)
 Organizational Chart
 Newspaper Articles
 Constitution
 Proclamations
 Certificate
 Plaque

Collection Inventory

Series I		Administration, 1979-2008	
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
		Constitution, Standards and Procedures	
1	1	Constitution, Organizational Chart, Committee Functions, Orientation Information, and President's Role	1984 – 1987, 1997
	2	Miami Valley Standards and Procedures	1983 – 1986, 1988 - 1989
	3	ABWA Trotwood Chapter Charter	1979
	4	Functions and Duties	1997 - 2001
	5	Council Directory	1996 – 1997, 1998 - 2000
	6	Miami Valley Council Membership Roster	1983 - 1985
	7	Miami Valley Council Roster	1987 – 1988, 1991 - 1992
	8	Meeting Attendance	1981 – 1984, 1988
	9	ABWA Day Attendance list	1984
	10	Attendance Log	1993
	11	Business Plan for New Formations	2001
	12	Newsletters	2003
	13	Mailing List and Conference Sponsorship Request	2004
		Meeting Minutes	
	14	Meeting Minutes	1983 - 1984

	15	Meeting Minutes	1984 - 1985
	16	Miami Valley ABWA Council Meeting Minutes	1986 - 2008
	17	ABWA Miami Valley Council Meeting Minutes	Undated
Financial Records			
1	18	ABWA Miami Valley Council Budget	1984, 2005 - 2009
	19	ABWA Bur Oak Chapter Budget Proposal	2003 - 2004
Correspondence			
2	1	Correspondence	1983 - 2002
	2	Email Correspondence	2001 - 2005
	3	Correspondence	Undated
Series II Programs, 1984-2002			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2	4	ABWA Bur Oak Chapter Programs	1983 - 2003
	5	Miami Valley Council ABWA Day Celebration Programs	1985 - 1998
	6	Miami Valley Council ABWA Day Invitations	1987 - 2002
	7	Miami Valley Council ABWA Programs and Invitations	1991 - 2003
	8	Ohio Forums	1994 - 1997
	9	ABWA East Central Spring Conference Programs	1995
	10	ABWA Chapter Officer and Committee Guide	1997 - 1998
	11	Miami Valley Council Programs	Undated
	12	Miscellaneous ABWA Programs	1984, 1995 - 1996
	13	Newspaper Clippings	1987, 1995 - 1998, 2002
Series III Scrapbooks, 1969-2004			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
3	1	ABWA Flight Sixty - Nine Chapter	1969
	2	ABWA Bur Oak Chapter	1981 - 1982
	3	Bur Oak Chapter ABWA Second Year	1982 - 1983
	4	Chapter Memories Bur Oak	1983- 1984
	5	Bur Oak Chapter ABWA	1984 - 1985
	6	ABWA	1986 - 1989
4	1	ABWA Bur Oak Chapter	1991 - 1992
	2	ABWA Bur Oak Chapter	1989 - 1991
	3	ABWA Bur Oak Chapter	1992 - 1993

	4	ABWA Bur Oak Chapter	1993 - 1994
	5	ABWA Bur Oak	1995 - 1998
	6	Achieving Better Lives for All Working Women Bur Oak	1998 - 1999
5	1	Bur Oak Chapter ABWA	2000 - 2001
	2	ABWA Bur Oak Chapter	2001 - 2002
	3	Spring Conference Traverse City, Michigan	2002
	4	ABWA Bur Oak Chapter	2002 - 2003
	5	ABWA Bur Oak Chapter	2003 - 2004
Series IV		Photographs and Negatives, 1980-2005	
<u>Box</u>	<u>File</u>	<u>Description</u>	
6	1	Photographs	1980
	2	Photographs	1986
	3	Photographs	1999
	4	Photographs	2000
	5	Photographs	2001
	6	Photographs	2002
	7	Photographs	2003
	8	Photographs	2005
	9	Photographs	Unknown
7	1	3 rd Annual Fairborn Sweet Corn Festival	1984
	2	July 4 th Parade	1990
	3	Huber Heights Marigold Festival	Undated
	4	Negatives	Undated
Series V		Awards, 1992-2001	
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	5	Proclamations	1990-1991, 2001-2002
	6	Chapter Awards Program	Undated
8	1	Plaque	2000 - 2001