

Inventory to the records of the

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF YUKON

Held at the Yukon Archives



March 1997

Yukon

Education

Libraries and Archives

Inventory to the records of the
YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF YUKON
1956, 1967-1977, 1985

Held at the Yukon Archives

Yukon Archives
March 1997

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TABLE OF CONTENTS

FONDS DESCRIPTION.....	1
SERIES DESCRIPTIONS	3
BOARD OF DIRECTORS. – 1956, 1967-1979, 1985.....	3
STANDING COMMITTEES. – 1969-1979.....	7
Building Management Committee. – 1969-1978.....	7
Finance Committee. – 1969-1977	9
Membership and Nominations Committees. – 1969-1977.....	10
Personnel Committee. – 1970-1976.....	11
Programs Committee. – 1950, 1970-1979.....	12
Residence Committee. – 1971-1977	13
SPECIAL EVENTS. – 1969-1976.....	17
PROGRAMS. – 1969-1978.....	19
PERSONNEL. – 1970-1978.....	23
OTHER ORGANIZATIONS. – 1969-1977	25
Y.W.C.A. OF WHITEHORSE FILM. —1971.....	27
SUBJECT HEADINGS.....	29
APPENDIX I: PRESIDENTS AND EXECUTIVE DIRECTORS	31
APPENDIX 2: PHOTOGRAPH CAPTIONS.....	33
INDEX.....	39

FONDS DESCRIPTION

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF YUKON FONDS. – 1956, 1967-1977, 1985

Physical Description:

1.125 m of textual records and other material

Administrative History:

In the 1950s, an acute civilian housing shortage in Whitehorse led the Board of Trade to seek a way to establish a women's residence to accommodate the rapidly growing number of female workers in the community. The national YWCA responded by sending Miss Jean Campbell to assess the situation. She met with a number of local residents, conducted a survey and proposed establishment of a provisional committee, which elected its first officers in 1956.

To broaden local support, the committee in 1957 began an ongoing series of classes and activities of interest to women, supplementing the meager community resources of the time and held at first in the Anglican parish hall. Between 1958 and 1965, these programs operated intermittently on a very small budget with funds generated from membership and program fees. In 1967, the City of Whitehorse offered tax-free land for a building, and the local YWCA drew up its first constitution. The association began a building fund and membership drive, and volunteers continued offering programs at church halls, the library, the hospital and a Main Street store. In November 1971, the new four-storey building was opened. During the early 1970s, the YWCA in Whitehorse continued to offer a variety of programs. Because people living outside of Whitehorse began asking for programs in their communities, the YWCA of Whitehorse revised its constitution in 1974 and became the YWCA of Yukon, thus making its mandate applicable to the entire territory.

The association was, however, not without its problems. By 1975, its financial situation had seriously deteriorated. The Canadian Mortgage and Housing Corporation took over the financial responsibilities and, in 1976, foreclosed. The YWCA of Yukon continued to operate until 1978 and, in 1985, the association's remaining monies were put into a scholarship fund to help support Yukon students.

See Appendix 1 for a list of individuals involved in the YWCA.

Custodial History:

The fonds consists of four accessions donated by Marjorie Almstrom, Guy Julien and Janice Koepke.

Scope and Content:

Fonds consists of records reflecting the formation, development and disbandment of the YWCA in Whitehorse and the Yukon. The records reflect the association's primary goal of providing accommodation and assisting young women and families in the Yukon through educational programs and activities.

Source of Supplied Title:

Title based on provenance of the fonds.

Alphanumeric Designations:

Many of the YWCAs files from 1975 and 1976 have file codes that correspond to the association's file lists for these years. These codes have been maintained as part of the file title.

Arrangement:

The arrangement and series titles are based on the association's file plans for 1975 and 1976. The fonds consists of the following series: Board of Directors, standing committees, Special Events, Programs, Personnel, other organizations, and Y.W.C.A. of Whitehorse films. Square brackets [] in the file lists indicates that the title or description has been supplied by the archivist.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or institutional or legal restrictions may apply.

Related Records:

Interviews with Marjorie Almstrom, Janice Koepke, Joyce Hayden and Jo-Ann Waugh were recorded in August 1996 as part of the Yukon Council of Archives Oral History Project, accession number 96/40. Joyce Hayden donated photographs documenting Y.W.C.A. activities, accession number 97/45.

Selection Note:

Duplicates of records within a single file were not retained. The original, signed board minutes were retained. Unannotated duplicates of these minutes and reports found in other files were not retained, unless they contained information specifically related to the file in which they were found.

Financial Assistance:

This project has been made possible by financial assistance from the federal government through the National Archives of Canada, the Canadian Council of Archives and the Yukon Archives.

Accession Number(s):

Acc. numbers 78/45, 82/9, 82/217, 85/51

SERIES DESCRIPTIONS

BOARD OF DIRECTORS. – 1956, 1967-1979, 1985

Part of:

Young Women's Christian Association of Yukon fonds.

Physical Description:

.43 m of textual records.

Administrative History:

The board was the policy-making group of volunteers to which the committees made recommendations. The board was responsible for the following: ensuring the implementation of the national YWCA policies, informing the membership of the national board's decisions, preparing and reviewing the local association's annual meeting reports, and addressing other local, national and world YWCA matters. It was also responsible for: capital funds, endowments and all property; providing work conditions, salaries and personnel policies that would attract and retain qualified people; providing channels of communication for the total membership and the community; and regularly evaluating the work of the association.

Scope and Content:

The series consists primarily of correspondence, board minutes and annual reports. The annual reports contain financial statements prepared by the Finance Committee and reports to the board from the Programs, Residence, Building Management, Membership, Personnel and Residence committees. The series contains the original constitution of the YWCA and its revisions, and other information about the history of the association that reflect the goals of the association and support given to the local association by the national YWCA. It includes newspaper articles describing the financial situation of the association and reflecting public opinion. It also contains correspondence with governments and other organizations concerning the need for and construction of a YWCA building.

