Guide to the Phyllis Wheatley Club of the East Bay Records

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Guide to the Phyllis Wheatley Club of the East Bay Records

Collection number: MS 147

African American Museum & Library at Oakland
Oakland, California

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Encoded by:
Mia Jaeggli

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Descriptive Summary

Title: Phyllis Wheatley Club of the East Bay records
Dates: 1935-1995
Collection number: MS 147
Creator: Phyllis Wheatley Club of the East Bay
Collection Size: 2.5 linear feet (3 boxes + 1 oversized)
Repository: African American Museum & Library at Oakland (Oakland, Calif.)

Abstract: The Phyllis Wheatley Club of the East Bay Records include administrative records, correspondence, event invitations and programs. Administrative records consist of the club's constitution and by-laws, meeting minutes and notes, and financial ledgers.

Languages: Languages represented in the collection: English

Access
No access restrictions. Collection is open to the public.

Access Restrictions
Materials are for use in-library only, non-circulating.

Publication Rights
Permission to publish must be obtained from the African American Museum & Library at Oakland.

Preferred Citation
Phyllis Wheatley Club of the East Bay records, MS 147, African American Museum & Library at Oakland, Oakland Public Library. Oakland, California.

Acquisition Information
The collection was donated to the African American Museum & Library at Oakland.

Processing Information
Processed by Mia Jaeggli, Volunteer, January 31, 2014

Biography / Administrative History
Named after African American poet Phillis Wheatley (c.1754 – 1784), the Phyllis Wheatley Club of the East Bay was founded in 1914 by Mrs. Fred Williams and Hettie B. Tilghman. The original intent of the club was to cultivate young black women and encourage their contributions to the community. Over the next two decades, it quickly became a charitable organization focused on fundraising efforts that supported local organizations, community services, and programs in the East Bay. The club’s fundraising activities took the form of annual flower shows, annual Mother’s Day breakfasts, fashion shows and community theater.

Scope and Content of Collection
The Phyllis Wheatley Club of the East Bay Collection includes administrative records, correspondence, event invitations and programs. Administrative records consist of the club's constitution and by-laws, meeting minutes and financial ledgers. The
The collection is arranged into three series: administrative files, photographs and assorted print material.

**Arrangement**

Series I. Administrative files
Series II. Photographs
Series III. Assorted Print Material

**Indexing Terms**

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

Phyllis Wheatley Club of the East Bay (Oakland, Calif.)
African American women--California--History.
African American women--Societies and clubs.
Oakland (Calif.) -- History.
African Americans--California--History.

*Phyllis Wheatley Club of the East Bay (Oakland, Calif.), and Gail Reid. 1978. A history commemorating sixty four years of solidarity and service. Oakland, Calif: Phyllis Wheatley Club of the East Bay.*

**Other Finding Aids**

Colored Women’s Association Collection, MS 1, African American Museum & Library at Oakland, Oakland Public Library. Oakland, California.

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**Administrative Files**

Physical Description: 2 boxes and 10 folders

**Series Scope and Content Summary**

Includes financial ledgers and receipt books, the club’s constitution and by-laws, meeting minutes and meeting notes, correspondence regarding donations and club events, and ephemera.

**Arrangement**

Arranged by format.

**Financial Records**

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 2</td>
<td>Financial reports and loose leaf financial ledgers. 1931-1979</td>
</tr>
<tr>
<td>Box 4:2</td>
<td>Receipts, invoices and banking records. 1955-1957</td>
</tr>
<tr>
<td>Box 4</td>
<td>Financial ledger. 1955</td>
</tr>
</tbody>
</table>

**Meeting Minutes**

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1:3</td>
<td>Two pages of meeting minutes with one sample newsletter. The first page of minutes is undated and the second page is dated February 12, 1981. 1981</td>
</tr>
<tr>
<td>Box 1:5</td>
<td>Notebook of meeting notes from 1981. Notes drafting the responsibilities of the club’s officers. 1981</td>
</tr>
<tr>
<td>Box 3</td>
<td>Secretary’s Books (meeting minutes) 1939-1965</td>
</tr>
</tbody>
</table>

**Correspondence**

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1:6</td>
<td>Assorted correspondence, including letters requesting donations. 1969-1991</td>
</tr>
</tbody>
</table>

**Ephemera**

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1:7</td>
<td>Event programs. 1973-1994</td>
</tr>
<tr>
<td>Box 1:8</td>
<td>Event programs and flyers. 1964-1995</td>
</tr>
<tr>
<td>Box 1:9</td>
<td>Certificates honoring contributions from the Phyllis Wheatley Club. 1956-1977</td>
</tr>
<tr>
<td>Box 1:10</td>
<td>Tickets for a play put on by The Black Repertory Group. 1973</td>
</tr>
<tr>
<td>Box 1:10</td>
<td>Brief biography of Phyllis Wheatley Club newsletter. 1981</td>
</tr>
</tbody>
</table>
### Box 1:10
- **Planning materials for a fundraiser. 1992**
- **Flyer for the Annual Mother’s Day Breakfast and poster depicting the San Francisco Bay Bridge. 1963**
- **Scroll with members’ names. 1963**

#### Photographs
- **Physical Description:** 1 folder
- **Series Scope and Content Summary:** Contains two photographs of club members.
- **Arrangement:** By format.

### Box 1:11
- **Photograph of the Phyllis Wheatley Club of the East Bay members. 1979**
- **Photograph of club member Martha Montgomery. 1955**

#### Assorted Materials
- **Physical Description:** 2 folders
- **Series Scope and Content Summary:** Includes a 1966 guide to scholarships for Oakland high school students and print material related to club business but not created by the club.
- **Arrangement:** By format.

### Box 1:2
- **Scholarships and other forms of financial aid for students planning to enter universities, colleges or special schools / Oakland Public Schools 1966**

### Box 1:13
- **Form letters requesting financial contributions 1959-1976**
- **Newspaper clipping titled Son of Centerites Shows Fine Promise ca. 1960**
- **Booklet from the Berkeley Women’s Town Council 1977**
- **Promotional materials for Balboa Greetings, Inc. 1971**