



120 Academy Street, Trenton, N.J. 08608
609-392-7188 * www.trentonlib.org

Collection 4
Business and Professional Women's Club of Trenton
Records, 1921-1983 (bulk 1961-1978)

By Kate McGuire
November 2017

Summary Information

Creator: The Business and Professional Women's Club of Trenton, New Jersey
Dates: 1921-1983 (with some years missing)
Quantity: 7 manuscript boxes; 4 record boxes; 1 flat box
Abstract: The records were generated and collected by the Business and Professional Women's Club of Trenton, NJ from 1921-1983. The Club was founded in 1916, but records prior to 1921 are not included in this collection. The Club was the first such organization in the state and provided the model for the New Jersey Federation of Business and Professional Women founded in 1918.

History

The Business and Professional Women's (BPW) Club of Trenton, New Jersey held its organizational meeting on April 5, 1916 in the Wilkinson Building located on the south east corner of Montgomery and East State Streets, opposite the old Post Office. The Club was an outgrowth of the Phyllis Club of the Trenton YWCA and began with a membership of about 12.

The primary purpose of the Trenton BPW was the advancement of the status of women, especially in the workplace, and was open to all women in the workforce, regardless of occupation or position. The Club also functioned as a service organization that supported various worthy causes in the Trenton area.

The Trenton BPW Club established a scholarship for girls needing assistance through school, which was extended to include an award to the best all-around girl in the commercial department of Trenton High School.

Through its affiliation with the BPW Foundation (a non-profit research adjunct to the National Federation of BPW Clubs) the Trenton chapter each year contributed funds to support the awarding of scholarships to “second careerists”: women over 30 or 40 years of age returning to the work force.

The Trenton BPW Club was the first to hold a donation party for the American Legion Home at Toms River. Other civic activities of the Club included sponsoring outings and Christmas parties for underprivileged children and fostering the exchange of ideas with other area service clubs.

An outstanding achievement of the Trenton BPW Club was the founding of the State Federation of Business and Professional Women's Clubs in New Jersey. This was accomplished in May 1918 at a meeting held in Trenton. Miss M. Dorothy Eby of Trenton was elected the first president. Since that time many of the Trenton clubwomen were prominent in the State organization.

The Club's fiscal year started on June 1st and ended on May 31st. The annual meetings were held in May when new officers and committee chairs were elected and appointed. Those officers were then installed during a dinner held in June at the beginning of the next fiscal year. In the early years of the Club, the term of office was one year. This changed to two-year terms in 1931.

Scope and Content Notes

The collection consists of the records of the Business and Professional Women's Club of Trenton, New Jersey from 1921 through 1983. The bulk of the records are from the years 1961-1978. Materials include Trenton BPW Club bulletins, minutes, meeting agendas, membership rosters, bylaws, budgets, photographs, newspaper clippings, promotional materials, press releases, file cards containing member information, annual reports, awards, citations, ephemera from dinner meetings and a number of scrapbooks.

The Collection is divided into three series: Series 1: Records by fiscal year, 1921-1983; Series 2: File cards of former Club members; Series 3: Scrapbooks, 1921-1983.

Most of the material in the collection relate to the administrative functions of the Club, including bulletins about upcoming meetings and events, promotional materials such as press releases and newspaper clippings, and annual reports.

The bulletins include a calendar of upcoming events, meetings and news. The press releases and newspaper clippings announce upcoming or recently held events, such as fashion shows, dinners, luncheons and fundraisers as well as achievements of the Club and its individual members.

The collection also contains proclamations by Trenton mayors and State legislators in regard to the annual National Business Women's Week as well as awards and citations conferred on the Trenton BPW Club by other organizations.

There is some duplication of materials contained in the Series 1 folders and the Series 3 scrapbooks for the same fiscal years.

