Columbia University Health Sciences Library Archives & Special Collections

New York-Presbyterian Hospital Auxiliary. Records, 1952-2002

NEW YORK-PRESBYTERIAN HOSPITAL (New York, NY). NEW YORK-PRESBYTERIAN HOSPITAL AUXILIARY. Records, 1952-2002 (bulk 1967-1997) 5.25 cubic feet (19 boxes)

HISTORICAL NOTE: The Presbyterian Hospital was founded in 1868 by James Lenox; in 1911, the Hospital joined with the Columbia University College of Physicians and Surgeons to combine health care and education, and in 1928 the hospital moved to its current location on W. 168th Street in the Washington Heights section of Manhattan and became the Columbia Presbyterian Medical Center. Babies Hospital (founded 1887) and the Neurological Institute (founded 1909) were consolidated with the hospital in 1943, and the New York Orthopedic Hospital (founded 1866) was added in 1945. In 1998, following the merger of New York Hospital and Presbyterian Hospital on Dec. 31, 1997, the name was changed to the New York-Presbyterian Hospital.

The Presbyterian Hospital Auxiliary was founded in 1908 by Mrs. Walter B. James at the request of Dr. Linsley R. Williams, Chief of the Vanderbilt Clinic, and was originally known as the Vanderbilt Clinic Auxiliary. Members provided volunteer labor at the clinic, as well as gifts of cash, food, toys and clothing to patients. Between 1909 and 1921, projects supported by the Auxiliary included a summer day camp, a visiting nurse service, an employment referral service, instruction for young mothers in the areas of cooking and sewing and the founding of Everybody's Attic (later known as Everybody's Thrift Shop), the first thrift shop in the City of New York.

In 1950, the name of the organization was changed to the Women's Auxiliary of the Presbyterian Hospital in the City of New York; in 1976 it was changed again to Presbyterian Hospital Auxiliary; and in September of 1998, it became the New York-Presbyterian Hospital Auxiliary.

The work of the Auxiliary, however, remained much the same. Auxilians, as they called themselves, continued to provide volunteer labor (most notably during hospital strikes) and were responsible for the development of the Volunteer Service, the Milbank Library (a patient library), the Occupational and Recreational Therapy services and the Emergency Loan Fund for Medical Center residents. The Auxiliary also continued to support social services programming, and in particular projects relating to AIDS patients and teenage parents. In addition to supporting the general work of the hospital, Auxilians aided with fundraising for the Hospital by participating in United Hospital Fund (UHF) activities, sponsoring a yearly benefit, and assisting with the running of both the thrift shop, and, when that closed, a gift shop.

Outside the hospital, Auxilians served as lobbyists for the hospital on the state and local level, and were involved with the Medical Center Nursery School as parents and board members.

Between 1980 and the present, the Auxiliary absorbed two of the auxiliaries attached to hospitals that had previously merged with Presbyterian Hospital. The New York Orthopedic Hospital Auxiliary merged with the PHA administratively in 1980 and financially in 1988, and the Neurological Institute Auxiliary joined with PHA in 1986. The Babies Hospital Board of Women Managers remains independent. Also, though the name of the Auxiliary changed in 1998 to reflect the merger of New York Hospital and Presbyterian Hospital, the remit of the organization did not expand to include the former New York Hospital, and the records do not reflect any connections to any auxiliaries there.

The Neurological Institute, founded in 1909, was the first nongovernmental hospital in the United States solely dedicated to the treatment of diseases of the nervous system. Originally located at 67th Street and Lexington Avenue, it moved to W. 168th Street in 1929. The Women's Auxiliary, originally known as the Cooperative Committee, was founded in 1924 to "promote the interests of the hospital and help with maintenance and equipment." Early activities included annual lecture series, fundraising events, the development of patient libraries, coordinating the sale of items made by occupational therapy patients, provision of linens to the operating room, and support of annual Christmas entertainment. It became known as the Neurological Institute Committee after the merger with the Presbyterian Hospital Auxiliary.

