



ARCHIVES

TRINITY COLLEGE

IN THE UNIVERSITY OF TORONTO

F 2142

**ST HILDA'S COLLEGE ALUMNAE ASSOCIATION
ST HILDA'S COLLEGE COUNCIL**

Description and Finding Aid

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2015

ST HILDA'S ALUMNAE ASSOCIATION/ST HILDA'S COLLEGE COUNCIL FONDS

Dates of creation: 1888-2007

Extent: 208 cm of textual material
158 photographs

Administrative history: On 5 June 1897 a group of alumnae decided that there were now enough graduates of St Hilda's College (namely 22) to form an alumnae association. The first official meeting of the St Hilda's College Alumnae Association (SHCAA) took place on 17 November 1897. The objectives of the association set out at that meeting were to assist (1) in placing the College on a self-supporting basis, (2) in acquiring a suitable building for the College, (3) in providing a scholarship fund, (4) in fostering among graduates a spirit of interest in College affairs. It was also agreed that women who had been students at the College would be eligible to be associate members of the association. The annual fee was to be 50 cents (June 1898) but it was also urged that members donate one book a year to the library and in 1900 the association agreed to furnish one room in the new building which opened in 1938. The association's constitution was revised many times over the years as it developed more and more activities. The association was represented in various other organizations and was active in raising funds through its own social activities (eg teas, lectures, art shows) and through support for the general activities of Trinity College. During the war the association was deeply involved in support of the St. Hilda's School (Whitby England) which had been evacuated to Canada in 1940. In 1921 the St Hilda's College Council was created to deal with of the work of the executive committee but in 1965 that council was dissolved and its activities reverted to the SHCAA (see series 2). In June 1981 it was proposed that the St Hilda's Board of Trustees (whose function was to deal with monies specifically linked to St Hilda's) be more formally constituted. The SHCAA remained active during subsequent decades but as of 2016 it is dormant.

Scope and content: This fonds is largely devoted to the minutes of the semi-annual and annual meetings of the St Hilda's College Alumnae Association (SHCAA) and the finances of the association as well as minutes of its executive committee meetings. The reports in the minutes include details of the various social activities of the SHCAA and its relationships with other organizations (eg, Canadian Federation of University Women, Local Council of Women and several charitable groups). Finally the fonds has an eclectic mix of material relating to various activities of the SHCAA and to some graduates of the College.

Much of the early material suffered considerable water damage at some point in the past: some had to be discarded and other material was photocopied and then discarded. In consequence there are gaps in the early activities of the association. Later material arrived intermittently and there are no minutes for the years 1986/7-1995/6.

Contains series

- 1.Minutes of Meetings and Associated Material
- 2.St Hilda's College Council
- 3.Finances
- 4.Various
- 5.Photographs

Notes

Acquisition history: The early acquisitions were first recorded in 1985. Apart from a scrapbook of unknown provenance, this material covered minutes of various meetings and committees, finances, and related material for the years 1915-1956. Further accessions (1988, 1989, 2006, and 2015) added similar material for more recent times. An accession in 1991 brought in material about the St Hilda's School (Whitby, England). In 1999 a group of photographs relating to SHCAA events was acquired from St Hilda's College.

Arrangement: The material has been substantially rearranged by the archivist to appear in roughly chronological order. There was considerable duplication of material and much of that has been discarded. Series 4 encompasses a wide variety of material relating to the SHCAA's activities.

Restrictions on access: none

Terms governing use and reproduction / publication: Various copyright holders, it is the researcher's responsibility to obtain permission to publish any part of the fonds.

Associated materials: There is relevant material in other fonds including the papers of various heads of St Hilda's College (F2329) and the fonds of various graduates, in particular the Wasteneys fonds (F2259).

SERIES 1: MINUTES OF MEETINGS AND ASSOCIATED MATERIAL

Dates of creation: 1888-2007

Extent: 104 cm of textual records

Scope and content: This series contains some early historical material and the minutes of the semi-annual and annual meetings of the SHCAA as well as minutes of its executive committee meetings. The minutes include details of the various social activities of the SHCAA and relationships with other organizations (eg, Canadian Federation of University Women, Local Council of Women and several charitable groups). During these years the association was also involved with various other groups in supporting, eg, disabled veterans, displaced persons/New Canadians, overseas students. There are no minutes for the years 1986/7 to 1997/8.

