Overview of the Collection

Collection Title: Tarzana Woman's Club Collection
Dates: 1929-2001
Bulk Dates: 1990-2001
Identification: URB/TWC
Creator: Tarzana Woman's Club
Physical Description: 4.04 linear feet
Language of Materials: English
Repository: Urban Archives

Abstract: The Tarzana Woman's Club was initially formed as the Runnymede Women’s Club in 1915, an auxiliary to the local men’s social organization, the Runnymede Poultry and Berry Association. The women’s association disbanded in 1923, but twelve former members re-formed as a separate organization shortly thereafter. In 1927, the club was renamed the Tarzana Woman's Club. It dissolved in 2001, as membership continued to decline. The collection consists primarily of the club’s budgets and charitable gifts. Also included are approximately three years of meeting minutes in longhand, membership handbooks, and newsletters.

Historical Note:
The Tarzana Woman’s Club was initially formed as the Runnymede Women’s Club in 1915, an auxiliary to the local men’s social organization, the Runnymede Poultry and Berry Association. The women’s association disbanded in 1923, but twelve former members re-formed as a separate organization shortly thereafter. In 1927, the club was renamed the Tarzana Woman's Club. In 1929, the women associated themselves with the California Federation of Women’s Clubs and the General Federation of Women’s Clubs, a nation-wide association of women’s clubs. They were incorporated in 1930. The Tarzana Woman's Club worked together to the Tarzana community in a variety of ways. They dedicated themselves to assisting veterans coming home at the end of World War I, and aided the community through their philanthropic work during the Great Depression. To improve their community they worked for the establishment of the Tarzana-Reseda Park at Victory and Reseda Blvd., a community library, and Topeka Drive School. During World War II, club members donated their time at the Birmingham Veteran’s Hospital providing whatever services were most needed, from rolling bandages and visiting patients to writing letters for those recovering veterans who could not do so themselves.

The club sponsored various youth activities including the Girl Scouts and Blue Birds, and established a Junior Woman’s Club for 18 to 35-year old women, which was later disbanded. The Tarzana Woman’s Club assisted those of all ages through charitable giving, including funding such organizations as Habitat for Humanity, the Salvation Army, Community Assistance to Homeless Youngsters and “Pennies for Pines” of the Forest Service to plant trees. They enriched the lives of San Fernando Valley residents by supporting fashion, craft, and horticulture shows with proceeds being donated to their long list of charities. The club dissolved in 2001 as membership continued to decline.

Genre/Form of Material:
Paper records
Photographic material
Publications

Processing Information:
Elizabeth Gilmartin

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Preferred Citation:
Guide to the Tarzana Woman's Club Collection, 1929-2001

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 Records, 1929-2001
- Series IV: Oversize Materials, 1930-1996
- Series V: Non-Manuscript Material

**Scope and Contents**

The **Tarzana Woman's Club Collection** primarily consist of budgets and charitable gifts. Also included are approximately three years of meeting minutes in longhand, membership handbooks, and newsletters. The collection is divided into five series: Administrative Records (1929-2001), Financial Records (1933-2001), Publications (1994-2001), Oversize Materials (1930-1996), and Non-Manuscript Material.

Series I, Administrative Records, includes loose papers, club minutes, member handbooks, articles of incorporation, by-laws, and two histories of the Tarzana Women's Club. The files are arranged alphabetically by subject and chronologically within.

Series II, Financial Records, consists primarily of budget statements, donation files, and federal and state tax records. The files are arranged alphabetically by type and chronologically within.

Series III, Publications, consists of newsletters produced by the Tarzana Woman's Club and their associate organizations. The files are arranged alphabetically by publishing organization and chronologically within.

Series IV, Oversize Materials, contains organizational papers which have been housed separately due to their physical size. Series V, Non-manuscript Material, consists of three-dimensional objects and photographs.

