

## **Guide to the Coalition for Women's Economic Development Collection, 1980-1999**

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**Overview of the Collection**

**Collection Title:** Coalition for Women's Economic Development Collection

**Dates:** 1980-1999

**Bulk Dates:** 1986-1999

**Identification:** URB/CWED

**Creator:** Coalition for Women's Economic Development

**Physical Description:** 17.96 linear feet

**Alternate Extent Statement:** 8.53 GB of electronic records

**Language of Materials:**

English

Spanish; Castilian

Russian

**Repository:** Urban Archives

**Abstract:** The Coalition for Women's Economic Development was the first microenterprise development organization in Los Angeles and an early leader in the field of microenterprise development within the United States. The group's training and lending services initially focused on helping impoverished women become self-sufficient business owners and expanded over time to include men and low-to-moderate-income entrepreneurs. The *Coalition for Women's Economic Development Collection* dates from 1980-1999 and documents the group's activities and partnerships. The collection consists primarily of manuscript materials and includes some photographs, news clippings, and video recordings.

**Historical Note:**

The Coalition for Women's Economic Development (CWED) was conceived in early 1987 by a steering committee of women activists who were investigating ways to provide business development support for women. Beginning as a project of the Southern California Center for Nonprofit Management in January 1988, CWED was incorporated as a 501(c)3 non-profit organization in October of that same year with the mission "to help low-income women achieve self-sufficiency through self-employment." With a focus on small-business owners, CWED was the first microenterprise development organization in Los Angeles and one of the first in the United States.

Utilizing funding from grants and donations, CWED offered Micro-Business Training Programs beginning in 1989 and started issuing small loans through its Solidarity Circle Lending Program in 1990. Using workbooks and class materials developed by staff, CWED's training curriculum expanded over the years and covered topics such as bookkeeping, business start-up and management, market research, and loan management. Beyond educating and providing access to capital, the group aimed to empower and improve the self-confidence of their participants.

The coalition also contributed to policy development surrounding street vending and home-based business ordinances, assisted communities in forming their own microloan programs, and set up relief funds for women-owned businesses that were affected by L.A.'s civil unrest in 1992. Together with other organizations, CWED helped to establish the Association for Enterprise Opportunity (AEO) in 1991, the California Association for Microenterprise Opportunity (CAMEO) in 1992, and the Self-Employment Learning Project (SELP) in 1992 which developed evaluation methods for monitoring the progress of microenterprise programs across the United States.

In December 1995, CWED's Board of Directors voted to close its programming operations. The management of their microloan portfolio continued through 1996 and in 1998, after 10 years of incorporation, the Coalition for Women's Economic Development dissolved. The group reported that while in operation more than 7,000 women and men in the Los Angeles area had attended CWED's Business Orientation Workshop and more than 2,000 individuals had successfully completed one of the training or lending series. Between 1990 and 1995 the Coalition for Women's Economic Development disbursed more than \$600,000 in loans to microentrepreneurs across Los Angeles.

**Access Terms**

This Collection is indexed under the following controlled access subject terms.

**Genre/Form of Material:**

Maps

Paper records

Photographic material

Publications

Video recordings

**Processing Information:**

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Christine Hertzl and Inderdeep Kaur, 2015

**Conditions Governing Use:**

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**Conditions Governing Access:**

The collection is open for research use.

**Preferred Citation:**

For information about citing items in this collection consult the appropriate style manual, or see the [Citing Archival Materials](#) guide.