Box/File Listing

FOLDER/ UNIT TITLE	START DATE	END DATE	CONTENTS	BOX/ FILE #
Early documents	1888	1906	A short history of the college, 1888-1906, written by Eleanor Harrington, SHCAA archivist, sometime after 1912 (2 copies); meetings of Council (including financial statements), 1889-1906; copy of constitution as amended in 1906; list of St Hilda's College lectures 1902; brochure about St Hilda's when college was at 90 Shaw Street; sheet of house rules for 337 Shaw Street; handprinted program for the laying of the cornerstone of St Hilda's, 14 April 1899; typed copy of <i>St Hilda's Chronicle</i> (vol 1, no 3, February 1901); letter (author unknown) setting out reasons for not moving from Queen Street location; letter of resignation from Ellen Rigby, 10 March 1903; handwritten report on the activities of the College for 1905-6 [no author but may have been by Miss Cartwright].	1-1
Minutes	1896	1911	Copies of material about St Hilda's and the SHCAA originally published in <i>Trinity Year Books</i> for 1896, 1897, 1898-9, 1899-1900 (including origins of SHCAA and its early meetings); a printed booklet (1911) which describes that year's activities and includes the revised constitution of the SHCAA and a list of alumnae.	1-2
Minutes	1915	1929	Detailed handwritten minutes of the annual meetings of 1915-1929, the semi-annual meetings of 1915-1928, and two special meetings. The earliest material is water damaged and incomplete. File includes printed "condensed reports" of the meetings of November 1922, June 1923, and June 1924 and mimeographed minutes of the meetings of October 1925, November 1927, June and November 1928, and June and November 1929. Also in the file are two copies of a booklet titled <i>Vintages</i> which describes the activities at the June 1926 reunion meeting as well as the minutes of the annual meeting and reports on the activities of various alumnae. File also includes a letter about the Bureau of Occupations for University Women.	1-3
Minutes	1921	1930	Detailed but incomplete handwritten minutes of the executive committee meetings of 1921-1930 in a water-damaged book. Also in file is a list of the female members of Convocation for 1923-4.	1-4
Minutes	1929	1935	Minutes of annual meetings of 1930-1935 and semi-annual meetings of 1929-1934. The minutes for these years often include substantial financial statements. File includes a special meeting in 1932 to respond to the university's decision not to employ married women. The material is variously handwritten, typed, and mimeographed.	1-5
Minutes	1936	Oct	Minutes of semi-annual and annual meetings of 1936-1940, including	1-6