**Series I: Administrative Records, 1929-2001**

- Box 1, Folder 1: Anderson, Jeanne D. - 75 Years of Caring and Sharing: article
- Box 1, Folder 2: Articles of Incorporation: certificate; corporation papers, 1930, 1951
- Box 1, Folder 3: Board of Directors: minutes, January-May 1988
- Box 1, Folder 4: Board of Directors - Record Book: minutes; Regular Meeting - Record Book: minutes, 1996 September 3-2001 September 18
- Box 1, Folder 5: Board of Directors: minutes; Regular Meeting: minutes, April, May, September-December 1999, January-March 2000
- Box 1, Folder 6: Board of Directors: resolutions; note regarding Real Estate, 1958 September 11, 25, November 1958
- Box 1, Folder 7: By-laws: revision, 1993
- Box 1, Folder 8: CA Trade and Commerce Agency; National Heritage Foundation - Foundation for Pierce College: brochure; international contact list; newsletter, 2001
- Box 1, Folder 9: Club House: correspondence, 1957 February 18, 1957 March 1, 7
- Box 1, Folder 10: Club Membership: applications; membership cards, 1993-1997
- Box 1, Folder 11: Club Membership: guestbook, 1997 March 18-2000 January 18
- Box 1, Folder 12: Club Membership: handbook, 1984-1985
- Box 1, Folder 13: Club Membership: handbook, 1994-1996
- Box 1, Folder 14: Club Membership: notes, 1995 December 5
- Box 1, Folder 15: Club Membership - Recruitment and Retention Methods: article; flyers; newsletters; pamphlets; survey, 1972, 1996-1998
- Box 1, Folder 16: Dissolution Papers: certificate; correspondence, 2001 September 18, 2001 October 5, 2001 November 9
- Box 1, Folder 17: Fire Insurance: correspondence; notices; form; policy; terms, 1958-1964
- Box 1, Folder 18: Florida Federation of Women's Clubs: correspondence regarding history of Pompano Beach Women's Clubhouse, 1975 December 8
- Box 1, Folder 19: Fundraisers: announcements
- Box 1, Folder 20: General: correspondence, 2001 May 20
Box 1, Folder 22  Glave, Mary: correspondence regarding History of the Tarzana Woman's Club from 1922-1960
Box 1, Folder 23  Les Skinner Company: plaque design, 2001 November 21
Box 1, Folder 24  Liability Insurance: correspondence; invoice; notice; receipt; policy, 1996-1997
Box 1, Folder 25  Mental Health Association in Los Angeles County: flyer
Box 1, Folder 26  Missionaries of Charity: correspondence, 1991 May 11
Box 1, Folder 27  Northeast Valley Health Corporation: business card; flyer
Box 1, Folder 28  Property Records: agreements regarding Real Estate, 1951 May 1, 1952 June 6, 1954 December 28
Box 1, Folder 29  Property Records: correspondence; note; subpoena regarding Real Estate, 1956 June 19, 1963 September 15
Box 1, Folder 30  Property Records: correspondence; forms regarding authority to sell and rent, 1961 December 12, 1962 January 5
Box 1, Folder 31  Publicity: newspaper clippings, 1962
Box 2, Folder 1  Regular Membership Meetings: minutes; recommendations, January-April, May 1998
Box 2, Folder 2  Secombe, Clinton F. (Attorney): correspondence regarding Articles of Incorporation, 1929 April 25
Box 2, Folder 3  Torres, Mary M. (TWC Member): correspondence regarding resignation of membership, 1997 October 2
Box 2, Folder 4  Zoning: correspondence, 1958 August 18, 1958 September 22, 1959 June 19
Box 2, Folder 5  Zoning: notices, 1958 August 8, 1958 September 22, January 22, 1962 June 1