**Arrangement of Materials:**

Series I: Administrative Files, 1986-1999

Subseries A: Office of the Executive Director, 1989-1997

Subseries B: Meetings and Events, 1989-1996

Subseries C: General Administrative Files, 1988-1999

Subseries D: Affiliated Organizations, 1986-1996

Series II: Programming Materials, 1980-1996

Subseries A: Program Development, 1980-1996

Subseries B: Workshop Materials, 1989-1996

Subseries C: Student Materials, 1989-1996

Subseries D: Statistics, Reports, and Evaluations, 1989-1996

Series III: Press and Promotional Materials, 1989-1998

**Scope and Contents**

The *Coalition for Women's Economic Development Collection* documents the activities, programs, services, and policies of the first microenterprise development organization in Los Angeles, California. The collection also reveals early collaborative efforts within the field of microenterprise development during its inception in the United States. The collection dates from 1980-1999, with the bulk of materials dating from 1986-1999. It consists of three series: Administrative Files (1986-1999), Programming Materials(1980-1996), and Press and Promotional Materials (1989-1998).

Series I, Administrative Files, is further divided into four subseries. Subseries A, Office of the Executive Director (1989-1997), contains correspondence, memos, and announcements for board and staff meetings. It covers the tenure of some, but not all who held the role of Executive Director during CWED's operating years. Subseries B, Meetings and Events (1989-1996), contains agendas and minutes from board and staff meetings, retreats, and various luncheons as well as some planning notes, photographs, and event programs. Duplicative items may exist within the Board of Directors files. Subseries C, General Administrative Files (1988-1999), consists of housekeeping records such as employee forms, sample proposals, policies and procedures, as well as some financial documents, licenses, and contracts. Fundraising resources, proposals, correspondence, and reports are also included. Subseries D, Affiliated Organizations (1986-1996), contains materials related to many of the organizations with whom CWED cooperated. The nature of affiliation varies and may include programming collaboration, contracted services, and/or funding solicitation. The files consist of contracts, correspondence, financials, some meeting agendas and minutes, notes, proposals, and reports depending on the organization and the nature of affiliation. Publications such as brochures, newsletters, and annual reports are also included. All subseries within Series I are arranged alphabetically by subject and chronologically within.

Series II, Programming Materials, is further divided into four subseries which follow the planning, delivery, and outcome of CWED's training and lending services. Subseries A, Program Development (1980-1996), consists of publications such as articles, brochures, pamphlets, reports, workbooks, and videos which likely served as resources for CWED curriculum planning and policy collaborations. Related committee agendas, notes, and proposals are also included. Subseries B, Workshop Materials (1989-1996), consists primarily of workbooks, forms, and handouts used in CWED's training and lending programs. A small number of staff forms and policies are also included, as well as outside resources for students and graduates. Subseries C, Student Materials (1989-1996), contains completed workshop assignments, a portfolio of Solidarity Circle participants, photographs of students at workshops and events, and a notebook which documents the status of students' loan applications. Subseries D, Statistics, Reports, and Evaluations (1989-1996), is made up of various

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reports and surveys documenting the demographics of CWED's students and borrowers; some of this information is seen in larger reports and proposals to affiliated organizations. Also included are focus group notes and evaluations intended to gauge and improve CWED's services. All subseries within Series II are arranged alphabetically by subject and chronologically within.

Series III, Press and Promotional Materials, primarily consists of newspaper clippings and videos featuring CWED, its students, or related microenterprise efforts. The series also includes awards and recognition presented to CWED along with the coalition's official publications, such as its newsletter, press kit, promotional brochures. Series III is arranged alphabetically by subject and chronologically within.

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### **Series I: Administrative Files, 1986-1999**

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#### **Subseries A: Office of the Executive Director, 1989-1997**