Note on Arrangement

The collection is arranged chronologically according to the Trenton BPW Club's fiscal year that began June 1st and ended on May 31st of each year. There are some gaps and the following fiscal years are missing: FY 1946-1947; 1948-1949; 1951-1952; 1954-1955; 1978-1979 and 1979-1980.

When materials for a particular fiscal year were too numerous to be housed in a single folder, multiple folders were used and labeled to include the fiscal year and part number, e.g., FY 1967-1968 (pt.1), FY 1967-1968, (pt.2), etc.

Processing Notes

The materials were reviewed, sorted and placed in new acid-free folders and manuscript boxes. Following the processing of the Series 1 and Series 2 materials, a number of scrapbooks were discovered shelved in another area of the Trentoniana Room. These were processed and incorporated into the collection as Series 3. The scrapbooks had already been numbered and tagged. These tags were not removed and are indicated on the Series 3 container list next to each scrapbook title. Several of the scrapbooks were too large for the regular boxes and so were placed in a flat box.

Many of the bulletins and some of the other materials are undated or include incomplete dates, usually a missing year. Therefore, a best guess was made as to which folder the undated materials belonged and the materials were filed accordingly.

Some of the annual reports and other materials were already bound. These were not disassembled, but housed in folders as is.

Series Description

Series 1 - Records by Fiscal Year, 1921-1983 (some years missing) - 6 manuscript boxes
Series 1 includes organizational records and materials reflecting the day-to-day activities of the Club, arranged by fiscal year. These materials include "Yearbooks" which contain membership, committee and officer lists, membership applications, Club bylaws, bulletins announcing upcoming meetings and events, meeting agendas, event programs, correspondence, photographs, annual reports, award certificates, proclamations, public relations materials, press releases and newspaper clippings.

These materials also include campaign materials and strategies regarding state and federal legislative initiatives, including campaigns for the passage of an Equal Rights Amendment to the U.S. Constitution during the 1950s and the 1970s.

Series 2 - File Cards of Former Members - 1 manuscript box

The file cards, arranged in alphabetical order by surname, contain professional and personal information about former members, including full names, home addresses, dates of birth, places of employment, personal interests and reasons for leaving the Club.

Series 3 – Scrapbooks, 1921-1983 - 4 record boxes; 2 oversized scrapbooks in flat box (#2)

These 30 scrapbooks had been numbered, tagged and housed separately from the rest of the collection. They have now been incorporated into the Trenton BPW Club collection. The scrapbooks are arranged by fiscal year and some of the scrapbooks contain materials from multiple fiscal years.

Many of the records and materials in the scrapbooks are duplicates of materials and records in the Series 1 folders. However, the materials and records in Series 1 begin in fiscal year 1940-1941 and the scrapbooks include earlier materials and records from fiscal year 1921-1922 on.

Reference was made to records from earlier dates including the organizational meeting in 1914. However, these records were not received with the rest of the collection and the whereabouts of the material is unknown.

Materials and records in the scrapbooks include minutes, agendas, programs, bulletins, annual reports, press releases, newspaper clippings and photographs.

Container List

Series 1 - Records by Fiscal Year

Box 1	Folder 1 -	FY 1940-41	Yearbook and Membership Lists
	Folder 2 -	FY 1941-42	Yearbook and Membership Lists
	Folder 3 -	FY 1942-43	Yearbook and Membership Lists
	Folder 4 -	FY 1943-44	Yearbook (2 copies) and Membership Lists
	Folder 5 -	FY 1944-45	Yearbook and Membership Lists
	Folder 6 -	FY 1945-46	Yearbook and Membership Lists
	Folder 7 -	FY 1947-48	Yearbook
	Folder 8 -	FY 1949-50	Yearbook; Membership Lists; Bylaws
	Folder 9 -	FY 1950-51	Copies of Yearbook Lists Friendship Dinner Program
	Folder 10 -	FY 1953-54	Copies of Yearbook Lists
	Folder 11 -	FY 1955-56	Yearbook
	Folder 12 -	FY 1956-57	Friendship Luncheon Program; Treasurer’s Report
	Folder 13 -	FY 1957-58	Yearbook; Officer / Committee Chair Lists; Annual Reports
	Folder 14 -	FY 1958-59	Annual Reports
	Folder 15 -	FY 1959-60	Yearbook; 1959-60 Incentive Program Award; Annual Repts