Source of Supplied Title:

Title based on the contents of the series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976. Original board minutes from 1967 to 1977, signed by the president, had been compiled in binders.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or institutional or legal restrictions may apply.

Selection Note:

The original, signed board minutes were retained; unannotated duplicates of these minutes and reports found in other files were not retained, unless they contained information specifically related to the file in which they were found.

Location

Title / Description

Date

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 010 f. 1	Background information-the Y	1956, 1967-1969
COR 010 f. 2	Correspondence- current file-1968-69	1967-1970
COR 010 f. 3	YWCA Minutes May 1967-May 1971	1967-1971
COR 010 f. 4	Correspondence-YWCA outgoing	1969, 1970
COR 010 f. 5	A12 History [YWCA]	1969-1977
COR 010 f. 6	[YWCA - History]	[1969], 1971-1977
COR 010 f. 7	[Annual Reports]	1969-1970, 1973
COR 011 f. 1	Board Minutes - June 1991-May 1972	1971, 1972
COR 011 f. 2	Board Minutes May 1972-May 1973	1972, 1973
COR 011 f. 3	[Program Committee, Board Minutes]	1973, 1974
COR 011 f. 4	Board Minutes - June 1973-May 1974	1973, 1974
COR 011 f. 5	Constitution	1974
COR 012 f. 1	[Board Minutes]	1974, 1975
COR 012 f. 2	B-5 Pres. Rept.	1975
COR 012 f. 3	A6 File lists Past	1975, 1976
COR 012 f. 4	[Board of Directors meetings]	1975, 1976
COR 012 f. 5	Extra copies [Board of Directors meetings July-Nov. 1976]	1976
COR 012 f. 6	[Board of Directors meetings]	1976, 1977
COR 012 f. 7	[Board of Directors meetings, financial statements]	1976, 1977
COR 012 f. 8	[Board of Directors - Reports, financial statements]	1976, 1977
COR 013, f. 1	YWCA-Special Reports, Annual Meeting, Minutes [Programs - Annual Report]	1976, 1977
COR 013, f. 2	[Minutes, Board of Directors meetings]	1976-1977
COR 013, f. 3	[Board of Directors meetings]	1976-1979

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 013, f. 4	Constitution of YWCA of Yukon	1977
COR 013, f. 5	[Board of Directors meetings]	1977
COR 013, f. 6	Committee Reports [Annual General Meeting]	1977
COR 013, f. 7	Annual General Meeting	1977
COR 013, f. 8	[Board Minutes]	1977, 1979
COR 013, f. 9	[YWCA Scholarship Fund]	1985

STANDING COMMITTEES. – 1969-1979

Part of:

Young Women's Christian Association of Yukon fonds.

Physical Description:

.265 m of textual records.

Administrative History:

The Standing Committees were responsible for policy formulation for the YWCA. The committees regularly met as a group to discuss their concerns and to generate ideas to take to the Board of Directors.

Scope and Content:

The series consists of records from six committees. It includes correspondence, reports, financial statements, policies, and other records that reflect the role and interests of the committees, and the issues that they had to address.

Source of Supplied Title:

Title based on the contents of the series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or institutional or legal restrictions may apply.

BUILDING MANAGEMENT COMMITTEE. – 1969-1978

Part of:

Standing Committees.

Physical Description:

.08 m of textual records.

Administrative History:

The first Building Committee was established in the 1950s to respond to the lack of housing in Whitehorse for single women. It presented a proposal to the City of Whitehorse to obtain a permanent building for the YWCA, but this proposal was not accepted. In 1967, the Building Committee reconvened. Together with the Finance Committee and architects, the group worked toward establishing a facility that would house women and provide rental space and areas for programs. The architects designed the accommodation based on a cluster system with shared facilities to best serve the needs of women. However, by the time the building was opened, the demand for this type of accommodation had decreased, and the Board decided to offer co-ed accommodation. The Building Committee disbanded in 1972.

The Building Management Committee was created following the completion of the building. It was responsible for the total upkeep of the YWCA building and grounds. It prepared an annual budget to be presented to the Finance Committee. It supervised ongoing expenditures, rental policies and rates for public rooms and facilities in the YWCA, and maintained the furnishings and equipment in the building.

Scope and Content:

The sub-series consists of records documenting the efforts by the YWCAs Building Committee and the community obtain a suitable building. They also reflect issues addressed by the committee after construction. The records include correspondence and reports concerning the role of the City of Whitehorse and the Canadian Mortgage and Housing Corporation, newspaper articles, grant applications and land title agreements, minutes of meetings, contributions to a building fund, reports concerning the YWCA and the swimming pool in Whitehorse, projected costs of a new building and its operations, details about the actual building, and the rental and use of the rooms by local groups.

Source of Supplied Title:

Title based on contents of the sub-series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or legal or institutional restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 013, f. 10	“A Report to the Building Committee of the Whitehorse YWCA with Respect to an Indoor Swimming Pool”	1969
COR 013, f. 11	Submissions for Consideration by Building Committee	1969
COR 013, f. 12	Extra Copies - Submissions [Building Management]	1969, 1970
COR 013,, f. 13	Building Committee	1969-1971
COR 013, f. 14	Building Old	1970, 1971
COR 013, f. 15	Foundation of YWCA Building Enclosures	1971
COR 013, f. 16	[Contributions to building fund]	1972
COR 013, f. 17	Capital	1972
COR 013, f. 18	1A Hall Rental	1973-1975
COR 013, f. 19	J8 Girl Guides	1974, 1975

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 013, f. 20	C-1 Building Management	1975, 1976
COR 013, f. 21	YWCA Equipment	1975-1978

FINANCE COMMITTEE. – 1969-1977

Part of:
Standing Committees.