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Box 1, Folder 3	<b>Correspondence, January-July 1992</b>
Box 1, Folder 4	<b>Correspondence, August-October 1992</b>
Box 1, Folder 5	<b>Correspondence, November-December 1992</b>
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Box 2, Folder 3	<b>Correspondence, October 1993</b>
Box 2, Folder 4	<b>Correspondence, November-December 1993</b>
Box 2, Folder 5	<b>Correspondence, January-February 1994</b>
Box 2, Folder 6	<b>Correspondence, March-April 1994</b>
Box 2, Folder 7	<b>Correspondence, May 1994</b>
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Box 3, Folder 1	<b>Correspondence, July 1994</b>
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Box 3, Folder 3	<b>Correspondence, August 1994</b>
Box 3, Folder 4	<b>Correspondence, September 1994</b>
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Box 3, Folder 6	<b>Correspondence, January-February 1995</b>
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Box 3, Folder 10	<b>Correspondence, July 1995</b>
Box 4, Folder 1	<b>Correspondence, August 1995</b>
Box 4, Folder 2	<b>Correspondence, September-October 1995</b>
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Box 4, Folder 4	<b>Correspondence, January-March 1996</b>
Box 4, Folder 5	<b>Correspondence, April-July 1996</b>
Box 4, Folder 6	<b>Correspondence, August 1996-February 1997</b>
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Box 4, Folder 9	<b>Internal Memos, October-December 1993</b>
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Box 5, Folder 2	<b>Internal Memos, July-December 1995</b>
Box 5, Folder 3	<b>Internal Memos, 1996</b>
Box 5, Folder 4	<b>Monthly Update to Board of Directors, April-September 1993</b>

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Box 5, Folder 5	<b>Staff Meeting Announcements, March 1992-January 1993</b>
Box 36, Folder 1	<b>Correspondence with Photographic Print, ca. December 1992</b>
Box 36, Folder 2	<b>Correspondence with Photographic Print, January 1994</b>

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Box 5, Folder 7	<b>Board of Directors Meeting Minutes, 1992-1993</b>
Box 5, Folder 8	<b>Board of Directors Meeting Minutes, February-April 1994</b>
Box 5, Folder 9	<b>Board of Directors Meeting Minutes, April-May 1994</b>
Box 5, Folder 10	<b>Board of Directors Meeting Minutes, June-December 1994</b>
Box 6, Folder 1	<b>Board of Directors Meeting Minutes, 1995, 1996</b>
Box 6, Folder 2	<b>Board of Directors Notebook, December 1992-April 1993</b>
Box 6, Folder 3	<b>Board of Directors Notebook, May-July 1993</b>
Box 6, Folder 4	<b>Board of Directors Notebook, August-September 1993</b>
Box 6, Folder 5	<b>Board of Directors Notebook, October-December 1993</b>
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Box 6, Folder 7	<b>Board of Directors Notebook, July-September 1994</b>
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Box 7, Folder 7	<b>Board of Directors Notebook, June-December 1996</b>
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Box 36, Folder 4	<b>Board of Directors and Staff Luncheons, Photographic Prints and Slides</b>
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Box 8, Folder 12	<b>Audit Reports and Financial Statements, 1994-1996</b>
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Box 8, Folder 14	<b>Budget Reports and Proposals, 1990-1992</b>
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Box 19, Folder 7	<b>James Irvine Foundation, Women's Economic Development Initiative, California Regional Capital Project, 1991-1993</b>
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Box 23, Folder 2	<b>Ms. Foundation, Collaborative Fund Program Updates, July-November 1991</b>
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Box 23, Folder 6	<b>Ms. Foundation, Collaborative Fund Report for July-December 1993 Programming Period, 1993-1994</b>
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Box 25, Folder 13	<b>United States Small Business Administration, Microloan Portfolio Status Reports, 1993-1996</b>
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Box 26, Folder 12	<b>Block Grants, "Consolidation Countdown" Workshop Materials, 1996</b>
Box 26, Folder 13	<b>"Bootstrap Banking, " 1987</b>
Box 26, Folder 14	<b>"The Business Tool: A Business Start-Up Reference Guide, " 1994</b>
Box 26, Folder 15	<b>"The Day Care Provider's Easy Bookkeeping System for 1992," Spanish Version, 1991</b>
Box 26, Folder 16	<b>Debt Collection and Small Claims Brochures and Handbooks, 1992-1993</b>
Box 26, Folder 17	<b>"Family Day Care Handbook," California Child Care Resource and Referral Network, 1987</b>
Box 26, Folder 18	<b>"Family Day Care Handbook," California Child Care Resource and Referral Network, 1987</b>
Box 26, Folder 19	<b>"Feasability Study for a Financial Intermediary for Microenterprise Development, " 1994-1995</b>
Box 27, Folder 1	<b>Financial Management Publications, 1986, 1992</b>
Box 27, Folder 2	<b>Full Circle Fund Loan Programming Resources, 1990-1991</b>
Box 27, Folder 3	<b>"The Grameen Bank: Community Economic Development for the Poor, " 1988</b>
Box 27, Folder 4	<b>Group Savings Programming Resources</b>
Box 27, Folder 5	<b>"Guía para la planeación de su negocio: elabore usted mismo el plan de su negocio, " 1991</b>
Box 27, Folder 6	<b>"La herramienta de negocios: una guía de referencia para comenzar su negocio, " 1994</b>
Box 27, Folder 7	<b>Home-Based Business Ordinances and Policy Report, 1990-1992</b>
Box 27, Folder 8	<b>"Home-Based Enterprises in Cities of Developing Countries, " 1987</b>
Box 27, Folder 9	<b>"The Institutionalization of Microcredit: Moving Forward by Looking Back, " 1993</b>
Box 27, Folder 10	<b>Loan Fund Committee Materials and Program Proposals, 1988-1990</b>
Box 27, Folder 11	<b>Loan Fund Grant Proposal Drafts, 1989</b>
Box 27, Folder 12	<b>Loan Fund Implementation Resources, 1980, 1986-1989</b>
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Box 28, Folder 1	<b>"Make a Real Job of It: The Instant Muscle Way Including Odd Jobs and Co-operatives, " 1985</b>
Box 28, Folder 2	<b>Managing Success Workshop, 1992-1993</b>
Box 28, Folder 3	<b>Micro-Enterprise Resources, 1987, 1990-1996</b>
Box 28, Folder 4	<b>"The Policy: Making the Case for an Asset Base, " 1992</b>
Box 28, Folder 5	<b>Proposed Changes to CWED Work Plan and Timetable, 1991-1992</b>
Box 28, Folder 6	<b>Self-Employment Initiatives, Normal Council for Urban Economic Development, October 1988</b>

