

AR538 - Canadian Federation of University Women – Saanich Peninsula fonds

Accession

2022-070

Dates

1994-2022

Extent

0.4 m of textual records; 303 MB of digital records.

Notes

Acquired from Club, 23 Nov 2022.

Arrangement

File 01. Constitution and By-laws. 2009; 2019.

File consists of updated versions of the constitution and bylaws of the CFUW Saanich Peninsula chapter.

Series 02. General and Executive minutes. 2007 – 2019. 7 files.

Series consists of the minutes of general and executive meetings of the Saanich Peninsula chapter.

Series 03. Annual General Meetings. 2008 – 2014; 2017-2020. 3 files.

Series consists of the minutes and reports of the Annual General Meetings of the Saanich Peninsula chapter.

Series 04. Committee records. 2007 – 2020. 4 files.

Series consists of committee records of the Saanich Peninsula chapter. Files include correspondence, clippings, advertisements, financial reports, minutes, and notes from the Fundraising committee and Education Trust Fund (ETF) committee.

File 05. Advocacy. 2016 - 2017; 2019.

File consists of advocacy records for the Saanich Peninsula chapter. Records include letters written to politicians, meeting notes, and booklets / reports regarding Health Care in the community.

Series 06. Membership records. 1994 – 2019. 5 files.

Series consists of the membership records for the Saanich Peninsula chapter. Files include lists of members, including an overview of the first 10 years; a meeting guest book signed 1994-2009; Membership cards; Surveys; and Membership directories, including several national CFUW directories.

File 07. Awards and recognition. 2015; 2019; 2020.

File consists of certificates awarded to the Saanich Peninsula chapter and a brochure for the 2015 Hearts of the Community Volunteer Awards.

File 08. Financial records. 2007-2014.

File consists of yearly operating reports for the Saanich Peninsula chapter.

Series 09. Newsletters and programmes. 2007 – 2009; n.d.; 2013; 2020. 2 files.

Series consists of newsletters and brochures for the Saanich Peninsula chapter, including several brochures for the Education Trust Fund.

File 10. Correspondence -- CFUW Saanich Peninsula. 2008 – 2012; 2020 – 2022.

File consists of general internal and external correspondence of the Saanich Peninsula chapter, including several bulletins from the national CFUW to the Club.

Series 11. History – CFUW Saanich Peninsula. 1995; 2014-2016; 2019. 2 files.

Series consists of historical information of the Saanich Peninsula chapter. Items include a membership manual, including descriptions of executive member duties, and a copy of the Club's Charter from 1995. The series also includes a short written overview of the club's beginning; Fundraising overviews 1995-2015; Membership overviews 1994-2017; and a CFUW Notable Women 100th Anniversary booklet 2019. The series also consists of clippings regarding the Club's activities.

Series 12. Photographs. 1998 – 2019. 2 files.

Series consists of photographs of social events, book sales, and members as well as a photo album with pictures of meetings and dinners.

Series 13. Digital records. 2014-2022.

Series consists of various digital records created by the Saanich Peninsula chapter. Records include Constitution and By-laws; AGM reports & minutes; Membership records; Fundraising & Education Trust Fund records; Newsletters; Advocacy letters; Executive & General meeting minutes; and Social event photos.

Inventory

Box 1

- 1.1 Constitution and By-laws, 2009, 2019
- 1.2 General meeting minutes, Sept. 2007 – Nov. 2009
- 1.3 General meeting minutes, Jan. 2010 – Sept. 2014
- 1.4 Executive meeting minutes, Aug. 2007 – Mar. 2009
- 1.5 Executive meeting minutes, Apr. 2009 – Dec. 2010
- 1.6 Executive meeting minutes, Jan. 2011 – Sept. 2014
- 1.7 CFUW Saanich Peninsula AGM, 2008 – 2011
- 1.8 CFUW Saanich Peninsula AGM, 2012 – 2014
- 1.9 CFUW Saanich Peninsula AGM, 2017, 2019, 2020
- 1.10 CFUW Saanich Peninsula Directories, 2005 – 2019
- 1.11 CFUW (national) Directories, 2017 – 2019
- 1.12 CFUW Saanich Peninsula Membership cards
- 1.13 Membership lists, 2007, 2011, 2014; 10 years of CFUW SP; Guest book 1994 – 2009
- 1.14 Membership surveys, 2009-2011
- 1.15 Yearly Financials, 2007-2014
- 1.16 CFUW Saanich Peninsula Newsletters, Winter 2007-Oct. 2009; 2013
- 1.17 Programmes / pamphlets 2007-2009; n.d.; 2020

- 1.18 CFUW Saanich Peninsula Correspondence, 2008-2012; 2020-2022
- 1.19 Fundraising, 2007-2009; 2011; 2013; 2016-2019
- 1.20 Education Trust Fund Minutes and Trust documents, Aug. 2007 – Apr. 2012
- 1.21 Education Trust Fund Minutes, 2016 – 2018
- 1.22 Education Trust Fund Correspondence, 2020
- 1.23 Advocacy, 2016-2017; 2019
- 1.24 History – CFUW Saanich Peninsula, 1995; 2014-2016; 2019
- 1.25 Clippings, 2014-2016
- 1.26 Photographs, 2002; 2004; 2008; 2015-2016; 2019
- 1.27 Awards and recognition, 2015; 2019; 2020
- 1.28 Flash drives -- Digital records, 2014-2022
- 1.29 General meeting minutes, Sept. 2017 – April 2019
- 1.30 Executive meeting minutes, Sept. 2017 – April 2019

- 3.8 Photo album, 1995; 1998; 2003-2005; 2007

Digital records inventory

01 Flash drive - General Files, 2014 – 2018

-Membership lists; Newsletters; AGM reports; Directory creation records; Logos; Financials (2014-2015)

02 Flash drive - Newsletters, 2016 – 2020

-CFUW Saanich Peninsula – Newsletters, 2016 – May 2020

03 Flash drive - Operations & Trust Funds, 2017 – 2022

-Fundraising, Scholarships & awards, Education Trust Fund records

-CFUW SP & National AGM reports; Memos; Motions; Membership fees and dues; Victoria Foundations Legacy fund; Advocacy letters; Constitution & Bylaws 2019

04 Flash drive - Operations & Trust Funds, 2016 – 2022

-AGMS: CFUW SP 2020 – 2022 minutes & reports

-Constitution & bylaws, 2021

-COVID 19 pandemic: Reports, protocols, policies, memos

-ETF: Minutes, funds, members, Victoria Foundation, 2021-2022

-ETF Treasurer's Reports: Revenue and expenses, 2020-2022

-Fundraising: Book sales, flower raffles, art, 2021-2022

-Membership: Directories 2020-2022

-Minutes 2020-2021, Executive & General

-Minutes 2021-2022, Executive & General

-Newsletters 2020-2021

- Newsletters 2021-2022
- Picnic, 25th SP Club Anniversary, 2020
- Press Releases & Articles, 2020; 2022
- Provincial & Federal Election letters, 2020-2021
- Resolutions & Advocacy: Minutes, letters, memos, 2019-2022
- Social Events: Christmas, photos, posters, event invitations, 2022 BC Council AGM, 2020-2022
- Special correspondence, 2021; 2022
- Treasurer's Reports – year end, 2016-2022

05 Flash drive – Secretary Notes, 2013-2017