The New York Orthopedic Hospital, originally known as the New York Orthopaedic Dispensary, was founded in 1866, when Theodore Roosevelt, father of the president of the same name, took an interest in the care of crippled children. Originally located on Broadway between 35th and 36th Streets, the hospital moved several times within Manhattan before becoming part of the Medical Center complex on W. 168th Street in 1950.

The Board of Lady Supervisors of the New York Orthopaedic Dispensary and Hospital was formed at the request of the doctors in 1877. Their activities included supporting beds in the Dispensary for poor children, covering Hospital expenses, paying for a teacher for patients, support of the physical plant and covering the costs of sending children to the country.

The first reference to "auxiliaries" is in 1908, when three "guilds" are discussed in the annual report of the Board of Lady Supervisors. One of the guilds was a general sewing circle which provided linens for the Hospital, and the other two were affiliated with specific wards. Their activities included general fundraising, supporting ward beds, providing gifts for patients at Christmas and Easter and contributing to the Fruit, Vegetable and Ice Cream Funds.

The guilds continued these activities through the 1940s; at some point in the latter half of the 20th century, the name of the organization changed to the New York Orthopedic Hospital Auxiliary. Under that name, the group continued to participate in general fundraising and patient care related activities, as well as the thrift and gift shops. The Auxiliary became known as the Orthopedic Committee after the merger with the Presbyterian Hospital Auxiliary.

ARRANGEMENT/ORGANIZATION: The records are organized in five series: I. Presbyterian Hospital Auxiliary; II. Mixed records; III. Babies Hospital Board of Women Managers; IV. Neurological Institute Auxiliary; V. New York Orthopedic Hospital Auxiliary. Series I has several sub-series, which are described below.

SCOPE & CONTENT: Minutes, correspondence, financial reports, membership lists and other records of the New York-Presbyterian Hospital Auxiliary, as well as the Neurological Institute Auxiliary and the New York Orthopedic Hospital Auxiliary, which were absorbed by the PHA, and the Babies Hospital Board of Women Managers, a similar agency within the hospital.

SERIES I: NEW YORK-PRESBYTERIAN HOSPITAL AUXILIARY BOXES 1-16

Minutes, correspondence, financial statements, membership lists, newspaper clippings and other administrative records of the New York-Presbyterian Hospital Auxiliary and associated organizations.

Series I is divided into eight sub-series, as follows:

Sub-series 1.1 By-laws/History (1 box, .33 cubic feet): Several iterations of the by-laws of the organization, as well as different histories of the Auxiliary and the hospital.

Sub-series 1.2 Minutes (3 boxes and 3 folders, 1.2 cubic feet): Minutes from monthly, annual, and in some cases steering and executive committee meetings.

Sub-series 1.3 Correspondence and mixed records (2.9 boxes, .98 cubic feet): Correspondence within the Auxiliary and also with Presbyterian Hospital administration; includes some information about contributions made to the Auxiliary, as well as letters supporting applications for membership in the Auxiliary.

Sub-series 1.4 Financial statements (2 boxes, .66 cubic feet): Monthly records of accounts of the Auxiliary; includes information for New York Orthopedic Hospital and the Neurological Institute Auxiliaries after those organizations merged with the Presbyterian Hospital Auxiliary.

Subseries 1.5 Financial correspondence (1 box, .33 cubic feet):

Correspondence relating to Presbyterian Hospital Auxiliary finances and donations made by the Auxiliary to other organizations.

Sub-series 1.6 Membership (1 box, .33 cubic feet): Correspondence, lists, photos and other papers relating to membership recruitment and retention, 1952-1980.

Sub-series 1.7 Activities (6 boxes, 2 cubic feet): Memos, correspondence, flyers, reports, newspaper clippings and other records of the activities of the Auxiliary, arranged alphabetically, and then chronologically; includes information on the gift shop, thrift shop, Milbank Library, the Medical Center Nursery School, social services, proposals for services, recreational therapy and the United Hospital Fund (UHF).

Sub-series 1.8 Printed Matter (1 box and 3 folders, .40 cubic feet): Hospital Association of New York (HANY) Newsletters and copies of the *Volunteer Leader*, a newsletter for volunteers.