Physical Description:
.025 m of textual records.

Administrative History:
The treasurer of the association was the chair of the Finance Committee. The committee prepared and presented the annual operating budget to the Board of Directors. It explored sources of income in the YWCA (such as the Thrift Shop) and in the community. It formulated finance policies concerning, for example, insurance and taxes, and received requests for expenditures. It submitted these requests to the board with recommendations.

Scope and Content:
The sub-series consists of financial statements and budgets prepared by either the Finance Committee or chartered accountants. There is also a report concerning the role of the bookkeeper. Reports prepared by the Finance Committee and other committees, and the financial statements document the development of the YWCA and its increasingly difficult financial situation in the mid-1970s.

Source of Supplied Title:
Title based on contents of the sub-series.

Arrangement:
The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:
There are no donor-imposed restrictions on this material. General copyright or legal or institutional restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 014, f. 1	Thrift shop	[197-], 1972
COR 014, f. 2	Old Budgets	1971

COR 014, f. 3	Building and Finance	1972
COR 014, f. 4	Property tax	1972
COR 014, f. 5	Collins & Collins	1972
COR 014, f. 6	C3F Finance, Budgets etc.	1975
COR 014, f. 7	B1 Finance - Association Budgets	1976
COR 014, f. 8	[Financial statements]	1976, 1977
COR 014, f. 9	[Financial statements]	1977

MEMBERSHIP AND NOMINATIONS COMMITTEES. – 1969-1977

Part of:

Standing Committees.

Physical Description:

.035 m of textual records.

Administrative History:

The Membership and Nominations committees were two separate committees. The Membership Committee was responsible for membership cards and renewal notices, and for recommending to the Board of Directors necessary policy changes concerning membership. The committee implemented recommendations and determined methods for bringing members into the association. In cooperation with the Public Relations Committee, the Membership Committee informed Yukon people about the YWCA. A Nominations Committee was elected at each annual meetings to function for the following year. It prepared and presented to the electorate a procedure for nominating and electing the Board of Directors. It was also responsible for preparing a list of nominees that reflected the entire community. It recruited people for the board, committees and other volunteer jobs.

Scope and Content:

The sub-series consists of lists of names, reports, and correspondence concerning the Membership and Nominations committees. The records reflect the activities of the committees in recruiting volunteers and increasing membership and involvement in the YWCA.

Source of Supplied Title:

Title based on contents of the sub-series.

Arrangement:

In the 1975 list of files outlining the file arrangement used by the YWCA in that year, the Nominations and Membership committees records were organized as one sub-series under

Standing Committees. In the 1976 list of files, the two committees were listed separately. The archivist arranged these records as one sub-series.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or legal or institutional restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 014, f. 10	Membership and Nominations [Functions of Committees]	1969, [1969]
COR 014, f. 11	Membership file	1969-1972
COR 014, f. 12	C9 Nominations YWCA Board of Directors	1973, 1974
COR 014, f. 13	B-4 Membership	1974
COR 014, f. 14	[Membership Committee, Reports and Lists]	1974-1977
COR 014, f. 15	Nominating Committee for Board Members (Letters, Names)	1977

PERSONNEL COMMITTEE. – 1970-1976

Part of:

Standing Committees.

Physical Description:

.025 m of textual records.

Administrative History:

The Personnel Committee developed personnel policies in the YWCA and worked closely with the executive director in all personnel matters. It was responsible for ensuring that key policies (salary, retirement provisions, hours of work, vacation and holidays, sick leave, leaves of absence, and job classification) were constantly reviewed and updated. The committee also prepared job descriptions, reviewed these descriptions to ensure that all areas are covered, and worked with the chairperson to determine the qualifications required for the various positions. The committee forwarded details of professional staff vacancies to the national personnel department, which sent the credentials of the applicants to the local association. The local YWCA interviewed the suitable applicants and often recommended the appointment. The committee submitted a salary and staff development budget to the Finance Committee for consideration and inclusion in the proposed annual budget. The committee also responded to board members' resignations.

Scope and Content:

The sub-series consists of salary scales, policies, reports, questionnaires and minutes of meetings. The sub-series reflects the administration and policies guiding the staff and administration of the YWCA.

Source of Supplied Title:

Title based on contents of the sub-series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or legal or institutional restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 014, f. 16	Personnel and Salary Scales	1970, 1971
COR 014, f. 17	Personnel Policy	1971, 1972
COR 014, f. 18	[Policy and Procedures Manual]	1971-1975
COR 014, f. 19	[Personnel administration]	1972-1976
COR 014, f. 20	[Background Report on YWCA in Canada and Whitehorse - committees, policies]	1972-1975
COR 014, f. 21	B2 Personnel - Minutes, Reports	1974, 1975

PROGRAMS COMMITTEE. – 1950, 1970-1979

Part of:

Standing Committees.

Physical Description:

.05 m of textual records.

Administrative History:

The Programs Committee was comprised of members of the public to provide public input on the type of programs offered by the YWCA. It planned and evaluated programs offered by the YWCA in view of newer trends in group work and adult education, the needs of girls and young women in the community, the purpose and programs of the YWCA, and the volunteer and professional leadership available. It presented recommendations to the board and assisted the program director in recruiting club advisors, making plans and providing resource materials for training. The World Service Committee was incorporated into the Programs Committee in 1971.

Scope and Content:

The sub-series consists of YWCA programs brochures, reports, newspaper articles, correspondence and minutes. It reflects the types of programs offered by the YWCA in Whitehorse, the relationship between the YWCA and the City of Whitehorse, and the YWCA's goal of offering activities to the community.