		1940	financial statements, some reports of individual activities (eg, picture fund), and scheme for the organization of meetings [circa 1940s]. Includes menu from a Granite Club dinner honouring Miss Cartwright (4 June 1936) and programme for laying of cornerstone of Devonshire building (27 September 1937). Also included is a list of female members of Convocation which appears to have been compiled in the late 1930s. The material is variously handwritten, typed, and mimeographed.	
Minutes	Nov 1940	Nov 1944/5	Minutes of semi-annual and annual meetings of 1940-1944. Many of these minutes deal with the work on behalf of the St Hilda's School, Erindale (see also file 8-2) and the Toronto Women's War Service Committee. This file includes a list (as of November 1944) of the members of the alumnae known to be on active service and a speech by Mrs Norman Stephens on the work of the National Council of Women (circa 1941).	1-7
Minutes	1945	1946	Minutes of annual and semi-annual meetings including separate reports from some committees and financial statements. Also included are notices in local newspapers about meetings and social activities,	1-8
Minutes	1947	1948	Minutes of annual and semi-annual meetings including separate reports from some committees and financial statements. Also included are notices in local newspapers about meetings and social activities (diamond jubilee year celebrations).	1-9
Minutes	1948	1949	Minutes of annual and semi-annual meetings including separate reports from some committees and financial statements. Also included are notices in local newspapers about meetings and social activities (diamond jubilee year celebrations and dinner including programme). File includes a paper by Mrs Kirkwood on the history of St Hilda's between 1936 and 1948, probably given at the dinner which was held on November 12, 1948.	2-1
Attendance Book	1920	1957	Bound volume containing handwritten signatures and year of graduation of those attending annual and semi-annual meetings. Following each list of attendees is an interesting report on the activities at the meeting by an unknown hand.	2-2
Attendance Book	1959	1993	Bound volume containing handwritten signatures and year of graduation of those attending annual and semi-annual meetings.	2-3
Minutes	1950	1959	Minutes (handwritten and typed) of annual and semi-annual meetings including separate reports from various committees and representatives to other organizations.	2-4
Minutes	1930	1945	Bound volume of handwritten minutes of executive committee meetings. Pages 169-174 have been removed.	2-5
Minutes	1945	1953	Bound volume of minutes (both handwritten and typed) of SHCAA executive committee meetings.	2-6
Minutes	1953	1960	Minutes of executive committee meetings.	3-1
Minutes	1960	1967	Minutes of annual meetings and executive committee meetings. This file includes a report on the decision to dissolve the St Hilda's College Council at the May 1965 meeting of Corporation. The funds and activities previously carried out by the council would now be under the SHCAA's administrative committee. File includes separate lists of executives for this period.	3-2
Minutes	1967	1970	Minutes of annual, semi-annual, and executive committee meetings.	3-3

Minutes	1971	1978	Minutes of annual meetings and executive committee meetings. Copy of Melinda Seaman's report to the SHCAA, 5 June 1971. File includes material re the revision of the constitution and some correspondence. There is very little material for the years 1971-1974.	3-4
Ad Hoc Committee on future of St Hilda's	1978	1979	Minutes of meetings and report to SHCAA.	3-5
Minutes	1979	1983	Minutes of annual, semi-annual, and executive committee meetings. Includes various bits of correspondence and financial information.	3-6
Minutes	1983/4	1985/6	Minutes of annual and semi-annual meetings including reports from various committees and individuals. File includes the report of the Co-Ed Residence Committee.	3-7
Minutes	1996/7	1997/8	Minutes of annual meetings. Includes minutes of meeting of St Hilda's Board of Trustees. Also includes material re Tea Party in honour of the Painters, 27 April 1996 (see photographs in file 10-7).	4-1
Minutes	1998/9	2000/1	Minutes of annual meetings including financial reports, minutes of meeting of St Hilda's Board of Trustees, flyers for various SHCAA events.	4-2
Minutes	2001/2	2002/3	Minutes of annual and semi-annual meetings (including financial reports), extensive documents on the planning for these meetings. Reports from St Hilda's College Board of Trustees. File includes material on the establishment of the Long Service Award in 1994, a list of its recipients, selection criteria.	4-3
Minutes	2003/4	2003/4	Minutes of annual and executive committee meetings (including financial reports), extensive documents on the planning for these and other meetings during the year.	4-4
Minutes	2004/5	2004/5	Statement of current mission of SHCAA. Minutes of annual meeting (including finances) and executive committee, detailed plans for June meeting, Strawberries and Champagne reception, lectures during the year (Garneau, Jackson).	4-5
Minutes	2005/6	2005/6	Minutes of annual meeting and accompanying reports. Thank you note from Elizabeth Abbott.	4-6
Minutes	2006/7	2006/7	Agenda, financial statements, and planning for annual meeting. Flyers re activities for 2006/7 and St Hilda's Night.	4-7

SERIES 2: ST HILDA'S COLLEGE COUNCIL

Dates of creation: 1936-1965

Extent: 6 cm of textual records

Scope and content: The St. Hilda's College Council (SHCC) was constituted in the spring of 1921 as a body of Trinity College. Its members (all women) were drawn from both Trinity College and the St. Hilda's College Alumnae Association. Much of its work related specifically to the management of the finances of St Hilda's College. The Council was dissolved in 1965 and the funds it had been managing were turned over to the SCHAA in October 1965.

