



## OHRAB 2024: Final Report

### Arrangement of IWASM Institutional Records

**Organization Name:** International Women's Air & Space Museum

**Project Title:** Arrangement of IWASM Institutional Records

**Project Director:** Sara Fisher, 216-623-1111, [director@iwasm.org](mailto:director@iwasm.org)

#### Summary of Project Activities and Accomplishments

##### Summary of Project Activities and Accomplishments

Thanks to the support of the Ohio Historic Records Advisory Board (OHRAB) re-grant, we were able to identify, arrange, re-house, and develop a finding aid of the International Women's Air & Space Museum (IWASM)'s first 20 years of history from 1976-1996. Through this project we were able to:

- Protect documents, photographs, blueprints, and other media relating the earliest years of the organization's activities.

- Make additional space available in our archival storage area and offices.

- Arrange thousands of materials that tell the larger stories of IWASM activities, campaigns, publications, and governance as well as the local histories of the communities in which the museum operated.

For nearly 26 years, these historically significant records were stored in deteriorating, unsafe bankers' boxes or rusted file cabinets. Many of the boxes are scattered throughout multiple storage locations onsite at IWASM, while others were stored offsite for over a decade where they were exposed to water damage, uncontrolled temperatures and humidity, and other environmental factors. As part of our records survey implemented in 2021, we know that these records were not organized in accordance with archival best practices, and have been inaccessible for institutional research purposes. Due to this lack of organization and improper storage methods, our institutional history has never been made accessible to the public, the Board of Trustees, or our staff.

Over the course of the project, we had a staffing change but were able to successfully complete the project resulting in eight series: Governance, Financial, Correspondence, Activities & Programs, Images & Media, Publications & Marketing, Campaigns & Fundraising, and Personnel. Given the nature of the organization's history, and with the help of IWASM advisor Amy Rohmiller, we identified these series of big buckets to help us go through nearly 35 boxes, identify duplicate materials, and then break down by year within each series title. What resulted, ultimately was a finding aid and manuscript collection that will allow for future accrual. Due in large part to many concurrent projects, we found it difficult at times to dedicate the sole task of completing this project, especially in light of many activities that impacted the work, including the Burke Lakefront Airport fire suppression project that halted progress to allow the contractor access. Regardless of the disruptions, we were excited to explore some of the earlier histories of other organizations like the Ohio Museum Association, Centerville-Washington Township Historical Society and community, the 2003 Committee and IWASM's involvement in the push for a National Park for the Wrights and Paul Laurence Dunbar, and so much more. During the project, we also connected with the current staff at the Centerville-Washington Township Historical Society (CWTHS) and have shared information and images from when IWASM was located inside the Ashael Wright House. CWTHS has been interested in sharing what the space looked like and how the structure was used before they assumed control of the building in the 1990s.