Box 1	Folder 16 -	FY 1960-61	Copy, Yearbook Lists; Dinner Meeting Programs; Annual Reports
	Folder 17 -	FY 1961-62 (pt.1)	Yearbook (2 copies); Membership Lists; Meeting Programs; Bulletins
	Folder 18 -	FY 1961-62 (pt.2)	Annual Reports and Membership Applications
Box 2	Folder 1 -	FY 1962-63 (pt.1)	Yearbook (2 copies) and Membership Applications
	Folder 2 -	FY 1962-63 (pt.2)	Civic Participation Chair for Nat'l Business Women's Week Report; Proclamation for National Professional and Business Women's Week by Mayor Arthur J. Holland Installation Dinner Program
	Folder 3 -	FY 1962-63 (pt.3)	Annual Reports - Bound
	Folder 4 -	FY 1962-63 (pt.4)	Annual Reports - Loose
	Folder 5 -	FY 1963-64 (pt.1)	Membership Rosters BPW Scholarship 1963 Bulletins; Membership Applications; Window Display Trenton Trust Photo; Correspondence
	Folder 6 -	FY 1963-64 (pt.2)	Annual Reports - Loose
	Folder 7 -	FY 1963-64 (pt.3)	Bound Report of Trenton Chapter for National BPW Week, Oct 6-12, 1963
	Folder 8 -	FY 1963-64 (pt.4)	Bound Recording Secretary Report
	Folder 9 -	FY 1963-64 (pt.5)	Bound Incentive Report
	Folder 10 -	FY 1964-65 (pt.1)	Programs and Rosters Fiftieth Anniversary 1964-65; Bulletins; Award Citations
	Folder 11 -	FY 1964-56 (pt.2)	Annual Reports
	Folder 12 -	FY 1965-66 (pt.1)	Membership roster; Bylaws; Bulletins/Agendas/ Programs; Photo - Governor Hughes; Correspondence; Awards; Membership applications
	Folder 13 -	FY 1965-66 (pt.2)	Annual Reports
Box 3	Folder 1 -	FY 1966-67 (pt.1)	Officer and Committee Chair Lists; Membership Application; Bylaws
	Folder 2 -	FY 1966-67 (pt.2)	Programs; Meetings; Citations; Mayor Carmen Armenti's Proclamation for National Business Women's Week; Budget
	Folder 3 -	FY 1966-67 (pt.3)	Bulletins
	Folder 4 -	FY 1966-67 (pt.4)	Annual reports - Loose
	Folder 5 -	FY 1966-67 (pt.5)	Annual reports - Bound
	Folder 6 -	FY 1967-68 (pt.1)	Memberships Rosters; Agendas/Meetings; Awards/ Citations/Proclamation; Foundation Program Report; Correspondence
	Folder 7 -	FY 1967-68 (pt.2)	Press Releases