Box / File Listing

FOLDER/ UNIT TITLE	START DATE	END DATE	CONTENTS	BOX/ FILE #
Correspondence and reports	1936	1942	The documents in this file appear to have been kept by the secretary of the administrative committee of the SHCC. Many relate to the arrangements for housing students prior to the opening of the Devonshire building in 1938 and for the furnishing of the new building. Also of interest are the decisions related to the establishment of the Cora E. Bigwood Fund.	5-1
Correspondence, finance, reports	1942	1945	The documents in this file appear to have been kept by the secretary of the administrative council of the SHCC. Most are reports of finances and other activities of the council. The file includes an interesting letter about the situation of English evacuéees vis-à-vis national service once they have turned 18.	5-2
Correspondence, reports	1946	1962	The documents in this file relate mainly to the work of the administrative council of the SHCC but include some information about the activities of the SHCAA.	5-3
Ledger, SHCC	1938	1965	Bound ledger containing details of accounts for various funds managed by the SHCC and membership payments. Includes documents relating to the transfer of these funds to the SHCAA in October 1965. Note that material appears on pp 189-201 as well as at the beginning of the volume.	5-4
Council membership	1921	1964	This file contains lists of members of the Council over the years of its existence though the sequence is broken from time to time.	5-5

SERIES 3: FINANCES**Dates of creation:** 1905-1969**Extent:** 26 cm of textual records

Scope and content: This series relates to the finances of the SHCAA. It includes ledgers, audited financial statements, some treasurer's reports (others are to be found in the minutes – see series 1), files on specific loan funds.

Box / File Listing

FOLDER/UNIT TITLE	START DATE	END DATE	CONTENTS	BOX/ FILE #
Secretary-Treasurer's Book	1905	1915	Bound volume containing handwritten reports of the secretary and the treasurer to SHCAA and secretary's reports of SHCAA meetings. Includes lists of members for various years.	6-1
Sale account book	1915	1932	Bound volume containing handwritten lists of expenses and receipts for SHCAA sales, 1915-1923, 1925-1932.	6-2
Ledger, SHCAA	1927	1941	Unbound ledger sheets for these years: receipts and disbursements, funds, members' fees etc. Handwritten.	6-3
Ledger, SHCAA	1935	1952	Bound volume containing handwritten accounts for these years including detailed entries for the various funds (eg, Building, Picture Loan, Cotterill Trust, Piano Fund). Handwritten.	6-4

Ledger, SHCAA	1947	1964	Spiral bound handwritten ledger with details of receipts and disbursements, July 1947-April 1963. File also includes the documents for May 1963- April 1964 and treasurer's reports to SHCAA for April 1963-April 1964.	6-5
Ledger	1927	1969	Unbound ledger sheets for these years (largely 1950s & 1960s): receipts, disbursements, various funds etc. Handwritten.	6-6
SHCAA Student Loan Fund	1952	1965	Documents with respect to loans to students and correspondence about the repayment of these loans.	6-7
Membership fees	1935	1949	Loose ledger sheets detailing payment of membership fees for the years 1935 through 1948-9. Handwritten.	6-8
Bursar's reports	1937	1958	Monthly reports (largely carbon copies) detailing revenue and expenses for the day-to-day running of St Hilda's College. Some years are complete; other years cover only selected months. File includes occasional reports from the infirmary and the dietitian.	7-1
Audited financial statements	1921	1988	Audited financial statements for these years, various bindings.	7-2ff

SERIES 4: VARIOUS

Dates of creation: 1921?-1988

Extent: 39 cm of textual records
4 photographs : col. and b&w ; 12.5 x 7 cm and smaller

Scope and content: This series encompasses a wide variety of material including correspondence, minutes, a scrapbook and newspaper clippings. Material relating to the evacuation of girls from St. Hilda's School, Whitby, England, is found in this series.