Box 2, Folder 6  Annual Budget: reports, 1990-1995
Box 2, Folder 7  Bank of America: correspondence regarding Club House, 1951 December 17
Box 2, Folder 8  Board of Directors: budget reports May-June, September-December 1990
Box 2, Folder 9  Board of Directors: budget reports, January-May, September, November-December 1991
Box 2, Folder 10  Board of Directors: budget reports, January-May, September-December 1992
Box 2, Folder 11  Board of Directors: budget reports, January-May, August-December 1993
Box 2, Folder 12  Board of Directors: budget reports, January-May, September-December 1994
Box 2, Folder 13  Board of Directors: budget reports, January-May, September-December 1995
Box 2, Folder 14  Board of Directors: budget reports, January-May, September 1996
Box 2, Folder 15  Board of Directors: budget reports, April-May, September 1996
Box 2, Folder 16  Budget: procedure book, May 1975
Box 2, Folder 17  Budget: summaries, 1981-1984
Box 2, Folder 18  California Department of State, Corporate Division: correspondence regarding corporate classification, 1979 November 16
Box 2, Folder 19  California Federal Savings: passbook; bond receipt, 1946, 1957-1959
Box 2, Folder 21  California Federation of Women's Clubs: notice regarding Tax Exempt Classification Charities: contact list
Box 2, Folder 22  Contribution Acknowledgements: correspondence, 1992 September 30, December 8, December 11, December 22, 1993 January 4
Box 2, Folder 23  Contribution Acknowledgements: correspondence, 2000 November 20, December, January 10, February 19, 2001 April 18
Box 2, Folder 25  Contributions: annual reports, 1990-1996
Box 2, Folder 26  Contributions: notes, 1994 December 4, 1997 February 24
Box 2, Folder 27  Domestic Non-Profit Corporation Status: statements, 1992-1995, 1997
Box 2, Folder 28  Escrow: statement; receipts, January-September 1962
Box 2, Folder 29  Fundraising: raffle sales sheet, 1997 August 22
Box 2, Folder 30  Luncheon Meeting: budget notes, 1997-1998
Box 2, Folder 31  Membership Dues: reports; notes, 1990-1995, 1997
Box 2, Folder 32  Mortgage: statement
Box 2, Folder 33  Property Taxes: receipt, 1959 November 19, 1961 December 11
Box 2, Folder 36  Tax Clearance: applications; certificate, 2001 August 15, September 12
Box 2, Folder 37  Tax Exempt Status: statement, 1957 March 13
Box 2, Folder 38  Taxes: correspondence; notes, 1985 November 15, October 6, October 12, 1988 November 4, 1989 January 17
Box 2, Folder 39  Taxes: federal return; state return, 1985 June 1-1986 May 31
Box 2, Folder 40  Taxes: federal return, 1986 June 1-1987 May 31
Box 2, Folder 41  Taxes: federal return, 1987
Box 2, Folder 42  Taxes: federal return, 1989 June 1-1990 May 31
Box 2, Folder 43  Taxes: federal return, 1994 June 1-1995 May 31
Box 2, Folder 44  Taxes: federal return, 1995 June 1-1996 May 31
Box 2, Folder 45  Taxes: federal return; state return, 2000 June 1, 2001 May 31
Box 2, Folder 53  Treasurer: guidelines
Box 2, Folder 54  Treasurers' Reports, February 1996
Box 2, Folder 55  Treasurers' Summary of Accounts: notes
Box 2, Folder 56  Yearly Budget Proposals, 1984-1986, 1987-1990


Box 3, Folder 1  California Federation of Women's Clubs - Sierra-Cahuenga District: newsletter, September-December 1998
Box 3, Folder 2  California Federation of Women's Clubs - Sierra-Cahuenga District: newsletter, January-March, May 1999
Box 3, Folder 4  Tarzana Woman's Club (TWC): newsletter, May, October, November 1994
Box 3, Folder 5  TWC: newsletter, February-March 1995
Box 3, Folder 6  TWC: newsletter, October, December 1996
Box 3, Folder 7  TWC: newsletter, January-May, July, December 1997
Box 3, Folder 8  TWC: newsletter, January-April, September-December 1998
Box 3, Folder 9  TWC: newsletter, January-May, September, November 1999
Box 3, Folder 10  TWC: newsletter, January, February, May, September, October, December 2000
Box 3, Folder 11  TWC: newsletter, February-April 2001

Series IV: Oversize Materials, 1930-1996

Box 4, Folder 1  Financial Ledger, 1985 November 27-1996 August 19
Box 4, Folder 2  Articles of Incorporation: corporation papers, 1930
Box 4, Folder 3  California State Assembly - The Great Seal of the State of California: certificates
Box 4, Folder 4  Fire Insurance: form; policy, 1958-1964
Box 4, Folder 5  Humane Society of the United States: certificate of appreciation, 1988 June 22
Box 4, Folder 6  Property Records: agreements regarding Real estate, 1951 May 1, 1952 June 6, 1954 December 28
Box 4, Folder 7  Yearly Budget Proposal, 1984-1985

Series V: Non-Manuscript Material

Box 5, Item 1  TWC 1 President's Gavel
Box 6, Item 1  TWC 2 Club Seal (Embosser)
Box 7, Item 1  Photo - Finale at the Encino Women’s Clubhouse
Box 7, Item 2  Corral Tea Party for Cuddles - the Donkey