

Associations Category

**The American Business Women's Association (AWBA)**

PC002.14

The Clark County Historical Society Museum and Archives

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September 2006

## **Introduction**

The collection of the Springfield Tikamthi Chapter of the American Business Women's Association (ABWA) was donated to the Clark County Historical Society in January 2002 by Marianne Ludlow Nave, the niece of the late Alice May Ayer Jordan and executor of her estate.

The collection consists of bylaws and procedures, meeting minutes, monthly newsletters, member directories, conference materials, bank statements, cancelled checks, receipts, correspondence. The documents date 1969 up through 1989. The collection fills two large record size boxes and one smaller legal sized folder box and consists of eighty-eight file folders. Photographs in the collection are located separately in the Photographic Category. The collection is arranged into fourteen series as follows:

- Series 1: Club History and General Club Information.
- Series 2: Procedures and Guidelines
- Series 3: Member and Guest Information, Attendance Records, and Enrollment and Anniversary Events
- Series 4: Meeting Minutes and Handwritten Notes
- Series 5: Bulletins/Newsletters
- Series 6: Community Involvement
- Series 7: ABWA International
- Series 8: General Financial Information
- Series 9: Treasurer's Reports
- Series 10: Bank Statements
- Series 11: Regional and National Conventions
- Series 12: Miscellaneous
- Series 13: Scrapbook
- Series 14: Photographs (See Photographic Category)

There are no restrictions on the use of this collection.

## **Historical Sketch**

The American Business Women's Association (ABWA) was founded in 1949 by Hilary A. Bufton in Kansas City, Missouri as an educational association to "promote the professional, educational, cultural, and social advancement of business women." ABWA was designed to "meet the needs of women in business, keeping them informed of new and improved business techniques, and increasing their confidence and efficiency. Members could receive discounts nationwide at hotels, motels, and resorts and can receive car rental discounts and accident insurance. To this day, ABWA holds two yearly conventions, a district in the spring and a national in the fall.

The Springfield Tikamthi chapter of ABWA was founded in January 1969. The Tikamthi Chapter held meetings on the second Tuesday of each month at various local restaurants in the Springfield area. Guest speakers from different professions spoke at each meeting. Annually the organization held a "Boss Night" to award their bosses and each year a "Woman of the Year" was elected from the chapter. Each year, the Tikamthi chapter awarded scholarships to local students. The official chapter colors were black and gold and the official flower was the carnation. Another chapter in Springfield, the Seven O Two Chapter, was founded in the 1960s. The Springfield Cinderella Chapter was founded in 1972. Brief information on those two chapters can be found in Series 1, File 3.

The Tikamthi Chapter of ABWA is no longer active and was disbanded in the early 1990s.

## Scope and Content

The collection spans the years 1969-1989. Meeting minutes, monthly bulletins, and financial records make up the bulk of the collection.

**Series 1** contains three files with general information about the history of ABWA, the local Tikamthi chapter, and other local ABWA chapters.

**File 1** contains documents pertaining to the history, founding, and objectives of ABWA, including semi-annual information reports from the 1970s and 1980s that provide information about the national headquarters and national officers, regional meetings, national conventions, community service, and the Business Women of the Year. The file also contains a new member guide, ABWA brochures and ABWA applications.

**File 2** contains general information about the Tikamthi chapter, including bylaws and a fact sheet with chapter history, chapter events, and benefits and dues information.

**File 3** contains various newsletters from other local chapters in Springfield, Xenia, Enon, and Dayton.

**Series 2** has six files that contain guidelines and procedures as well as questions about procedures from the official ABWA national magazine.

**File 1** contains a number of loose-leaf sheets that cover the duties of various committees, basic meeting procedures, "Standard of Achievement" requirements for chapters, newsletter regulations, contest information, and other procedural guidelines as established by the national headquarters.

**File 2** contains sample forms that outline specific procedures. These forms include letter templates from the chapter president for new and old members, interest forms for taking offices and joining committees, officer and committee voting ballots, election procedures, bylaws templates and meeting minute templates.

**File 3** contains procedural information for specific chapter offices, including a list of resource materials for each officer, forms for presidents and financial forms for treasurers.

**File 4** has several bound procedure manuals from 1973-1985.

**File 5** and **File 6** each contain many pages of clippings from the Question and Answer section of the national ABWA magazine. These consist of frequently asked procedure related questions sent in from various chapters, which are addressed by the national headquarters staff.

**Series 3** consists of six files that provide member and guest data, attendance records, and information pertaining to enrollment events and annual anniversary celebrations.

**File 1** contains several "Who's Who" Tikamthi member booklets from the 1970s and 1980s that provide member phone numbers, addresses, occupations, birthdays, and anniversaries. This file also contains contact information for new and returning chapter members, the National Board of Directors, National Officers, Women of the Year, and members in regional districts.