Box / File Listing

FOLDER/UNIT TITLE	START DATE	END DATE	CONTENTS	BOX/ FILE #
Constitution	1935	1988	This file brings together material related to the constitution of the SHCAA. It is incomplete and some documents are undated. Changes to the constitution in later years must be sought through the minutes of meetings.	8-1
St Hilda's School, Whitby (also known as Erindale in Canada)	1940	1952	This file contains material relating to St Hilda's School in Whitby, England, which was evacuated to Canada under the sponsorship of the Provost in June 1940, returning in November 1944. The school was adopted by the SHCAA and for four years a special committee was deeply involved in providing housing, furnishings, clothing, and holiday plans for these students. File includes minutes of meetings and letters about the arrangements for the school and its students during these years, a summary history of these events, a couple of letters from former students, pamphlets on St Hilda and the Order of the Holy Paraclete. See also material in file 1-7 and letter in file 5-2.	8-2
Nominating Committee	1933	1962	Minutes of the committee for the years 1946-1962. As well, there are notes from 1933, 1935, 1942, 1943. See also file 8-5.	8-3

Historical material, part I	1921?	1958	"Rules of Conduct for St Hilda's, Trinity College," [circa 1921?] with a handwritten sermon on the verso which is dated 1 April 1921. "General Rules and Regulations" for St Hilda's with a section on non-resident students [circa early 1930s]. Copy of <i>Canadian Churchman</i> , 28 April 1938, with large section devoted to the new College Building and St Hilda; program for the dinner celebrating St Hilda's Diamond Jubilee, 12 November 1948. Letter (handwritten) from George A. Mackenzie to Fern Wood, dated 16 January 1932, re the incorporation of St Hilda's. Copy of speech by Mrs. Kirkwood entitled "St. Hilda's between 1936 and 1948" – three pages – dated 18 November 1948. Short biography of St Hilda (no author, no date) written for use at a celebration of her feast day on 18 November. Handwritten list of executive committee members, 1929-1945. Program for St Hilda's College Christmas Party, 12 December 1949; Freshman Handbook 1957-1958. St Hilda's handbook [1969]; St Hilda's Night program, 20 November 1958; Program for Reunion Dinner, 3 June 1972. See also material in files 1-1 and 1-6 and an article by Alma Conway in the Grover fonds (F2014, file 1-8).	8-4
Historical material, Part II, scrapbook	1935	1936	This bound but fragile scrapbook contains newspaper clippings largely from the <i>Mail and Empire</i> but also from the <i>Star</i> , <i>Saturday Night</i> , the <i>Globe</i> , Peterborough <i>Examiner</i> , and the <i>Telegram</i> . While a majority of the items cover events at Trinity and St Hilda's, there is also material relating to university events in general, weddings, and the Manitoba election of August 1936.	8-5
Membership Lists	1936?	1963	This file contains a number of lists of members with their addresses at the time of compilation (1936?, 1940, 1951, 1963). The lists tend to be compiled by year of graduation. Includes various reports from the nominating and membership committees, largely from 1940 and 1941.	8-6
Katherine Darroch	1953	1963	There is very little information about Katherine Darroch, the principal of St Hilda's and dean of women from September 1953 to June 1963. This file contains a few items.	8-7
Scholarships	1947	1964	Various documents relating to scholarships established in the names of Mrs. Kirkwood and Miss Cartwright and funds to support students in need.	8-8
South Wing of St Hilda's	1981	1982	Documents relating to sod turning (17 November 1980), opening of residence extension (17 November 1981) including copy of Provost Ignatieff's speech), opening of academic wing (24 September 1982). Letter re plaque.	8-9
Theatre nights	1955	1968	During these years the SHCAA supported theatre nights put on by various groups including the New Play Society, the Crest Theatre and the Trinity Dramatic Society. The alumnae took large blocks of tickets and the proceeds were largely used to support various scholarships. The file includes arrangements, financial statements, programme for <i>Shadow of a Gunman</i> .	8-10
Event flyers	1974	2004	A selection of flyers for various events.	8-11
Distinguished graduates	1924	1985	This file contains lists, newspaper clippings, etc ,about the activities of some St Hilda's graduates: Jean Sutherland Boggs'42, Winnifred Boulden Boswell '08, Janet Braide'48, Dorothy Burns'16, Gwendolen Carter'29, Sister Christabel (Lily Emery)'97, '02, Marnie Clarke, Beatrice Corrigan'07, '09, Anne Davison'37, Joan Griffith'41, Edna Izzard'22, Dorothy Livesay'31, Helen Gregory MacGill'86, '89, '90, Pearl	9-1