SERIES II: MIXED RECORDS

3 folders (.3 cubic feet)

Materials that did not fit into any of the other series, including one folder of minutes from the Mary Harkness Unit Auxiliary, a multi-Auxiliary list of officers, and papers whose origin could not be determined.

SERIES III: BABIES HOSPITAL BOARD OF WOMEN MANAGERS 1 box (.30 cubic feet)

Minutes, correspondence of the Babies Hospital Board of Women Managers; overlaps chronologically with material in the Babies Hospital Board of Women Managers records.

SERIES III: NEUROLOGICAL INSTITUTE AUXILIARY 1 box (.33 cubic feet)

Minutes and correspondence of the Neurological Institute Auxiliary; arranged chronologically.

SERIES IV: NEW YORK ORTHOPEDIC HOSPITAL AUXILIARY 2 boxes (.66 cubic feet)

Minutes, correspondence, financial reports and other records of the New York Orthopedic Hospital Auxiliary; arranged chronologically.

LANGUAGE: English

ACCESS: These records are open for research without restriction, with the following exceptions: Requests for Medical Center Nursery School files will be fulfilled pending review of the folders by Archives staff.

RELATED COLLECTIONS: Archives & Special Collections holds the records of the Babies Hospital Board of Women Managers. It also has a complete run of annual reports from the Vanderbilt Auxiliary and Presbyterian Hospital. The latter set of reports include annual reports from the Presbyterian Hospital Auxiliary.

PROVENANCE: Gift of the New York-Presbyterian Hospital Women's Auxiliary, 2003 (acc. # 2003.03.25)

SUBJECTS

New York-Presbyterian Hospital (New York, N.Y.)

New York-Presbyterian Hospital Auxiliary.

Presbyterian Hospital (New York, N.Y.)

Presbyterian Hospital Auxiliary.

Women's Auxiliary of the Presbyterian Hospital in the City of New York.

Vanderbilt Clinic Auxiliary.

Neurological Institute Auxiliary.

New York Orthopedic Hospital Auxiliary.

Medical Center Nursery School.

Everybody's Thrift Shop.

Milbank Memorial Library.

Health Education Steering Committee.

Hospital Association of New York.

United Hospital Fund.

Volunteers working in hospitals.

Women – charities.

Women volunteers in social service--United States--History--20th century.

MESH SUBJECTS

Societies, Hospital.

Hospital Auxiliaries.

PROCESSING NOTES: Multiple moves by the parent organization had destroyed the original order of the records, and they were received by the Archives in a disordered state. During the course of processing, in addition to removing duplicates and standard preservation activities, records of contemporary but unrelated organizations were removed and an artificial order was imposed. Finally, records were placed in series based on their bulk contents. Processed and finding aid written by Jennifer McGillan, March-June 2008.

New York-Presbyterian Hospital Auxiliary Records 1952-2002 (1967-1997)

SERIES I. NEW YORK-PRESBYTERIAN HOSPITAL AUXILIARY

Sub-series 1: By-laws and History

Box **Folder** 1 1 By-laws, 1955-1980 2 History and by-laws, 1975 3 By-laws revision, 1976-1986 4 History, 1978 History, includes Medical Center Nursery School, c. 1978 5 6 By-laws, 1986, correspondence 1992 7 History and photos, 1988 8 By-laws, photographic history of Presbyterian Hospital by Elizabeth Wilcox, 1994-1997 9 By-laws, 1998

Sub-series 2: Minutes

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Minutes, 1964

- 3 1 Minutes, 1986
 - 2 Minutes, 1987
 - 3 Minutes, 1988
 - 4 Annual Meeting minutes, 1988-1996
 - 5 Minutes, 1989
 - 6 Minutes, 1990
 - 7 Minutes, 1991
 - 8 Minutes, 1992
 - 9 Minutes, 1993
 - 10 Minutes, 1994
 - 11 Minutes, 1995
 - 12 Minutes, 1996
 - 13 Minutes, 1997
 - 14 Minutes, 1998
 - 15 Minutes, 1999
- 4 1 Minutes, 2000
 - 2 Minutes, 2001
 - 3 Minutes 2002