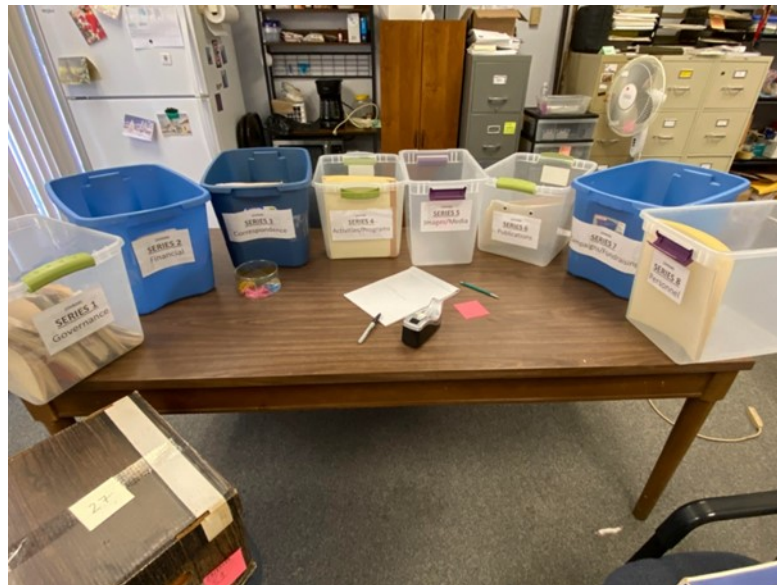
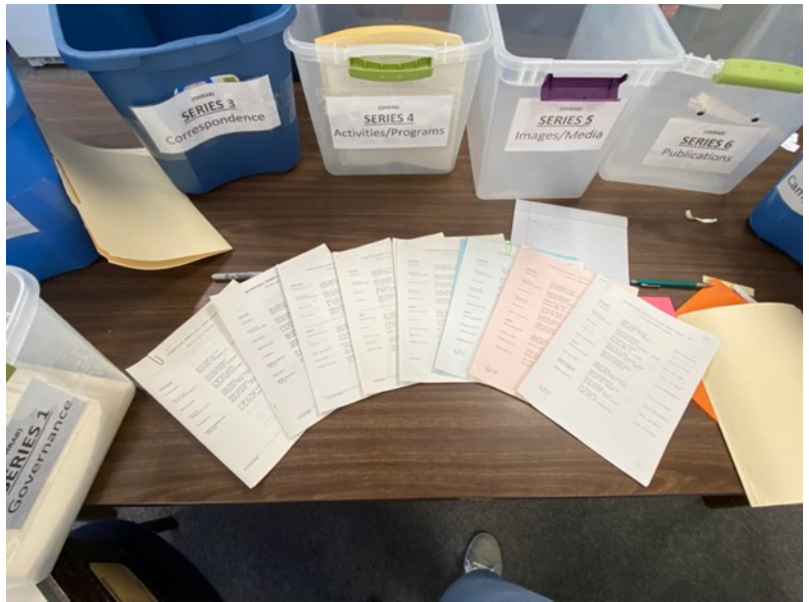
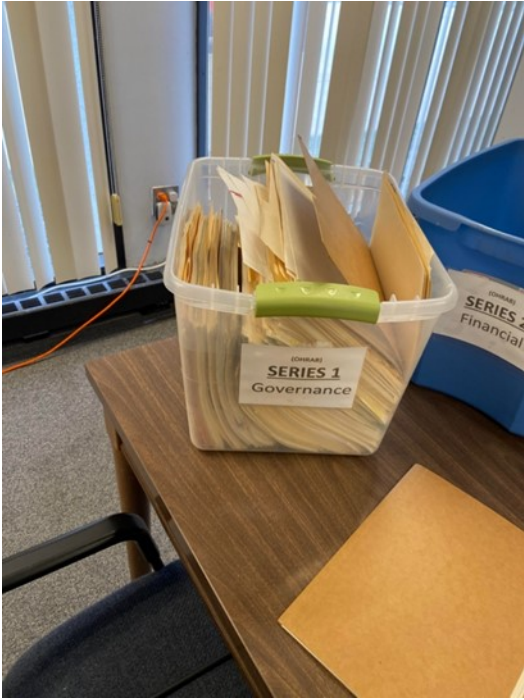
With the Finding Aid complete for MS-021 IWASM Institutional Archives, we will be adding it to the museum's online catalog: [iwasm.omeka.net](http://iwasm.omeka.net). For the first time, the board and staff will have a chance to research the progress and initiatives of the first 25 years, as it turned out, of the organization as it begins looking to its 50<sup>th</sup> anniversary in 2026. Already the team is looking to digitize elements of the collection, and are looking to continue the process of documenting and organizing IWASM's organizational history by next addressing the years 1997-2003 – a time period that saw the move from Centerville and Dayton to Cleveland coinciding with the centennial of flight celebrations.

#### Images

Prior to June 2023, IWASM institutional records were housed in the basement at Cleveland State University where they were subjected to an unstable climate. They were relocated to IWASM in June 2023.



## Project Progression Images





## EXPLORING

INTERNATIONAL WOMEN'S AIR AND SPACE MUSEUM

The first stop on Dayton's Aviation Trail is a visit to

# The First Ladies of Flight

Saturday afternoon seems to be the perfect time for me to get in touch with the past or ponder the future. This can be done with a good book seated in my favorite chair or, with just a little effort, it can be done by visiting one of the many sites on the Aviation Trail (the historic sites in the metropolitan Dayton area). One spot which may not be well known to some of you is the International Women's Air and Space Museum in Centerville.

During my recent visit, Margie McDonald, secretary and unofficial tour guide, told me how the museum started. Over fifteen years ago, the "first ladies" in aviation began to realize that with the passing of time (and their lives), the story of women in flight would be lost! They formed an organization and began to collect memorabilia before it disappeared in attics and incinerators. In March, 1986, almost four years ago, they opened to the public in the Wright House, at 26 North Main in Centerville. This charming house was built in 1806 by Ashael Wright, a great uncle of the Wright Brothers. It had been used by the city of Centerville as a meeting place but gradually they outgrew it.

