Finding Aid for the Helen Matthewson Club records UARC.0442

Finding aid prepared by University Archives staff, 1991; revised by Katharine A. Lawrie, 2013; revised and expanded by Lori Dedeyan, 2019.

UCLA Library Special Collections
Online finding aid last updated 2019 June 3.
Room A1713, Charles E. Young Research Library
Box 951575
Los Angeles, CA 90095-1575
spec-coll@library.ucla.edu
URL: https://www.library.ucla.edu/special-collections
Finding Aid for the Helen Matthewson Club records

UARC.0442

Language of Material: English
Contributing Institution: UCLA Library Special Collections
Title: Helen Matthewson Club records
Creator: Helen Matthewson Club
Identifier/Call Number: UARC.0442
Physical Description: 4.8 Linear Feet(10 boxes, 2 flat boxes)
Physical Description: 6 sound_recordings(5 unprocessed audiocassettes and 1 unprocessed reel of 1/4 inch audiotape)
Date (inclusive): 1911-2009
Abstract: The Helen Matthewson Club was a living cooperative for UCLA university women, established in 1923 by Dean of Women Helen Matthewson Laughlin. This record series contains the administrative files of the club; event programs and publications, including drafts, research materials, and the final version of an official history of the club, written by its members; scrapbooks and photographs; and audio recordings of Dean Helen Matthewson Laughlin.
Language of Material: Materials are in English.

Portions of the collection stored off-site. Advance notice is required for access to the collection. All requests to access special collections materials must be made in advance using the request button located on this page.

Conditions Governing Access
Open for research. All requests to access special collections materials must be made in advance using the request button located on this page.

Conditions Governing Use
Copyright to portions of this collection has been assigned to the UCLA Library Special Collections. The library can grant permission to publish for materials to which it holds the copyright. Commercial use may require additional rights that must be determined and obtained by the researcher. All requests for copyright permission to publish must be submitted in writing to Library Special Collections. Credit shall be given as follows: The Regents of the University of California on behalf of the UCLA Library Special Collections.

Preferred Citation
[Identification of item], Helen Matthewson Club records (University Archives Record Series 442). UCLA Library Special Collections, University Archives, University of California, Los Angeles.

Immediate Source of Acquisition

Processing Information
Collections are processed to a variety of levels, depending on the work necessary to make them usable, their perceived user interest and research value, availability of staff and resources, competing priorities. Library Special Collections provides a standard level of preservation and access for all collections and, when time and resources permit, conducts more intensive processing. These materials have been arranged and described according to national and local standards and best practices.

Processed by University Archives staff, 1991; further processing by Katharine A. Lawrie, 2013; materials further arranged, described, and additional materials integrated by Lori Dedeyan, 2019.

Record series 442 includes the contents of former University Archives record series numbers 443 (History Notebooks), 444 (Minutes of meetings), 445 (Scrapbooks), and 446 (Subject files), which were retired after their contents were merged into this record series in April 2019.

UCLA Catalog Record ID
UCLA Catalog Record ID: 1973071

Administrative/ Biographical History
Helen Matthewson Laughlin (1881-1960) served as the Los Angeles State Normal School Dean of Women (1911-1919) and the UCLA Dean of Women (1919-1946). The Helen Matthewson Club (HMC) was established in the fall of 1923 by Dean of Women Helen Matthewson Laughlin as a living cooperative where self-supporting University women could enjoy the companionship of others, obtain adequate housing at a fair price, and serve the school and community. The HMC was initially located at Oakwood House near the Vermont Avenue campus of the University of California Southern Branch (UCLA). With the Fall 1929 opening of UCLA's Westwood campus, the HMC relocated to a new home at 900 Hilgard Ave. On June 30, 1950 the HMC house at 900 Hilgard Ave. was dissolved and the property used for a new UCLA religious center. With the help of the Helen Matthewson Club Alumnae (HMCA) the remaining HMC active members joined the Phenix [sic]
Club in Santa Monica. In 1954 the Phenix Club formally merged with the HMC. In 1957 the HMC acquired a house at 820 Levering Avenue. As a result of decreasing membership, the Levering Avenue house closed in 1965. In the same year, the Helen Matthewson Memorial Scholarship fund was established and administered by the Helen Matthewson Club Alumnae (HMCA).

**Scope and Contents**

This record series contains the administrative files of the Helen Matthewson Club, including minutes, articles and bylaws, budgets and finances, and materials relating to its merger with the Phenix [sic] Club; event programs and publications produced by members of the club, including an official club history; scrapbooks assembled by club members, which include photographs, clippings, and club documents; and audio recordings of Dean Helen Matthewson Laughlin and club songs.

**Arrangement**

This record series has been arranged into the following series:

- **Series 1**: Administrative files, 1936-2009
- **Series 2**: Programs and publications, 1911-2008
- **Series 3**: Scrapbooks and portrait, 1933-1961
- **Series 4**: Audio recordings, 1959, undated

**Physical Characteristics and Technical Requirements**

CONTAINS UNPROCESSED AUDIO MATERIALS: Materials will require assessment and may need further processing for safe access. All requests to access special collections materials must be made in advance using the request button located on this page.

**Separated Materials**

Dishes, tableware, and a seal press belonging to the club have been returned to donors.

**Related Materials**

- **Helen Matthewson Laughlin papers (LSC 985)**. Available at UCLA Library Special Collections, Charles E. Young Research Library, UCLA.
- **McBride, Garnet Wood. The History of the Helen Matthewson Club at UCLA. Los Angeles: The Archives/Editing Committee of the Helen Matthewson Club, 1989**. Available at UCLA Library Special Collections, Charles E. Young Library, UCLA.