**File 2** contains a number of green member information forms that include Tikamthi members' names, addresses, phone numbers, installation dates, sponsors and offices held.

**File 3** consists of guest confirmation forms for Tikamthi members who visited other local ABWA meetings.

**File 4** contains two notebooks filled with attendance records from 1969-1975.

**File 5** contains programs and information about annual enrollment events, which were held to help fulfill new member quotas.

**File 6** contains Tikamthi chapter anniversary celebration programs from the chapter's 3<sup>rd</sup> anniversary in 1972, up through its 18<sup>th</sup> anniversary in 1986.

**Series 4** has six files and contains meeting minutes from 1974-1986 as well as handwritten notes.

**Series 5** has thirteen files that consist of monthly chapter bulletins from 1971-1987.

**Series 6** has six files that pertain to chapter awards and events and to activities within the community.

**File 1** contains general correspondence from 1973 to 1986, arranged in chronological order. These include invitations to events, meetings and conferences, invitation acknowledgements, thank you notes, updates on procedure changes and letters to specific officers from the national headquarters and from other chapters.

**File 2** contains congratulatory letters to the elected Tikamthi chapter Women of the Year, procedures for selecting the Woman of the Year, nomination forms, sample news releases and blank Women of the Year voting ballots.

**File 3** contains programs for the annual chapter Boss Nights from 1972-1982. The file also includes Boss Night procedures, sample agendas, Boss of the Year nomination forms, reservation and introduction forms and Boss Night merchandise.

**File 4** contains information and background about the Stephen Bufton Memorial Educational Fund, including when and why it was founded, instructions for completing applications, a blank application, fundraising information, and copies of checks donated from the Tikamthi chapter to the national fund.

**File 5** contains scholarship applications from two students, recipient award letters, Scholarship Month publicity guidelines, Scholarship Bingo tickets, and scholarship applicant lists from 1975.

**File 6** contains newspaper clippings from the Springfield News-Sun, which includes meeting and events announcements, and articles that pertain to chapter scholarship recipients, Boss of the Year and Woman of the Year honorees and "Hand of Friendship" teas.

**Series 7** contains ABWA magazines from 1973-1988, "Forever Tens" newsletters, and merchandise ordering information.

**File 1** contains ABWA magazines from 1973-1974.

**File 2** contains ABWA magazines from 1975-1976.

**File 3** contains ABWA magazines from 1985-1988.

**File 4** contains various clippings from ABWA magazines.

**File 5** contains copies of the ABWA "Forever Tens" newsletter for women who were nominated as Top Ten Women of the Year.

**File 6** contains ABWA merchandise catalogs and order forms from the 1970s and 1980s.

**Series 8** has six files that contain general financial information.

**File 1** contains undated financial transaction records, federal income tax forms, receipt and disbursement records for 1979-1980 year and a 1980 dues payment list.

**File 2** contains State Farm Life Insurance bills, State Farm Auto insurance bills, credit card bills, and Kissell Company bills, all dating from the 1970s.

**File 3** contains checkbook registers and receipt books.

**File 4** contains cash disbursement records from 1971-1980.

**File 5** contains cash receipt records from 1971-1980.

**File 6** contains annual financial reports from 1971-1979.

**Series 9** contains five files with monthly treasurer reports from 1969-1986.

**Series 10** contains eleven files with monthly bank statements for the Tikamthi chapter from 1969-1989.

**Series 11** has eleven files containing convention agendas and booklets, convention reservation forms and travel information for regional and national ABWA meetings and conventions.

**File 1** contains general information about various meetings and conventions.

**File 2** contains information for the 1972 Cincinnati regional meeting and for the 1975 national convention in Cincinnati.

**File 3** contains information pertaining to the 1973 national convention in Las Vegas.

**File 4** contains information about the 1974 regional meeting in West Virginia.

**File 5** contains information for the 1974 national convention in Denver.

**File 6** contains information about the 1975 regional meeting in Dayton.

**File 7** contains information pertaining to the 1976 regional meeting in Chattanooga.

**File 8** contains information for the 1976 national convention in New Orleans.

**File 9** contains information about the 1977 regional meeting in Cleveland.

**File 10** contains information about the 1977 national convention in Salt Lake City.

**File 11** contains information about the 1981 national convention in St. Louis.

**File 12** contains campaign materials from women who campaigned for national ABWA offices while at various national conventions.

**Series 12** has three files and contains miscellaneous documents that are not directly related to ABWA or the Tikamthi chapter.

