Finding Aid to the Children's Hospital Medical Center Records, 1912-1999

Collection Number: BANC MSS 99/286 c

The Bancroft Library

University of California, Berkeley
Berkeley, California

Finding Aid Written By:
Mary L. Morganti; completed by Teresa Mora and Jenny Davis; additions by Alison E. Bridger

Date Completed:
July 2007

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Collection Summary

Collection Title: Children's Hospital Medical Center records

Date (inclusive): 1912-1999

Collection Number: BANC MSS 99/286 c

Creators: Children's Hospital Medical Center (Oakland, Calif.)

Extent: Number of containers: 16 v., 4 boxes, 3 cartons, and 1 oversize folder Linear feet: 8.7

Repository: The Bancroft Library

University of California, Berkeley
Berkeley, California, 94720-6000
Phone: (510) 642-6481
Fax: (510) 642-7589
Email: bancref@library.berkeley.edu
URL: http://bancroft.berkeley.edu/

Abstract: Documents the administrative functions of the Medical Center and its predecessors, the Baby Hospital Association and the Children's Hospital Association of the East Bay. Included are Board and committee minutes, financial records and planning documents.

Languages Represented: Collection materials are in English

Physical Location: Many of the Bancroft Library collections are stored offsite and advance notice may be required for use. For current information on the location of these materials, please consult the Library's online catalog.

Access
Collection is open for research.

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Preferred Citation
[Identification of item], Children's Hospital Medical Center Records, BANC MSS 99/286 c, The Bancroft Library, University of California, Berkeley.

Alternate Forms Available
There are no alternate forms of this collection.

Separated Material
Printed materials have been transferred to the book collection of The Bancroft Library: *Baby Hospital bulletin*, Oakland, Calif., cataloged as F869.O2.624.C4.B3

**Indexing Terms**
The following terms have been used to index the description of this collection in the library's online public access catalog.

- Children's Hospital Medical Center (Oakland, Calif.)--Archives
- Baby Hospital Association of Alameda County--Archives
- Children's Hospital Association of the East Bay--Archives
- Children--Hospitals--California--Oakland
- Minutes.

**Acquisition Information**
The Children's Hospital Medical Center Records were given to The Bancroft Library by Antonie H. Paap, President and CEO, Children's Hospital Medical Center of Northern California on June 17, 1999. Additions were given to The Bancroft Library by Tania Gornik, Executive Assistant to the President and CEO of the Children's Hospital and Research Center Oakland on April 19 and April 26, 2007.

**Accruals**
Future additions are expected.

**System of Arrangement**
Arranged to the folder level.

**Processing Information**

**Organizational History**
The Baby Hospital Association (organized September 1912) and the Baby Hospital Association of Alameda County (organized September 1913), predecessors to The Children's Hospital of the East Bay were founded by a group of women interested in providing medical care for babies and young children whose parents or guardians were able to pay little or nothing. The hospital, located at Fifty-first and Dover Streets in Oakland, California was dedicated on September 16, 1914. In addition to caring for sick babies and children in its hospital, the Association maintained outpatient clinics for both sick and well children, and provided maternity and visiting nurse care as a service to the community. Now the Children's Hospital Medical Center, the hospital has been in operation for nearly a century.

For more information on the Hospital and its history see [http://childrenshospitaloakland.org/about/AllAboutUsChildrensHospitalOaklandsHistory.asp](http://childrenshospitaloakland.org/about/AllAboutUsChildrensHospitalOaklandsHistory.asp)

**Scope and Content of Collection**
The Children's Hospital Medical Center Records documents the administrative functions of the Medical Center and its predecessors, the Baby Hospital Association and the Children's Hospital Association of the East Bay. Included are Board and committee minutes, financial records, and planning documents.

The bulk of the collection concerns the growth, development, and reorganizations of the Children's Hospital Medical Center. Consists chiefly of the bound minutes of the original board of managers, directors, and executive committees. Also contains bylaws, articles of incorporation, correspondence, reports, financial records, and miscellaneous materials.

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**Series 1 Board of Managers Meeting Minutes 1912-1936**

**Physical Description:** v. 1-4; Box 1, folders 1-4

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
Consists of bound volumes containing minutes of meetings of the Board of Managers.

- **Volume 1**
  - Baby Hospital Association 1912-1916
  - Board of Managers 1916-1919
- **Volume 2**
  - Loose items from v. 2
- **Volume 3**
  - Board of Managers 1919-1924

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Volume 4

**Board of Managers 1924-1936**

**Scope and Content Note**
Includes organization of Board of Managers

**Box 1, Folder 2-4**

**Loose items from v. 4**

**Series 2 Board of Directors Records 1913-1999**

**Physical Description:** v. 5-12; Box 1, folders 5-13; Box 2, folder 1; Cartons 1-3; Oversize folder 1

**Arrangement**
Arranged into 2 subseries: Minutes of Meetings and Historical Miscellany.

Subseries 2.1 **Minutes of Meetings 1913-1999**

**Physical Description:** v. 5-12; Cartons 1-3

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
The blue-bound Minutes represent those of the Children's Hospital instituted in 1929. Yellow volumes contain Minutes of the Executive Committee, a five-member panel comprised of the Board of Managers, three of whom also served as Directors of the Association.