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Box 28, Folder 7	<b>"Show and Sell: A Guide to Advertising and Promotions for Small Businesses and Neighborhood Commercial Districts, " 1987</b>
Box 28, Folder 8	<b>"Sidewalk Vending: Fundamentals of the Business and a Survey of Programs"</b>
Box 28, Folder 9	<b>Small Business Development Resources</b>
Box 28, Folder 10	<b>"Small Business Handbook," Los Angeles Business Journal, 1993</b>
Box 28, Folder 11	<b>Small Business Marketing Workbook, 1989</b>
Box 28, Folder 12	<b>Street Vending Policies and Task Force Report, 1989-1992</b>
Box 28, Folder 13	<b>Street Vending Task Force, 1993-1995</b>
Box 28, Folder 14	<b>Su Plan de Negocio, 1990</b>
Box 28, Folder 15	<b>U.S. House of Representatives Select Committee on Hunger Report, 1987</b>
Box 28, Folder 16	<b>Women's Economic Development Group, Small Business Planner</b>
Box 28, Folder 17	<b>"Your International Business Plan" Workbook, 1989</b>
Digital Box 40, Folder 1	<b>Program Development Videos</b>
Digital Box 40, Folder 1, Item 1	<b>Employer's Guide to Managing Employee Costs, 1992</b>
Digital Box 40, Folder 1, Item 2	<b>Expanding Small Business Opportunities for Bankers - National Congress for Community, September 1987</b>

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**Subseries B: Workshop Materials, 1989-1996**