Source of Supplied Title:

Title based on contents of the sub-series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or legal or institutional restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 014, f. 22	[Program Committee, Minutes]	1970, 1971
COR 014, f. 23	Correspondence - outgoing	1970, 1971
COR 014, f. 24	Programmes	1970-1977
COR 014, f. 25	Counsellor Reports	1972
COR 014, f. 26	C-13 World Service Committee	1973, 1974
COR 015, f. 1	C5 Program [reports]	1975
COR 015, f. 2	[Program Committee, Reports and Correspondence]	1976, 1977
COR 015, f. 3	City-YWCA Joint Committee Programs	1976,1977

RESIDENCE COMMITTEE. – 1971-1977

Part of:

Standing Committees.

Physical Description:

.05 m of textual records.

Administrative History:

The Residence Committee was formed in 1971, when the residence opened. It recommended revisions of existing policies and introduced new policies and/or other actions to be taken to the

Board of Directors. It outlined the purpose of the residence, admission guidelines, rules, regulations and evictions. It worked with the residence director to implement these policies. It also explored alternatives and options for the use of the residence. The committee made recommendations to the Finance Committee regarding changes in service charges, and was responsible for ensuring that people affected by these changes were informed.

Scope and Content:

The sub-series consists of guidelines for the residence, reports, lists of residents, and correspondence concerning the activities of the YWCA residence in Whitehorse.

Source of Supplied Title:

Title based on contents of the sub-series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or legal or institutional restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 015, f. 4	[Guide for Group Living YWCA Residence]	[197-]
COR 015, f. 5	Residence Correspondence 1971	1971-1973
COR 015, f. 6	E3 Residence Council - Meeting, Reports, Correspondence	1972-1975
COR 015, f. 7	[Lists of Residents]	1973
COR 015, f. 8	C12 Residence Reports	1975
COR 015, f. 9	B8 Residence Management Board	1975-1977
COR 015, f. 10	[Residence management board]	1976

SPECIAL EVENTS. – 1969-1976

Part of:

Young Women's Christian Association of Yukon fonds.

Physical Description:

.07 m of textual records.

19 photographs : b&w

Administrative History:

The YWCA hosted and was active in many special events in Whitehorse. It hosted the Rendezvous Fun Fair and luncheon, and organized fashion shows, open houses and Christmas events for families. The YWCA also organized fundraising activities such as rummage sales, auctions and walk-a-thons.

Scope and Content:

The series consists of photographs of special events (Rendezvous, Open House), newspaper articles, correspondence and reports about projects coordinated and/or hosted by the YWCA.

Source of Supplied Title:

Title based on the contents of the series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or institutional or legal restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 015, f. 11	H12 Rummage Sale	[197-]
COR 015, f. 12	Campaign Projects	1969-1971
COR 015, f. 13	H-5 Rendezvous 1972	1970, 1972
PHO 221, f. 5	<i>Photographs</i> : 16 photographs - b + w - showing Rendezvous scenes and people at the YWCA building.	[1972]
COR 015, f. 14	Opening of new building	1971
COR 015, f. 15	YWCA & Career Fashion Fall Fashion Show	1972
COR 015, f. 16	Mrs. Chadsey's visit	1972
COR 015, f. 17	Open House '74	1974

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 015, f. 18	H Special Event	1974
COR 015, f. 19	H1 Annual meetings 1976	1974, 1976
COR 016, f. 1	H-5 Rendezvous Reports Corre. 1974-75	1974, 1975
COR 016, f. 2	H5A Rendezvous '75	1975
COR 016, f. 3	[Correspondence - YWCA of Canada]	1976
COR 019 f.1	[Photocopy of scrapbook of newsclippings]	1969-1971
COR 019 f.2	[Photocopy of scrapbook of clippings]	1970-1972
COR 019 f.3	[Photocopy of loose newsclippings]	1971-1972
COR 019 f.4	[Photocopy of loose newsclippings]	1973-1975

PROGRAMS. – 1969-1978

Part of:

Young Women's Christian Association of Yukon fonds.

Physical Description:

.019 m of textual records.

55 photographs : b&w.

14 photographs : col.

Administrative History:

The programs offered by the YWCA in the Yukon reflected the mandates of YWCAs across Canada, namely the betterment of women, children and families. Many programs offered by the YWCA in Whitehorse were intended to provide support for people without the means to afford regular, more expensive programs. The YWCA organized some of the earliest pre-school programs in Whitehorse, day camps, Take-A-Break (TAB) for mothers, a counselling service at the residence, and arts and crafts activities. Several programs started or hosted by the YWCA developed into other organizations in the community, namely the Golden Age Society, the Whitehorse Minibus Society (which initiated the transit system in Whitehorse), the Women's Centre and the Status of Women Council. The association also took the lead in opening a hostel in Whitehorse. The first Program Director was hired in 1970. The director's role was to send ideas to the Programs Committee and to find money through grants to support the YWCAs programs and activities.

Scope and Content:

The series consists of photographs and newspaper clippings concerning public events and programs. It also includes reports, grant applications and other records that reflect efforts by the YWCA — particularly the programs director — to secure funds.

Source of Supplied Title:

Title based on the contents of the series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or institutional or legal restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
PHO 221, f. 6	[12 photographs - b&w - YWCA Whitehorse, public programs]	[197-]
PHO 236, f. 3	[1 photographs - b&w - YWCA Building]	[197-]
COR 016, f. 4	"Draft - A Funding Proposal to National Health and Welfare Demonstration Grants Division for A Whitehorse Women's Hostel"	[197-]