Box 3	Folder 8 -	FY 1967-68 (pt.3)	Annual Reports - Loose
	Folder 9 -	FY 1967-68 (pt.4)	Annual Reports - Bound
	Folder 10 -	FY 1967-68 (pt.5)	President's Report - Bound
	Folder 11 -	FY 1967-68 (pt.6)	Criteria Program
	Folder 12 -	FY 1967-68 (pt.7)	National Business Women's Week materials - bound
	Folder 13-	FY 1967-68 (pt.8)	Program Supportive Materials
Box 4	Folder 1 -	FY 1968-69 (pt.1)	Membership Roster; Minutes; Agendas; Award Citations; Foundations Program - Bound
	Folder 2 -	FY 1968-69 (pt.2)	Annual reports - Loose
	Folder 3 -	FY 1968-69 (pt.3)	Legislation
	Folder 4 -	FY 1968-69 (pt.4)	National Business Women's Week Materials – Bound Criteria Report - Bound
	Folder 5 -	FY 1968-69 (pt.5)	Programs and Bulletins - Bound
	Folder 6 -	FY 1968-69 (pt.6)	Programs and Bulletins - Bound
	Folder 7 -	FY 1968-69 (pt.7)	Public Relations Materials - Bound
	Folder 8 -	FY 1969-70 (pt.1)	Membership Roster and Bulletins
	Folder 9 -	FY 1969-70 (pt.2)	Public Relations Materials; Press Clippings; Award Certificates/Proclamation
	Folder 10 -	FY 1969-70 (pt.3)	Annual reports - Loose and Bound
Box 5	Folder 1 -	FY 1969-70 (pt.4)	Program chair annual report - bound
	Folder 2 -	FY 1969-70 (pt.5)	Foundation chair annual report - bound
	Folder 3 -	FY 1969-70 (pt.6)	President's annual report - bound
	Folder 4 -	FY 1970-71 (pt.1)	Bylaw amendments; Proposed legislative platform; Budget; Membership Dialog; BPW Foundation Acknowledgment Cards; Press Clippings
	Folder 5 -	FY 1970-71 (pt.2)	Press Releases
	Folder 6 -	FY 1970-71 (pt.3)	National Federation 50th Birthday Program
	Folder 7 -	FY 1970-71 (pt.4)	Annual reports - bound
	Folder 8 -	FY 1971-72 (pt.1)	Membership Roster; Proposed Bylaws; Programs/Agendas/Bulletins
	Folder 9 -	FY 1971-72 (pt.2)	Press releases; Press clippings; PR Guidelines
	Folder 10 -	FY 1971-72 (pt.3)	Proclamation for National Business Women's Week by Mayor Arthur Holland; Photo and Pen from Signing State Proclamation by Gov. William Cahill; Award Certificates; USS Trenton Visit Folder
	Folder 11 -	FY1971-72 (pt.4)	Annual Reports
Box 6	Folder 1 -	FY 1972-73 (pt.1)	Membership Roster; Programs; Bulletins; "Salute to Women" Dinner Materials

Box 6	Folder 2 -	FY 1972 -73 (pt.2)	Bylaws; BPW Foundation Receipts and Acknowledgment Cards; Award Certificates; Proclamation for National Women's Business Week by Mayor Arthur Holland; Letter from NJ Senator Bill Schuler
	Folder 3 -	FY 1972-73 (pt.3)	Annual Reports; Press Releases; Press Clippings
	Folder 4 -	FY 1973-74 (pt.1)	Membership roster; Officer and Chair Lists; Bylaws Amendments
	Folder 5 -	FY 1973-74 (pt.2)	Bulletins
	Folder 6 -	FY 1973-74 (pt.3)	Scholarship Announcement and Application; Proclamation for National Business Women's Week by Mayor Arthur Holland; Press Clippings
	Folder 7 -	FY 1973-74 (pt.4)	Annual Reports
	Folder 8 -	FY 1975-76	Annual Reports; Invitation to Reception; Installation Dinner program; Press Releases; Voucher
	Folder 9 -	FY 1976-77	Annual Reports; Bulletin May 1977
	Folder 10 -	FY 1977-78 (pt.1)	Installation Dinner program; Executive Board Meeting Minutes; Proposed Budget; Press Clippings
	Folder 11 -	FY 1977 -78 (pt.2)	Trenton City Council Resolution for National Business and Professional Women's Week
	Folder 12 -	FY 1980-81	Dinner Meeting Materials - February and March 1981
	Folder 13 -	FY 1981-82	Financial Procedures; Dinner Meetings Menus
	Folder 14 -	FY 1982-83	Award Certificates; Bound Public Relations Album