**File 1** contains two publications of the 1972 Virginia Slims American Women's poll that provides data about women's opinions in relation to status, participation in politics, positions in public office, their role in the economy, and their voting opinions.

**File 2** contains order forms and catalogs for miscellaneous merchandise unrelated to ABWA.

**File 3** contains documents pertaining to the local school of nursing, various Soroptimist Club newsletters, postcards, event brochures, event programs, travel agency information, and other miscellaneous documents.

**Series 13** is one Tikamthi chapter scrapbook located in a flat file box.

**Series 14** contains twelve files with various photographs and is located in the Photographic category.

## Series and Folder Listing

Series	File	Description
1	1	General Information and History
	2	Tikamthi Chapter Information
	3	Other ABWA Chapters
2	1	General Procedures and Guidelines
	2	Sample Forms for Procedures
	3	Officer Procedures
	4	Procedure Manuals 1973-1985
	5	“Back of the Book” Questions and Answers
	6	“Back of the Book” Questions and Answers
3	1	Member Information
	2	Member Information Forms
	3	Guest Information Forms
	4	Attendance Records
	5	Enrollment Events
	6	Anniversary Celebration Programs
4	1	Meeting Minutes 1974-1977
	2	Meeting Minutes 1978-1979
	3	Meeting Minutes 1980-1981
	4	Meeting Minutes 1982-1983
	5	Meeting Minutes 1984-1986
	6	Handwritten Notes
5	1	Chapter Monthly Bulletins 1971-1972
	2	Chapter Monthly Bulletins 1973
	3	Chapter Monthly Bulletins 1974
	4	Chapter Monthly Bulletins 1975
	5	Chapter Monthly Bulletins 1976
	6	Chapter Monthly Bulletins 1977
	7	Chapter Monthly Bulletins 1978
	8	Chapter Monthly Bulletins 1979-1980
	9	Chapter Monthly Bulletins 1981
	10	Chapter Monthly Bulletins 1982
	11	Chapter Monthly Bulletins 1983
	12	Chapter Monthly Bulletins 1984-1985
	13	Chapter Monthly Bulletins 1986-1987
6	1	Correspondence 1973-1986
	2	Woman of the Year
	3	Boss Night
	4	Stephen Bufton Memorial Educational Fund

	5	Scholarships
	6	Newspaper Clippings
7	1	ABWA Magazine 1973-1974
	2	ABWA Magazine 1975-1976
	3	ABWA Magazine 1985-1988
	4	ABWA Magazine Clippings
	5	X-tra "Forever Tens" ABWA Newsletter
	6	ABWA Merchandise Information
8	1	Financial Information
	2	Insurance Information
	3	Receipt Books and Bank Registers
	4	Cash Disbursement Records 1971-1980
	5	Cash Receipt Records 1971-1980
	6	Annual Financial Reports 1971-1979
9	1	Treasurer's Report 1969-1970
	2	Treasurer's Report 1971-1973
	3	Treasurer's Report 1974-1980
	4	Treasurer's Report 1981-1983
	5	Treasurer's Report 1984-1986
10	1	Bank Statements 1969
	2	Bank Statements 1970-1971
	3	Bank Statements 1972
	4	Bank Statements 1973
	5	Bank Statements 1974-1975
	6	Bank Statements 1976-1978
	7	Bank Statements 1979
	8	Bank Statements 1980-1982
	9	Bank Statements 1983-1984
	10	Bank Statements 1985-1986
	11	Bank Statements 1986-1987
	12	Bank Statements 1987-1989
11	1	Meetings and Conventions
	2	1972/1975 Cincinnati Northeastern District Meeting/National Convention
	3	1973 Las Vegas National Convention
	4	1974 West Virginia Regional Meeting
	5	1974 Denver National Convention
	6	1975 Dayton Regional Meeting
	7	1976 Chattanooga Regional Meeting
	8	1976 New Orleans National Convention
	9	1977 Cleveland Regional Meeting



	10	1977 Salt Lake City National Convention
	11	1981 St. Louis National Convention
	12	National Office Candidates' Campaign Material
12	1	1972 Virginia Slims American Women's Opinion Poll
	2	Miscellaneous Merchandise
	3	Miscellaneous
13	1	Scrapbook
14		Photographs (See Photographic Category)
	1	August 1978 Meeting
	2	September 1978 Friendship Event
	3	October 1978 Meeting
	4	October 1978 Boss Night
	5	January 1979 10 <sup>th</sup> Anniversary
	6	May 1979 Meeting
	7	May 1979 Meeting – Tavernett Inn, Medway, Ohio
	8	October 1982 Boss Night – Holiday Inn West
	9	November 1982 Workshop
	10	1982 Christmas Dinner
	11	January 1983 Bridal Shower
	12	Miscellaneous Photographs