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 016, f. 5	[Public programs]	1969, 1970, 1977
COR 016, f. 6	Whitehorse Publicity [newspaper clippings]	1969-1972
COR 016, f. 7	Fundraising - CKRW Program, Ski Program, Rendezvous	1969-1971
COR 016, f. 8	[Newspaper clippings]	1969-1974
COR 016, f. 9	Public relations: Newspapers & clippings [programs]	1969-1975
PHO 221, f. 4	[5 photographs - b&w - public programs]	[197-]
COR 016, f. 10	More Archive Material	1970-1973
PHO 221, f. 3	37 photographs - b&w [Rendezvous; national YWCA convention; programs]	[197-]
	14 photographs - colour [YWCA building; Rendezvous]	
COR 016, f. 11	[Programs]	1971-1977
COR 016, f. 12	[Public programs]	1971-1978
COR 016, f. 13	Pioneer Day Camp 1972	1972
COR 016, f. 14	K3 Hostel - 1975	1973-1975
COR 016, f. 15	LIP '74-75	1974, 1975
COR 016, f. 16	L-3 Extension Grant '74-75	1974, 1975
COR 016, f. 17	K-1 Hostel correspondence	1975
COR 017, f. 1	J 11 Grants	1975
COR 017, f. 2	K-2 Hostel Report	1975
COR 017, f. 3	[Application to Local Initiatives Program]	1976
COR 017, f. 4	[Yukon Multicultural Research Project outline]	1976
COR 017, f. 5	"Yukon Multicultural Research Project"	1976
COR 017, f. 6	LIP Grant	1976, 1977
COR 017, f. 7	[Yukon - correspondence, applications]	1976, 1977

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 017, f. 8	[Yukon Hostelling Association & YWCA Hostel Committee]	1976, 1977
COR 017, f. 9	[Grant applications and receipts]	1976, 1977
COR 017, f. 10	YW Correspondence [local, international]	1976, 1977
COR 017, f. 11	Programs - Instructors	1977
COR 017, f. 12	Extension Grant	1977
COR 017, f. 13	News release	1977
COR 017, f. 14	LID Report 1977	1977
COR 017, f. 15	YW Correspondence 1977	1977
COR 017, f. 16	[Correspondence - funding, fundraising]	1977

PERSONNEL. – 1970-1978

Part of:

Young Women's Christian Association of Yukon fonds.

Physical Description:

.04 m of textual records.

Administrative History:

Until 1970, the YWCA in Whitehorse was operated by volunteers. In 1970, Sandra Coates was hired as the program director. After the building opened in 1971, Shirley Carlisle was hired as the first executive director. The grants provided primarily by federal make-work programs, such as the Local Initiatives Program, allowed the YWCA to hire additional staff beginning in 1972. The staff in subsequent years included community and territory extension workers, a thrift shop worker, youth and playground workers, and a part-time counsellor. Programs instructors were sometimes paid an hourly wage, or volunteered, or they arranged to split the earnings from the program fees with the association. Wages for all staff were calculated according to a minimum fee.

Scope and Content:

The series consists of reports prepared by the Executive Director, correspondence including letters of resignation, lists of staff, minutes of staff meetings, information about salaries and job descriptions.

Source of Supplied Title:

Title based on the contents of the series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or institutional or legal restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 017, f. 17	YWCA Personnel Correspondence	1970-1976
COR 017, f. 18	Salary - Wages	1971
COR 017, f. 19	Report on missing funds	1972
COR 017, f. 20	Employee - LIP - Dawson	1973
COR 017, f. 21	Employee - LIP - Homemaker - Fox	1973, 1974
COR 017, f. 22	D7 Reports - Exec. Directors	1974, 1975
COR 017, f. 23	D3 Staff Active	1975

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 017, f. 24	D6 Selections Committee	1975, 1976
COR 017, f. 25	D4 Staff Meeting	1975, 1976
COR 017, f. 26	[Personnel]	1976, 1977

OTHER ORGANIZATIONS. – 1969-1977

Part of:

Young Women's Christian Association of Yukon fonds.

Physical Description:

.014 m of textual records.

Administrative History:

The YWCA corresponded with several other organizations and with the federal, territorial and municipal governments. It gained direction and advice from the national YWCA and other YWCAs in Canada, applied for grants from various foundations in the United States and Canada, and sought financial assistance from the City of Whitehorse and the Yukon government. The municipal government had given the land on which the building was subsequently built to the YWCA with the agreement that the land would be tax-free until the use of the land changed from being recreational use only. The Canadian Mortgage and Housing Corporation financed the YWCA until 1976. When the YWCA was unable to include the City of Whitehorse and the Yukon Territorial Government in a tripartite funding agreement, the CMHC foreclosed due to the escalating financial problems faced by the association.

Scope and Content:

The series consists of correspondence, grant applications, which include some background history about the YWCA, reports, and proposals for projects.

Source of Supplied Title:

Title based on the contents of the series.

Arrangement:

The arrangement is based on the association's file plan for 1975 and 1976.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or institutional or legal restrictions may apply.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 017, f. 27	Annual meeting-Statistics & Reports, Correspondence	1970, 1971
COR 017, f. 28	A8 Nat. Correspondence	1975
COR 018, f. 1	YWCA Residence-CMHC, Ottawa, etc.	1970-1977
COR 018, f. 2	CMHC Building	1971-1975
COR 018, f. 3	F53 CMHC Lobbying	1975
COR 018, f. 4	F5 CMHC	1975

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
COR 018, f. 5	[CMHC - correspondence]	1977
COR 018, f. 6	Foreclosure Information and Correspondence	1977
COR 018, f. 7	Correspondence-YWCA of Canada	1969-1973
COR 018, f. 8	YWCA - YMCA Correspondence and Memos	1970, 1971
COR 018, f. 9	[Correspondence - YWCA of Canada]	1971
COR 018, f. 10	F7 Yukon Social Service Soc.	1975
COR 018, f. 11	Foundation file	1969-1971
COR 018, f. 12	Kulan Trust Fund	1969-1976
COR 018, f. 13	Vancouver Foundation	1970-1972
COR 018, f. 14	H. R. MacMillan Foundation	1971
COR 018, f. 15	"A Report on Parks and Recreation in the City of Whitehorse"	1972
COR 018, f. 16	"Inventory of Current Cultural Activities by the Cultural Activities....Whitehorse City Council"	1974
COR 018, f. 17	Proposal: Yukon Women's Mini-Bus System for the City of Whitehorse	1974
COR 018, f. 18	[Correspondence - City of Whitehorse, Rendezvous]	1976, 1977
COR 018, f. 19	L10 Human Rights and Civil Liberties 975	1975

Y.W.C.A. OF WHITEHORSE FILM. —1971

Part of:

Young Women's Christian Association of Yukon fonds.