Sub-series 3: Correspondence and mixed records

- 4 Correspondence, 1967
- 5 Correspondence and allocations, 1974-1978
- 6 Correspondence, 1977-1978
- 7 Correspondence with Presbyterian Hospital administration, 1977-1978
- 8 Donation correspondence, 1978
- 9 Meeting agendas and correspondence, 1978
- 10 Correspondence and mixed records, 1978-1984
- 11 Correspondence with Presbyterian Hospital administration, 1979-1981
- 12 Contribution correspondence and Milbank Library financial reports, 1983
- 13 Correspondence, 1984-1985 (1/3)
- 14 Correspondence, 1984-1985 (2/3)
- 15 Correspondence, 1984-1985 (3/3)
- 5 1 Correspondence, 1985-1988
 - 2 Correspondence and manuals, 1986 [Neurological Institute Auxiliary joins Presbyterian Hospital Auxiliary]
 - Reports, meeting announcements and other records, 1986-1989
 - 4 Correspondence, 1987
 - 5 Merger with New York Orthopedic Auxiliary, 1988
 - 6 Presbyterian Hospital Certificates of Deposit and correspondence, 1988-1991
 - 7 Correspondence, including a letter from Seymour Milstein, 1989-1990
 - 8 Correspondence, 1991-1993

- 9 Correspondence, 1993
- 10 Correspondence, 1993-1994
- 11 United Hospital Fund and other correspondence, 1993
- 12 Correspondence, 1994-1995
- 13 Correspondence, 1994-1997
- 14 Christmas party, 1994
- Memos and correspondence, 1994-1996
- 6 1 Correspondence, by-laws, committee descriptions, 1995
 - 2 Notes, 1995
 - 3 Correspondence, 1996-1998 (1/2)
 - 4 Correspondence, 1996-1998 (2/2)
 - 5 Memos and correspondence, 1997-1998
 - 6 Correspondence and other records, 1997-1998
 - 7 Memos and correspondence, 1998
 - 8 Memos and correspondence, 1999-2000
 - 9 Memos and correspondence, 2001-2002
 - 10 Correspondence, 2001-2002
 - 11 Memos and correspondence, 2001-2002

Sub-series 4: Financial Statements

- 7 1 Financial statements, 1967
 - 2 Financial statements, 1968
 - 3 Financial statements, 1969
 - 4 Finance and mixed records, 1970-1972
 - 5 Financial statements and reports, 1974-1976
 - 6 Finance, 1976
 - 7 Finance, 1977
 - 8 Finance, 1978
 - 9 Financial reports, 1979
 - 10 Financial statements, 1980
 - Financial statements, 1981
 - 12 Financial statements, 1982
 - 13 Financial statements, 1983
 - 14 Financial statements, 1984
 - 15 Financial statements, 1985
 - 16 Financial statements, 1986
 - 17 Financial statements, 1987
 - 18 Financial statements, 1988
- **8** 1 Financial statements, 1989
 - 2 Financial statements, 1990
 - Financial statements and other records, 1991-1992
 - 4 Budget, 1993
 - 5 Financial management, budget, by-laws, 1994

- 6 Financial statements, 1998
- 7 Financial statements, 1999
- 8 Financial statements, 2000
- 9 Financial statements, 2001

Sub-series 5: Financial Correspondence

- Financial summary, 1975-1976
- Financial correspondence and other records, 1975-1978
- 12 Treasurer correspondence, 1976-1978
- Financial correspondence, 1978
- 14 Finance correspondence, 1980-1983
- Finance committee correspondence, 1981
- Finance Committee chair correspondence 1983-1985 (1/2)
- 17 Finance Committee chair correspondence 1983-1985 (2/2)

Sub-series 6: Membership

- **9** 1 Nominating Committee, 1952-1977
 - 2 Auxiliary retention and recruitment, 1978-1987
 - 3 Staff recruiting, 1978
 - 4 Membership, 1977-1978
 - 5 Officer and member lists, 1974-1979
 - 6 New Member packet, 1977-1978
 - 7 Membership 1978-1981
 - 8 Misc. correspondence, 1979-1980
 - 9 Membership book, active members, 1979-1980 (1/2)
 - Membership book, resignations, 1979-1980 (2/2)
 - 11 Membership, 1981-1985
 - 12 Membership, 1985-1990
 - Member list and photo, 1988-89
- 10 1 Membership cards, n.d., c. 1980s
 - 2 Membership forms, n.d.