**Subjects and Indexing Terms**

- Women -- Societies and clubs -- Archives
- Women in cooperative societies -- California
- Women college students -- California
- Helen Matthewson Club -- Archives

---

**Series 1. Administrative files 1936-2009**

**Scope and Contents**

This series contains the administrative files of the Helen Matthewson Club, which include minutes of Board of Directors' meetings, financial documents, member bulletins, articles and bylaws, and documents relating to the establishment of the Laughlin Residential Suites, Levering House, and the Helen Matthewson Club Scholarship Fund.

<table>
<thead>
<tr>
<th>Box, Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 1</td>
<td>Minutes 1936-1940</td>
</tr>
<tr>
<td>1, 2-6</td>
<td>Minutes 1938-1971</td>
</tr>
<tr>
<td>2, 1-5</td>
<td>Minutes and bulletins 1972-2009</td>
</tr>
<tr>
<td>2, 6</td>
<td>Minutes and bulletins, trust and incorporation documents 1952-1978</td>
</tr>
<tr>
<td>2, 7</td>
<td>Articles of incorporation and bylaws 1939-1967</td>
</tr>
<tr>
<td>2, 8</td>
<td>Financial documents 1961-1968</td>
</tr>
<tr>
<td>2, 9</td>
<td>Laughlin Residential Suites 1976-1981</td>
</tr>
<tr>
<td>3, 1</td>
<td>Levering House 1958-1959</td>
</tr>
<tr>
<td>3, 2</td>
<td>Scholarship Fund 1950-1986</td>
</tr>
</tbody>
</table>
Series 2. Programs and publications 1911-2008

Scope and Contents
This series includes programs for HMC annual breakfasts; newsletters; songbooks; and notes, drafts, and research materials for various histories of the club, which include photographs, administrative documents, and promotional materials. Included are two copies of a comprehensive, nine-volume history of the club. Each copy is hand bound and content varies slightly.

box 3, folder 3
Annual HMC Breakfast programs for 10th and 25th anniversaries 1934, 1949

box 3, folder 4-7
Annual HMC Breakfast programs 1940-1979

box 3, folder 8
Annual HMC Breakfast invitations 1971-1973

box 4, folder 1
Annual HMC Breakfast programs 1980-1987

box 4, folder 2
Annual HMC Breakfast programs 1990-2008

box 4, folder 3-4
Newsletter 1986-1995

box 4, folder 5-6
Keynotes (newsletter) 1995-2008

box 4, folder 7

box 5, folder 1
HMC History book: essays and histories undated

box 5, folder 2
HMC History book: member autobiographies undated

box 5, folder 3

box 5, folder 4
HMC History book: club documents and articles 1911-1986

box 5, folder 5-6
HMC History book: first draft of Book One and Book Two circa 1986

box 5, folder 7
HMC History book: first draft of Book Three circa 1986

box 6, folder 1
HMC History book: first draft of Book Four circa 1986

box 6, folder 2
HMC History book: second draft circa 1986

box 6, folder 3
HMC History book: second draft of Book Four circa 1986

box 6, folder 4
HMC History book: draft of Book Six circa 1986

box 7, folder 1
HMC History book: loose pages circa 1986

box 7, folder 2
HMC History book: Book One, Book Two, Book Three circa 1986

box 7, folder 3
HMC History book: Book Four circa 1986

box 7, folder 4
HMC History book: Book Five circa 1986

box 8, folder 1
HMC History book: Books Six to Nine circa 1986

box 9, folder 1
HMC History book: Book One, Book Two, Book Three (second copy) circa 1986

box 8, folder 2
HMC History book: Book Four (second copy) circa 1986

box 8, folder 3
HMC History book: Books Five to Nine (second copy) circa 1986

box 9, folder 2-3
History of the Helen Matthewson Club at UCLA circa 1989

Series 3. Scrapbooks and portrait 1933-1961

Scope and Contents
This series contains scrapbooks of club life and activities, compiled by various members, and a framed pastel portrait of Helen Matthewson Laughlin. Scrapbooks include photographs, clippings, programs, and other club documents.

box 9, folder 4
Guest book 1933-1956

box 9, folder 5
Scrapbook 1934-1947

box 10, folder 1
Scrapbook 1947-1948

box 10, folder 2
Scrapbook 1949-1963

box 10, folder 3
Scrapbook 1958-1959

box 11
Scrapbook: Tribute to Helen Matthewson Laughlin 1946

box 12
Scrapbook 1961

box 12
Scrapbook of Sally Crooks Baldwin 1952-1953

item 1
Portrait of Helen Matthewson Laughlin 1961
Series 4. Audio recordings 1959, undated

Scope and Contents
This series contains audio recordings of club music, a speech by Helen Matthewson Laughlin, and an oral history of Helen Matthewson Laughlin.

Physical Characteristics and Technical Requirements
CONTAINS UNPROCESSED AUDIO MATERIALS: Materials will require assessment and may need further processing for safe access. All requests to access special collections materials must be made in advance using the request button located on this page.

box 10, folder 4

Oral history of Dean Helen Matthewson Laughlin undated

Scope and Content
One audiocassette of an oral history conducted by Garnet McBride and Augusta Thompson.

box 10, folder 5

Last speech of Dean Helen Matthewson Laughlin to club 1959 December 6

Scope and Content
One reel of 1/4 inch audiotape and two audiocassettes. One audiocassette includes labels "Breakfast Skit," "Hail to blue and gold," "fireside memories," and "beloved."

box 10, folder 6

HMC music undated

Scope and Content
Two audiocassettes.