Physical Description:

1 film reel (00:07:45) : col., silent; 16 mm,

Scope and Content:

This film entitled *Yukon Women's Christian Association of Whitehorse* was taken by students of the F.H. Collins Secondary School media class. It documents activities in the Y.W.C.A. buildings and some members of the Y. W. C. A., Whitehorse Branch.

Source of Supplied Title:

Title based on the contents of the series.

Physical Description Note:

Archives has a 3/4" video master designated for storage and one 16 mm viewing copy and one 1/2" VHS viewing copy.

Availability of other formats note:

A circulating copy is also available from the Whitehorse Public Library.

Location:

Film Number: 16-49

Video Number: V-122-1

Shot list follows:

<u>Time / Footage</u>	<u>Description</u>	<u>Format</u> (colour/bw/ mag/opt/sil)
0:00	Panorama of Whitehorse	Colour, Silent
0:30	View of Y.W.C.A. office, lobby, plaque	
1:30	Black and white poster of Y.W.C.A.	
2:00	Director Shirley Carlyle's office; vending machines, recreation room	
2:35	Woman making pottery, adjusting kiln	
3:40	Woman weaving cover, spinning wheel, view of	
4:30	Two men playing table tennis, man playing piano	
5:30	Woman doing Yoga exercises, view of stairs, layout of building, laundry room, janitors room	

<u>Time / Footage</u>	<u>Description</u>	<u>Format</u> (colour/bw/ mag/opt/sil)
6:40	Inside of apartment, bedroom, dining area, kitchen	
7:40	exterior view of building	
7:45	End	

SUBJECT HEADINGS

Community development - Yukon Territory - Planning

Multiculturalism - Yukon Territory

Women - Whitehorse - Societies and Clubs

Young Women's Christian Association - Whitehorse -Administration

Young Women's Christian Association - Whitehorse - Buildings

Young Women's Christian Association - Whitehorse -Membership

Yukon Multicultural Research Project

APPENDIX I: PRESIDENTS AND EXECUTIVE DIRECTORS

Presidents:

1969-1970	Carole Keddy
1970-1971	Jan Hudson
1971-1972	Joyce Hilker
1972-1974	Winifred Gladman
1974-October 1976	Jo-Ann Waugh
1976-	Jan Montgomery

Executive Directors:

1971-1972	Shirley Carlyle
1972-1973	Donna McRae - Interim
1973-1974	Barbara Binns
1974-1975	Joyce Hayden

APPENDIX 2: PHOTOGRAPH CAPTIONS

Caption information provided by the Archivist. Where information is also available from the photograph verso, information supplied by the Archivist is in square brackets.

Location:

PHO 221 f. 3-6

PHO 236 f. 1

<u>Photo #</u>	<u>Location</u>	<u>Description</u>
Photos 1-9		Colour photographs of the YWCA (probably Joyce Hayden photographs. See also 97/45, PHO 263, folder 2) The photographs were numbered 1-8 and identified on the verso. Information in brackets [] provided by the archivist.
01	PHO 221, f. 3	Main Lobby, Whitehorse YWCA [reception desk in background].
02	PHO 221, f. 3	YWCA craft room [crafts on display on the wall].
03	PHO 221, f. 3	Rec Hall [taken from the back. Covered item on the easel is the dedication plaque].
04	PHO 221, f. 3	Other end of lobby YWCA [piano in foreground].
05	PHO 221, f. 3	Small lounge [3 arm chairs and a jukebox].
06	PHO 221, f. 3	Living room, cluster unit, Whitehorse YWCA.
07	PHO 221, f. 3	Single bedroom, cluster unit
08	PHO 221, f. 3	Typical bathroom, cluster unit.
09	PHO 221, f. 3	Fashion show in the YWCA craft room, October 1972.
Photos 10-24		Yukon Sourdough Rendezvous activities.
10	PHO 221, f. 3	Rendezvous activities - Car bashing on Main Street.
11	PHO 221, f. 3	Rendezvous activities - Car bashing on Main Street.
12	PHO 221, f. 3	Rendezvous activities - Twilight at 2:55 p.m.
13	PHO 221, f. 3	Rendezvous activities - Yukon Sourdough Rendezvous building in background.
14	PHO 221, f. 3	Rendezvous activities - Toronto Dominion Bank in foreground. CKRW staff member on the left.
15	PHO 221, f. 3	Rendezvous activities - View from a roof of the crowd watching the car bashing.