Series 2 - File Cards of Former Members

- Box 7 Folder 1 - File cards of former members by last name, A-G
Folder 2 - File cards of former members by last name, G-O
Folder 3 - File cards of former members by last name, P-Z

Series 3 - Scrapbooks

- Box 8 1921 March thru election 1923 (SB 209)
Clippings from The Business and Professional Women's Club, Trenton, New Jersey includes a series of articles written by Claire Oliphant president of the BPW (1921-22) entitled "Women Who Work and Why" featuring members of the Trenton BPW and published in the Trenton Evening Times
- 1923-26 (SB 210)
1923 nominating committee report; 1924 membership list; 1924-25 sparse minutes; 1925-26 membership; 1927 list of candidates for office

- Box 8 1926-27 (SB 211)
 Miscellaneous clippings/records
- 1929,1930,1931,1936, 1937 (SB 077)
 Includes officers and committee chair lists for 1935-36 and 1936-37
- 1938-1944 (SB 076)
 Press clippings; Programs; Yearbooks; Membership lists
- 1944 - 1947 (SB 212)
 Annual reports (1944 and 1945); Minutes (1945); Minutes and annual reports
 (1945-1946); Minutes and annual reports (1946-1947)
- 1950-1953 (SB 213)
 Minutes and annual reports for 1950-1953
- 1954-1957 (SB 214)
 Officer lists; Minutes; Annual reports
- 1960-1964 (SB 052)
 Press clippings; Photos
- Box 12 1933-34 (SB 063)
 Officer lists; Bulletins; Programs; Publicity and press clippings
- 1934-1935 (SB 064)
 Press clippings
- Box 9 1957-1958 and 1960-1961 (SB 215)
 Minutes and annual reports; Brochure on 1958 program about Equal Rights
 Amendment to US Constitution
- 1963-1964 and 1964-1965 (SB 216)
 Minutes; Annual reports; Bylaws; Membership applications
- 1964- 1967 (SB 217)
 Press clippings; Photos
- 1967-1968 (SB 218)
 Public relations materials - press clippings and annual report

- Box 9 1967-1969 (SB 219)
 Bulletins; Programs; Annual reports; Minutes
- 1969-1970 (SB 220)
 Public Relations - press releases and press clippings
- Box 10 1970-1971 and 1971-1972 (SB 221)
 Agendas, Minutes
- 1971-1972 (SB 222)
 Press releases and press clippings, Photos; Annual report - Public Relations
- 1971-1972 (SB 223)
 Agendas; Minutes; Annual reports
- 1972-1973 (SB 224)
 Public relations; Press clippings; Photos; Programs
- 1972-1973 (SB 225)
 Minutes; Programs; Agendas
- 1973-1974 (SB 226)
 Agendas; Minutes; Election of officers and proposed budget for FY 1974-75
- 1973-1974 (SB 227)
 Public relations materials; Bulletins; Press clippings; Membership roster;
 Photos
- Box 11 1974-1975 (SB 228)
 Public relations materials; Photos; Press clippings; Correspondence
- 1974-1975 (SB 229)
 Press releases; Press clippings; Photos; Agendas; Bulletins
- 1978-1979 (SB 230)
 Press clippings; Photos; Correspondence; Press releases
- 1979-1980 (SB 231)
 Press releases; Photos; Award certificates; Annual reports; Press clippings

Box 11 1980-1981 (SB 232)
 Press releases; Press clippings; Bulletins

 1981-1982, 1982-1983 (SB 233)
 Press releases; Press clippings; Photos

Provenance Note

There is no record of accessioning this collection. It was most likely donated by a former member of the Club after it disbanded.

Related Collection

“Inventory to the Records of New Jersey Federation of Business and Professional Women, 1919-1998”, Special Collections and University Archives, Rutgers University Libraries,
<http://www2.scc.rutgers.edu/ead/manuscripts/njfbpwf.html>