Sub-series 7: Activities

- 3 Annual reports, 1978, 1981-82
- 4 Auxiliary Day, 1987
- 5 Beautiful Activist award, Lois Boots, 1975
- 6 Benefit, Arnold Scaasi, 1967
- 7 Benefit, 1976
- 8 Promenade, Avery Fisher Hall, 1977
- 9 Gala Promenade scrapbook, 1977
- 10 Benefit, 1976-1977
- Benefit reports and minutes, 1978

12 Gala contributions, 1978 13 Reception at Monk's Inn, 1978 14 Benefit, 1978 15 Benefit, 1979 Gala, 1991-1992 16 11 1 Cart shop, 1977-1978 2 Cookbook, n.d. 3 Creation of giftshop including Milstein building correspondence, 1979-4 Memorandum of understanding, gift shop, 1980 5 Gift shop, 1981-1988 6 Gift shop, financial statements, 1981 7 Gift shop, 1981-1982 8 Gift shop, annual report, 1983-1984 9 Gift shop annual reports 1985, 1988 Gift shop minutes, notes, flyers, 1992-1993 10 Gift shop financial reports, memos and volunteer awards, 1992-1995 11 12 Gift shop and resources center, 1992-1994 13 Health Education Steering Committee, 1980-1981 14 Health Education Steering Committee, 1985-1987 15 Health Education Steering Committee, 1987-1989 16 "Hospital Auxiliaries: A Time for Self-Assessment", 1987 17 Hospital strike, 1976 18 June Bingham Birge, speech to critical care nurses, 1990 12 1 Legislative 1977-78 2 Legislative 1978-81 3 Legislative, including an annual symposium on Federal Relations, 1980-Medical Center Nursery School, correspondence, 1966-1976 4 5 Medical Center Nursery School, 1968-1973 Medical Center Nursery School, Plans for new quarters at 60 Haven 6 Avenue, moved Sept. 1971 7 Medical Center Nursery School, 1971-1992 8 Medical Center Nursery School, Mr. Joseph Kravit, 1973-1982 9 Medical Center Nursery School, Director applications, 1976 10 Howard Johnson (Medical Center Nursery School), 1978-1979 13 1 Medical Center Nursery School, 1978-1982 2 Medical Center Nursery School, budget, 1981-1984 3 Milbank Library, 1972-1989 4 Milbank Library, 1980-1983 5 Milbank Library, 1990-1991 6 Presbyterian Hospital Outpatient Services Policy Manual, 1978

Presbyterian Hospital Auxiliary Newsletter, 1976-1977

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- 8 Proposals, An Introduction to Group Clinics, July 1978
- 9 Proposals, Clinic Hospitality Program, 1978-1979
- 10 Proposals, Nursing and Patient Education proposal, 1976-1981
- 11 Proposals, Case management for AIDS/ARC patients at PH, 1988
- 12 Proposals, Hospital Auxiliary Program fund proposal, 1989
- **14** 1 Publicity, 1977-1978
 - 2 Publicity, news clippings, 1981
 - 3 Recreation Department, 1977-1992
 - 4 Recreational therapy, 1977-1978
 - 5 Recreational therapy, 1978-1980
 - 6 Social Services talk, 1968
 - 7 Social Services, Young Parents program, 1977-1979
 - 8 Social Services, Young Parents program, 1979-1980
 - 9 Social Services, 1979-1981
 - 10 Social Services, 1985-1988
 - 11 Thrift shop move, 1975-1979
 - 12 Thrift shop, 1977-1982
 - 13 Thrift shop, legal documents, 1984-1988
 - 14 Thrift shop, IRS documents, 1986-1987
 - 15 Thrift shop flyer, n.d.
 - Dissolution of thrift shop, 1986-1988
 - 17 Thrift shop correspondence, 1996
 - United Hospital Fund (UHF) Committee on Patients' Libraries Annual Meeting, 1970
 - 19 UHF Reimbursement, 1974-1978
 - 20 UHF and misc. papers, 1979
 - 21 UHF 1977-1982
- 15 UHF Old Auxiliary program reports, 1977-1982
 - 2 UHF Annual reports, 1980-1982
 - 3 UHF Yearly reports, 1978-1983
 - 4 UHF Campaign 1983-1984
 - 5 UHF Volunteer Directory 1983-1985
 - 6 UHF Current program reports, 1983-1984
 - 7 UHF Monthly reports, Jan. Feb. 1984
 - 8 UHF 50th Anniversary, Division of Voluntary Programs, 1985
 - 9 UHF 1984-1985
 - 10 UHF 1986
 - 11 UHF 1988-1989 (1/2)
 - 12 UHF 1988-1989 (2/2)