<u>Photo #</u>	<u>Location</u>	<u>Description</u>
16	PHO 221, f. 3	Rendezvous activities - Group shot of the contestants in the car bashing competition.
17	PHO 221, f. 3	Rendezvous activities - Camper in the background has sign stating "First Prize, Sourdough Rendezvous".
18	PHO 221, f. 3	Rendezvous activities - Can-Can dancers.
19	PHO 221, f. 3	Rendezvous activities - Rendezvous Queens in front of the Bank of Montreal.
20	PHO 221, f. 3	Rendezvous activities - Mr. & Mrs. Yukon (Jack and Florence McDonald) in the YWCA lounge.
21	PHO 221, f. 3	Rendezvous activities - Rendezvous Queens in the YWCA lounge.
22	PHO 221, f. 3	Rendezvous activities - Unidentified man and woman in Rendezvous outfits.
23	PHO 221, f. 3	Rendezvous activities - Rendezvous Queens in the YWCA lobby.
24	PHO 221, f. 3	Rendezvous activities - Older woman in Rendezvous dress.
25	PHO 221, f. 4	Conference in the Rec. Hall, February 1973.
26	PHO 221, f. 4	Career Fashions event in the Rec. Hall, October 1972
27	PHO 221, f. 4	Career Fashions event in the Rec. Hall, October 1972
28	PHO 221, f. 4	Career Fashions event in the Rec. Hall, October 1972
29	PHO 221, f. 4	Career Fashions event in the Rec. Hall, October 1972
30	PHO 221, f. 4	Close-up of a group of 6 women, February 1973.
31	PHO 221, f. 4	Close-up of a group of 6 women, February 1973.
32	PHO 221, f. 4	Close-up of a group of 5 women, February 1973.
33	PHO 221, f. 4	Titled Yukon Art at Y. [unidentified man in background]
34	PHO 221, f. 4	Main lobby. YWCA decorated for Rendezvous.
35	PHO 221, f. 4	[Main lobby. YWCA decorated for Rendezvous.] YWCA Whitehorse, Sourdough Rendezvous, February 1972.
36	PHO 221, f. 4	Rendezvous Jail House Check Room at entrance to YWCA Rec. Hall.

<u>Photo #</u>	<u>Location</u>	<u>Description</u>
37	PHO 221, f. 4	Distant view of Yukon Art Society's art show at the Y. [Faded photograph.]
38	PHO 221, f. 4	13. Yukon Art at YW. [Different painting from the preceding.]
39	PHO 221, f. 4	YWCA Crafts Room decorated for Rendezvous.
40	PHO 221, f. 4	Close-up of #39.
41	PHO 221, f. 4	14. Y Workers Sandwich Bee. [11 women making sandwiches.] (Flo Whyard sitting at head of table; Jan Montgomery standing at right)
Photos 42 - 45		Whitehorse Business Men's Mini Walk, May 1971.
42	PHO 221, f. 4	Whitehorse Business Men's Mini Walk, May 1971. 2 men running with banner poles. May 1971.
43	PHO 221, f. 4	Whitehorse Business Men's Mini Walk, May 1971. Group of men and 1 woman walking up Main Street. May 1971. [New North Motel in the background.]
44	PHO 221, f. 4	Whitehorse Business Men's Mini Walk, May 1971. Distant shot of the group and banner. May 1971. [New North Motel in the background.]
45	PHO 221, f. 4	Whitehorse Business Men's Mini Walk, May 1971. Close up of the group. May 1971. [New North Motel in the background.]
46	PHO 221, f. 4	View of the YWCA building under construction. May 1971.
47	PHO 221, f. 4	Close-up of the construction. May 1971.
48	PHO 221, f. 4	Close-up of the Y entrance under construction. May 1971.
49	PHO 221, f. 4	Distant shot of Y construction.
50	PHO 221, f. 4	Distant shot of the Y building sporting a "Pleasure Palace" sign for Rendezvous 1972.
51	PHO 221, f. 4	Jan Hudson. Final dinner at YWCA Convention [Admiral Beatty Hotel] - St. John, N.B. Whitehorse President Jan Hudson asked to thank guest speakers. Photo by The Harvey Studios Ltd. Saint John, N.B.
52	PHO 221, f. 4	Convention St. John, N.B. - YWCA Centennial Year - Discussion group session - Session organized by Toronto Y with four topics led by various presidents across Canada (including Whitehorse). Photo by The Harvey Studios Ltd. Saint John, N.B.

<u>Photo #</u>	<u>Location</u>	<u>Description</u>
53	PHO 221, f. 4	Region 1 meeting - at Convention St. John. Marg Redman - president - seated front row, second from left. Whitehorse represented by pres. Jan Hudson, vice pres. Joyce Hilker. Grace Jackson - Extension Director seated right of fireplace. Photo by The Harvey Studios Ltd. Saint John, N.B.
54	PHO 221, f. 4	"Y" Businessmen's Coffee Walk. Left to Right: Bill Weigand, Bill Buchan, Carol Ganz, Monica Liedtke, Henk Wijnen, Al Jensen, Len Marsh, Norm Chamberlist, Mayor Bert Wybrew, Mike Scott and Andy Morin. The walk had over 50 entries and raised about \$500 for the Y building fund. Midnight Sun photograph. Photograph appears in May 21, 1970 edition of the Midnight Sun.
55	PHO 221, f. 4	Business Men's Coffee Walk. Carrying the banner are lawyer Allen Lueck, left, and Clive Tanner of Mac's News Stand, right. Catholic Church in the background. Walk ended at the Federal Building. Midnight Sun photo. See also photos 42-45.
Photos 56-64		Appear to be Whitehorse Star Photographs
56	PHO 221, f. 5	Betty Zdan, YWCA northern regional director, and Niki Buchan, chairperson of the Whitehorse YWCA Building Committee look on as General Enterprises equipment start excavating for the foundation of the YWCA building on the former site of the Civic Centre baseball park on Fourth Avenue.
57	PHO 221, f. 5	Swimming pool [under construction] September 10, 1970.
58	PHO 221, f. 5	YWCA [under construction] September 10, 1970.
59	PHO 221, f. 5	YWCA [construction site] September 10, 1970.
60	PHO 221, f. 5	Rendezvous activities - Car bashing on Main Street. View of the crowd circled around a car. Sourdough Photographers photo.
61	PHO 221, f. 5	Rendezvous activities - Car bashing on Main Street. View of the crowd circled around a car. Whitehorse Inn in background. Sourdough Photographers photo.
62	PHO 221, f. 5	Preschool class at the Y.
63	PHO 221, f. 5	___, Niki Buchan, and Des Parker looking over the construction plans.
64	PHO 221, f. 5	Group of 4 women and 3 children in unidentified house having refreshments while the women consult construction plans.
65	PHO 221, f. 5	Group of 5 women. L to R: ___, Betty Zdan of Vancouver (Community consultant for the YWCA of Canada), ___, Jan Hudson (President of the Whitehorse Y), ___, Niki Buchan.