Volume 5

**Baby Hospital Association of Alameda County 1913-1929**

**Scope and Content Note**
Includes bylaws of Dec. 13, 1920 and minutes of organizational meeting of Sept. 24, 1913

Carton 1, Folder 1

**Children's Hospital of the East Bay Cities 1913**

**Children's Hospital Medical Center 1929-1978**

**Volume 6**

1929-1943

**Volume 7**

1944-1953

**Volume 8**

1954-1963

**Volume 9**

1964-1968

**Volume 10**

1969-1973

**Volume 11**

1974-1976

**Volume 12**

1977-1978

**Carton 1, Folder 3-42**

1980-1985

**Carton 2, Folder 1-54**

1986-1992

**Carton 3, Folder 1-57**

1993-1999

Subseries 2.2 **Historical Miscellany 1921-1952**

**Physical Description:** Box 1, folders 5-13; Box 2, folder 1; Oversize folder 1A

**Arrangement**
Arranged hierarchically.

**Scope and Content Note**
Contains articles incorporation and by-laws; Board of Directors correspondence; annual reports; building documents including blueprints; and other miscellaneous documents relating to the hospital.

Box 1, Folder 5

**Articles of incorporation and bylaws 1930-1946**

Box 1, Folder 6

**Board of Directors correspondence 1928-1950**
| Box 1, Folder 7 | Annual meeting reports 1932-1942 |
| Box 1, Folder 8 | Organization plans 1923-1929 |
| Box 1, Folder 9 | Building 1926-1946 |
| Oversize Drawer A, Folder 1 | Blueprints and plot plan 1926-1945 |
| Box 1, Folder 10 | Child Development Center circa 1948-1952 |
| Box 1, Folder 11 | Patient statistics 1927-1951 |
| Box 1, Folder 12 | Social services arrangements 1939-1950 |
| Box 1, Folder 13 | Branches 1921-1929 |
| Box 2, Folder 1 | An Appreciation (memorial book in slipcase), binding by John Henry Nash circa 1930s? |
| Note | Dedicated to Anita Jensen Lunn, "honorary president in 1928, now charter member, director, and president for 8 years" |

### Series 3 Committee Minutes 1930-1978

**Physical Description:** v. 13-16; Box 2, folders 2-3; Carton 1, folder 2

**Arrangement**

Arranged hierarchically.

**Scope and Content Note**

Consists of minutes of various executive and financial committees as well as the Administrative Council.

**Volume 13**

Executive Committee 1930-1958

**Volume 14**

Executive Committee 1959-1968

**Volume 15**

Executive Committee, Joint Conference Committee, Long Range Planning Committee 1969-1978

**Volume 16**

Finance Committee, Public Relations Committee, Reorganization Committee 1969-1978

**Box 2, Folder 2-3**

Administrative Council 1963-1971

**Carton 1, Folder 2**

Clinic Committee 1933-1938

### Series 4 Financial Records 1920-1954

**Physical Description:** Box 2, folders 4-7; Box 3

**Arrangement**

Arranged hierarchically.

**Scope and Content Note**

Includes audits of the Baby Hospital Association and the Children's Hospital of the East Bay. Also contains materials on gifts and donations and hospital employee time books.

**Box 2, Folder 4**

Time book for hospital employees 1924-1928

**Box 2, Folder 5**

Baby Hospital Association Report of Audit, year ended November 30, 1920 1920

**Box 2, Folder 6**

"The Children's Hospital of the East Bay: A Social and Economic Audit" report 1938

**Box 2, Folder 7**

Subscribers to the Baby Hospital Building Fund, Baby Hospital Association of Alameda County 1928 March 17

**Box 3, Folder 1-3**

Gifts and Donations 1939-1954

### Series 5 Deeds and Legal Documents circa 1912-1986

**Physical Description:** Box 4

**Arrangement**

Arranged hierarchically.

**Scope and Content Note**

Contains original deeds, leases for properties owned by Hospital, and insurance policies.

**Box 4, Folder 1-2**

Original deeds 1926-1929, 1936-1941

**Box 4, Folder 3**

Title policies, deeds and other data relating to real property 1942-1953
| Box 4, Folder 4 | Contract for new addition, copy of mortgages, etc. 1946-1950 |
| Box 4, Folder 5 | Parking lot properties 1957-1958 |
| Box 4, Folder 6 | Chapman Note, Fir Branch 1972-1975 |
| Box 4, Folder 7 | Leases to Shafter Cottage 1926, 1936-1937 |
| Box 4, Folder 8 | 665 - 53rd St. 1985 |
| Box 4, Folder 9 | 671 - 53rd St 1986 |
| Box 4, Folder 10 | Oakland School District of Alameda County 1939, 1945 |
| Box 4, Folder 11-15 | Bank records 1912, 1926, circa 1940-1952 |
| Box 4, Folder 16-30 | Insurance circa 1926-1962 |
| Box 4, Folder 31 | Miscellaneous 1926 |