The museum includes items from women that we are familiar with such as Amelia Earhart and Jackie Cochrane but also from many others including a featured exhibit on the Women Air Service Pilots. The WASP were a civilian branch of the U.S. Army Air Force who served from 1942 to 1944 to alleviate the shortage of male pilots. Minimum requirements for selection to the WASP included: a commercial pilot license, not less than 200 hours of logged flight time, and cross-country flying experience. The 1074 women pilots worked with the Air Transport Command, Third Air Force, Materiel Command, the Weather Wing, and the Flying Training Command at 134 bases throughout the United States. Understandably, they were insulted in the mid-1970's when the newspapers announced that the Air Force would train



The Women Airforce Service Pilots (WASPs) performed auxiliary flying services for the Army Air Forces during World War II. A small number of them were assigned to Wright and Patterson Fields (Photo courtesy of Base Historian's Office).

its first "women military pilots." In 1979 (25 years after their active duty) they were awarded veteran status by the USAF!

Upstairs in the museum, a picture of a beautiful young woman and a dress form with a plum colored satin duster caught my eye. It was Harriet Quimby with what was probably the first attempt at a flight suit. In the air, Harriet could fasten the skirt of the coat around her legs for efficiency and safety. On the ground she unfastened it for a feminine appearance. Harriet had a remarkable although tragically short flying career. She was the first woman to pass the U.S. Aero Club's flight test but the all-male membership felt women were emotionally unfit to fly. However, they relented and she received license #37 on August 1, 1911. She was the first woman to fly solo across the English Channel (April 16, 1912) but this event was lost in the publicity over the Titanic's sinking! She was flying in an air show over Boston Harbor but was pitched from the plane and died on July 1, 1912. Her life and death seem to be of particular interest to students from Embury-Riddle. In their research they have tried

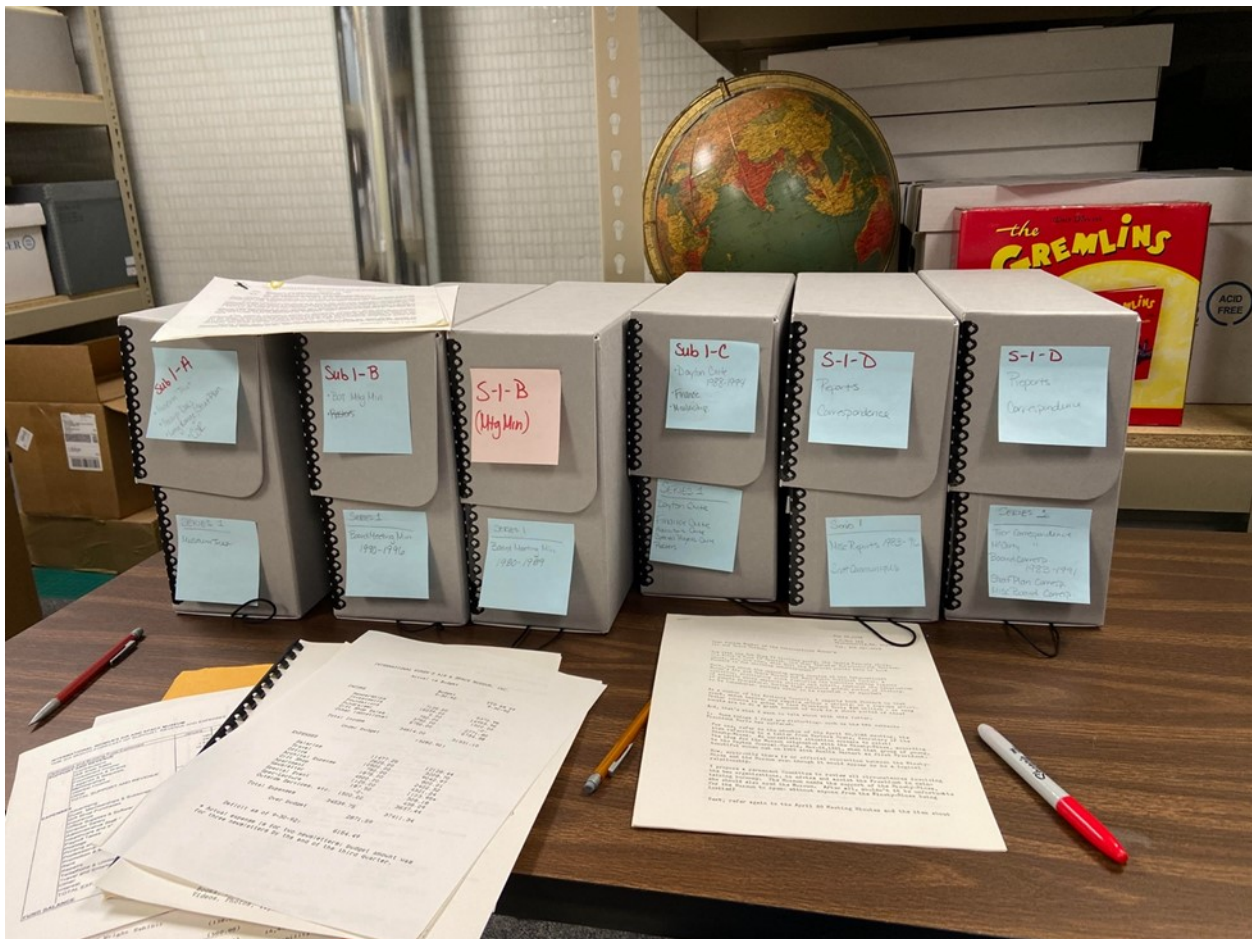
to explain the cause of her tragic accident. There were no seat belts and they feel an air current may have been responsible for the plane's forward pitch.