<u>Photo #</u>	<u>Location</u>	<u>Description</u>
66	PHO 221, f. 5	Niki Buchan showing the construction plans to a group of 5 women.
67	PHO 221, f. 5	L to R: Geri Grant, membership Secretary, Jane Reliane Brasset, and Jean MacDonald, membership convener, at YWCA General Meeting discussing the YWCA Big Sister movement. Photograph appears in Whitehorse Star, November 3, 1969.
68	PHO 221, f. 5	YWCA General Meeting, November 3, 1969. Seated at table.
69	PHO 221, f. 5	YWCA General Meeting, November 3, 1969. Socializing.
70	PHO 221, f. 5	Bonnie Piercey models off-white pants and green shirt from Taylor & Drury's, with fashions from the local Indian Craft Store at YWCA's Wednesday afternoon show at the Capital, April 1, 1970. Gopher vest trimmed with rabbit. The moosehide pouch, slippers and Indian beaded necklace make a complete outfit and are great gifts for mailing outside.
71	PHO 221, f. 5	Brenda Murphy modeling at Y Day at the Capital Hotel.
Photos 72-87		Are Whitehorse Star Photographs. Captions are from the Whitehorse Star.
Photos 72-74		Used to illustrate article titled "Ladies Learn Karate Skills at YWCA"
72	PHO 221, f. 6	Lillian Straus demonstrates a basic blocking stance.
73	PHO 221, f. 6	Some of the ladies following Lillian's movements.
74	PHO 221, f. 6	The class practicing a straight kick while Lillian looks on and points out errors.
75	PHO 221, f. 6	Joe Gatty, yoga instructor, leads his YWCA sponsored yoga class in a group of concentration exercises. Whitehorse Star October 3, 1973.
76	PHO 221, f. 6	[Unidentified child pasting decals into a scrapbook.]
77	PHO 221, f. 6	Terry Boone helps to tidy up, gathering crayons from the floor.
78	PHO 221, f. 6	The children in the YWCA wear protective frocks while painting.
79	PHO 221, f. 6	A pause for refreshment. Donna gives each child a glass of water in the kitchen.

<u>Photo #</u>	<u>Location</u>	<u>Description</u>
80	PHO 221, f. 6	Crayons and coloured decals are spread on the floor for use in scrapbooks. L to R: Kevin Williams, Terry Boone, Shereen Hill, Clark Whitehouse, Trevor Wright, and Bronwen Dobbs [and Donna in the background].
81	PHO 221, f. 6	[Unidentified child in YWCA Pre-school program.]
Photos 82, 83		Used to illustrate article titled "Yoga Gaining Support in Yukon". Whitehorse Star October 3, 1973
82	PHO 221, f. 6	Joe Gatty, yoga instructor, demonstrates a proper exercise movement to students Judy McLaren, left and Darlene Fleury, right both of Whitehorse.
83	PHO 221, f. 6	YWCA yoga class. A shaky Sharon Christiansen trys [sic] a difficult movement with a little support from Marjorie Couch.
84	PHO 221, f. 6	Y Day at the Capital [Hotel]. Cal Miller reveals "Y" symbol on his manly chest. Flora Neave, "Y" program chairperson models dress from Carol's Boutique. April 1, 1970.
85	PHO 221, f. 6	Y Day at the Capital [Hotel]. Sandra Pearson. April 1, 1970.
86	PHO 221, f. 6	Y Day at the Capital [Hotel]. Kay Martin shows a beige linen pant suit from The Bay with colourful Persian print vest and beads from The Indian Craft Shop during the "Y" Fashion Show at the Capital Hotel. April 1, 1970.
87	PHO 236, f. 1	View of YWCA lobby on Opening Day.

INDEX

A			
Almstrom, Marjorie	2		
annual reports	3		
B			
BOARD OF DIRECTORS	3, 14		
brochures	13		
building	3		
BUILDING MANAGEMENT	7		
C			
Canadian Mortgage and Housing Corporation	1, 8, 25		
Carlisle, Shirley	23		
City of Whitehorse	1, 8, 25		
Coates, Sandra	23		
constitution	3		
correspondence	7, 8, 13, 25		
D			
disbandment	1		
E			
Executive Director	23		
F			
file plan	8		
file plans	2		
Finance Committee	3, 9, 14		
financial assistance	25		
financial statements	7		
foreclosed	1		
formation	1		
G			
Golden Age Society	19		
grant applications	25		
grants	25		
guidelines	14		
H			
Hayden, Joyce	2		
hostel	19		
housing - single women	7		
K			
Koepke, Janice	2		
M			
Membership	3, 11		
MEMBERSHIP AND NOMINATIONS COMMITTEES	10		
minutes	2, 3, 12		
N			
newspaper articles	3, 8, 13		
newspaper clippings	19		
O			
open houses	17		
P			
PERSONNEL	23		
PERSONNEL COMMITTEE	11		
photographs	17, 19		
policies	7		
program director	23		
Programs	3, 19		
PROGRAMS COMMITTEE	13		
Q			
questionnaires	12		
R			
Rendezvous Fun Fair	17		
reports	2, 7, 8, 13, 19		
Residence	3		
RESIDENCE COMMITTEE	14		
S			
SPECIAL EVENTS	17		
STANDING COMMITTEES	7		
Status of Women Council	19		
T			
Thrift Shop	9		
treasurer	9		
V			
volunteers	11		
W			
walk-a-thons	17		

Waugh, Jo-Ann	2	Y	
Whitehorse Minibus Society	19		
Women's Centre	19	YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF	
World Service Committee	13	YUKON	1
		Yukon Territorial Government	25
		YWCA of Whitehorse	1