Box 29, Folder 1	<b>Attendance Forms and Remittance Reminder Forms</b>
Box 29, Folder 2	<b>Bookkeeping Workbook</b>
Box 29, Folder 3	<b>Bookkeeping Workshop Registration Form</b>
Box 29, Folder 4	<b>Business Plan Workbook, 1993</b>
Box 29, Folder 5	<b>Business Plan Workbook, 1994</b>
Box 29, Folder 6	<b>Business Plan Workshop Instructor's Manual, 1994</b>
Box 29, Folder 7	<b>Business Plan Workshop Registration Forms, 1995</b>
Box 29, Folder 8	<b>The Business of Service Business Workbook</b>
Box 29, Folder 9	<b>Commercial Real Estate Seminar Handouts and Registration Forms</b>
Box 29, Folder 10	<b>Entrepreneur Mentoring Program Handouts and Registration Forms with Map, 1994</b>
Box 29, Folder 11	<b>Family Day Care Instruction Book</b>
Box 29, Folder 12	<b>Fast Track Lending Program Handouts and Registration Forms</b>
Box 29, Folder 13	<b>First Workbook, 1989-1991</b>
Box 29, Folder 14	<b>Get Ready for Business Workbook, 1992</b>
Box 29, Folder 15	<b>Get Ready for Business Workbook, 1993</b>
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Box 29, Folder 18	<b>Get Ready for Business Workshop Evaluation Forms</b>
Box 29, Folder 19	<b>Graduation Ceremony Forms, Handouts, and Programs</b>
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Box 30, Folder 1	<b>Investigacion de Mercado Workbook, 1992</b>
Box 30, Folder 2	<b>Loan Application Forms</b>
Box 30, Folder 3	<b>Loan Application Guidelines</b>
Box 30, Folder 4	<b>Loan Preparation Workshop Handouts and Registration Forms, 1994</b>
Box 30, Folder 5	<b>Market Research Workbook, 1992</b>
Box 30, Folder 6	<b>Micro-Business Workshop Policies and Instruction Manual, 1992</b>
Box 30, Folder 7	<b>Minority Entrepreneur Mentoring Program Flier and Forms, 1992</b>
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Box 30, Folder 13	<b>Preparandose para comenzar su Negocio Workbook, 1993</b>

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Box 30, Folder 14	<b>Preparandose para comenzar su Negocio Workbook, 1994</b>
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Box 31, Folder 9	<b>Loan Application Review Notebook, 1994-1995</b>
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Box 34, Folder 1	<b>Job Creation Survey Notes</b>
Box 34, Folder 2	<b>Loan Borrower Demographics Reports and Graphs</b>
Box 34, Folder 3	<b>Loan Borrower Focus Group, 1993</b>
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Box 34, Folder 5	<b>Loan Reports, 1994, 1996</b>
Box 34, Folder 6	<b>Loan Summaries, 1990-1996</b>
Box 34, Folder 7	<b>"Methodology for CWED Program Impact Evaluation, " 1993</b>
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Box 34, Folder 9	<b>Samuels Center Women and Economic Development Survey, 1994</b>
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**Press Kit, 1994**

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**Promotional Publications, 1992-1998**

**Video Description**

**Photographic Prints for Publicity**

**Promotional Posters and Recognition**

**Press and Promotional Videos**

**CWED Interview in Spanish on Foro 22 Show #122, December 1990**

**CWED Interview on Our People, Our Town Show #293, KWHY-TV22, March 10, 1991**

**CWED on KCBS Action News, April 10, 1994**

**CWED Promotional Tape Rough Draft**

**CWED Public Service Announcement in Spanish, December 29, 1993**

**CWED Public Service Announcement on KVEA 52 Los Angeles #303, April 8, 1991**

**Getting the Job Done presented by Wider Opportunities for Women, 1994**

**Letting Go presented by Women's Self-Employment Project, 1990**

**Making It! Minority Success Stories Show #139**

**Making It! Minority Success Stories Show #186**

**Rebuild LA (RLA) - Renge Films Inc., April 7, 1993**

**Street Vendor Issue - KTLA Channel 5 News, December 1990**

**Various News Shorts - 60 Minutes featuring Grameen Bank, CBS News featuring CWED, October 22, 1990**

**Various News Shorts featuring CWED, June 20, 1995**

**Women in Business - KCBB, October 1990**