Sub-series 8: Printed Matter

- Hospital Association of New York (HANY) News 1986
- 14 HANY *News* 1987

- 15 HANY News 1987 (2)
- **16** 1 HANY *News* 1988
 - 2 HANY News 1989
 - 3 HANY *News* 1990
 - 4 HANY News 1996-1998
 - 5 Volunteer Leader, 1986-1987
 - 6 *Volunteer Leader*, 1988-1989

SERIES II: MIXED RECORDS

- 17 Officers of Women's Auxiliaries, 1966
 - 2 Mary Harkness Auxiliary, minutes, 1967
 - 3 Mixed records, 1976

SERIES III: BABIES HOSPITAL BOARD OF WOMEN MANAGERS

- 4 Minutes, 1966
- 5 Minutes, 1967-1968
- 6 Minutes, 1977
- 7 History and letter, 1978
- 8 Minutes, 1980
- 9 Minutes, 1981
- 10 Minutes, 1982
- 11 Minutes, 1983
- 12 Minutes, 1984
- 13 Minutes, 1985
- 14 Minutes, 1986
- 15 Minutes, 1987
- 16 Minutes, 1988
- 17 Minutes, 1989

SERIES III: NEUROLOGICAL INSTITUTE AUXILIARY

- 18 Minutes, 1966
- 19 Dues correspondence, 1966-1968
- 20 Minutes, 1967
- 21 Minutes, 1972
- 18 1 Correspondence and annual report, 1978-1980
 - 2 Minutes, 1980
 - 3 Minutes, 1981
 - 4 Minutes, 1982
 - 5 Minutes, 1983
 - 6 Minutes, 1984
 - 7 Minutes, 1985-1986

- 8 Minutes, undated
- 9 Correspondence [UHF], 1966
- Meeting-related correspondence, 1980-1985
- 11 Correspondence [merger, art collection], 1985-1986
- 12 Thrift shop appeal, n.d.

SERIES IV: NEW YORK ORTHOPEDIC HOSPITAL AUXILIARY

- By-laws and merger discussion, 1979-1980
- 14 History, 1993
- 15 Annual report, 1993
- Minutes and financial statements, 1966
- Minutes and financial statements, 1967
- 18 Minutes, 1972
- 19 Correspondence, 1981-1985
- 20 Recreational therapist letter, 1981
- 21 Reports, 1984-1990
- **19** 1 Correspondence, 1985-1988
 - 2 Posters purchase, 1985
 - 3 Furnishings and rooms, 1986
 - 4 Correspondence, 1989
 - 5 Financial statements, 1980
 - 6 Financial statements, 1981
 - 7 Financial statements, 1982
 - 8 Financial statements, 1983
 - 9 Financial statements, 1984
 - 10 Financial statements, 1985
 - Financial merger with PHA and fund reports, 1988
 - Financial statements, April 1986, 1987
 - Merger of finances with PHA, 1987
 - 14 Campaign, 1991-1992
 - 15 Stock donations, 1985
 - Hospital staff and auxiliary member lists, 1976-1977
 - 17 Volunteer gift suggestions, 1988
 - 18 Christmas program, 1988
 - 19 Christmas program, 1992
 - 20 Caroling, 1994
 - 21 Christmas program, 1995