			McCarthy'17, '19, D. McLean, Mrs L.C. McMurtry, Blanche Pittman'22, Catherine Steele'32, Sybil Stewart, Mary Tom'19, E. Gordon Waugh'08. The material on Pearl McCarthy includes early correspondence re the setting up of the scholarship in her name. Also included in this file is material on Mabel Cartwright (obituaries, LLD, plaque in St Hilda's Chapel). Unfortunately many of the clippings are undated.	
Canadian Federation of University Women	1948	1969	The SHCAA became a member of the Canadian Federation of University Women in 1948 and reports from the SCHAA representative may be found in the association's minutes of subsequent years. In this file is the official membership document, a 1961 letter re payments of dues, and a 13-page history of the CFUW by Edna Ash, dated June 1969.	9-2
1988 Centenary events	1985	1988	This file contains correspondence, committee minutes, booklet listing attendees, two copies of Diamond Jubilee dinner programme, 12 November 1988. For information about the compilation and publication of <i>Sanctam Hildam Canimus</i> see the Barbara Sutton fonds F2104 and the Office of the Dean of St Hilda's College fonds F1008, files 14-8 & 14-9.	9-3
Miscellany	1922?	2003?	Script for St Hilda's Art Tour, 27 October 1984; invitation to naming of Melinda Seaman Dining Room, 22 April [19??]; list of furnishings of St Hilda's chapel, no date; program for a non-resident weekend in St Hilda's, October [no year]; clipping from Varsity, 8 October 1971, about dining at St Hilda's; program for "Saints Alive", Hart House, March 1952 and a review from the <i>Telegram</i> , 20 March 1952. Four photographs: "Mrs Kirkwood congratulated on her 80 th birthday by two graduates at the alumnae luncheon, June 1970," 8 x 8 cm, coloured; snapshot of graduates of 1922 in October 1965 (identified on the back), 8 x 5.5 cm, coloured; two different photographs of graduates of 1922?, 11 x 7.5 cm and 12.5 x 7 cm, b&w.	9-4
Manuscript			This typed (with handwritten changes) manuscript was found in the SHCAA files. It appears to be a translation of a Chinese original but there is no evidence of its provenance or how it came to be in this fonds.	9-5

SERIES 5: PHOTOGRAPHS

Dates of creation: 1992-1998

Extent: 154 photographs : col. ; 10 x 5 cm

Scope and content: Photographs of various SHCCA events. Not all individuals have been identified.

Location / File Listing:

FOLDER/UNIT TITLE	START DATE	END DATE	CONTENTS	BOX/ FILE #
An illustrated lecture	1992	1992	10 photographs taken at a lecture by David Mitchell; Old Friends and classmates at the Treasure Hunt, 25 February.	9-6

Reunion	1993	1993	16 photographs from the luncheon, 5 June 1993.	9-7
Panel discussion	1993	1993	5 photographs from a panel discussion, entitled 'It's About Time,' 1 November 1993. Includes flyer for the event.	9-8
Lecture	1994	1994	8 photographs from lecture entitled 'In a Gilded Cage: From Heiress to Duchess,' given by Marian Fowler, 28 February 1994. Includes flyer for the event.	9-9
Reunion	1995	1995	25 photographs from the luncheon, 3 June 1995	9-10
Meeting	1995	1995	5 photographs from an event titled 'Women at Beijing[?]', October 1995.	9-11
Farewell for the Painters	1996	1996	12 photographs from the Farewell Tea for Provost and Mrs Painter, 27 April 1996. See also file 4-1.	9-12
Reunion	1996	1996	28 photographs from reunion luncheon, 1 June 1996.	9-13
Reunion	1998	1998	29 photographs from reunion luncheon, 6 June 1998.	9-14
Reunion	1998	1998	14 photographs from reunion, 6 June 1998.	9-15