The small group of ladies who make up the organization meet twice a year. Their goal is to have a larger building that will house airplanes significant to women's achievements in aviation and space. Secretary Margie described the president of IWASM, Nancy Hopkins Tier, as an 80-year-old bundle of energy. She lives in Connecticut but she has her own plane and still flies. She knows everyone (in women's aviation) and is always on the go. It is the vision of these women who will continue to inspire us and all women interested in flight!

A separate annex houses the space exhibit furnished by Rockwell International, a member of the IWASM board. The museum is non-profit and is open to visitors on Saturday from 10 a.m. to 4 p.m. Office hours are Wednesday through Saturday, 10 a.m. to 4 p.m. Special tours may be arranged by calling 433-6766.

— Sharon DeVaney







## *OHRAB Regrant Budget v Actual*

### **BUDGET** Updated: 12/31/2025

(\*)=itemized in budget

Matching	BUDGET	Actual
<b>Personnel</b>		
a. Executive Director	\$ 700.00	\$ 6,016.73
b. Collections Manager	\$ 5,692.16	
Personnel Total	\$ 6,392.16	
<b>Contributed Income</b>		
a. Volunteers/Intern/In-Kind Hours	\$ 3,892.00	
Contributed Total	\$ 3,892.00	
<b>GRAND TOTAL MATCHING</b>	<b>\$ 11,658.16</b>	<b>\$ 6,016.73</b>

<b>Grant</b>		
<b>Expenses</b>		
a. Record Storage Boxes	\$ 750.00	\$ 857.31
b. Folders	\$ 624.00	\$ 355.25
ExpensesTotal	\$ 1,374.00	\$ 1,212.56

#### **OHRAB GRANT DISBURSEMENT**

a.OHRAB disbursement	\$ 1,374.00	
<b>Expenses Total</b>	<b>\$ 1,374.00</b>	

	Budget	Actual
Match	\$ 11,658.16	\$ 6,016.73
Expenses:	\$ 1,374.00	\$ 1,212.56
NET:	\$ 10,284.16	\$ 4,804.17

**Guide to the International Women's Air & Space Museum Institutional Archives (MS-021)**

This finding aid was produced thanks to the support of an Ohio Historic Records Advisory Board (OHRAB) re-grant in 2024, and is written in English.

International Women's Air & Space Museum  
Burke Lakefront Airport  
1501 N. Marginal Rd.  
Suite 165  
Cleveland, OH 44114

Processed by: Sara Fisher, Executive Director  
Date Completed: 2024 12 18

This Finding Aid is available upon request by emailing [director@iwasasm.org](mailto:director@iwasasm.org) and a digital version will be added to [www.iwasasm.omeka.net](http://www.iwasasm.omeka.net).



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## Summary Information

<b>Repository</b>	IWASM Special Collections
<b>Creator</b>	International Women's Air & Space Museum
<b>Title</b>	International Women's Air & Space Museum Organizational Records
<b>Identifier</b>	MS-021
<b>Date</b>	Creation: 1956-1996
<b>Language of Materials</b>	English

## Abstract

Records consist of organizational papers, annual reports, financial records, images and media of museum activities, programs and outreach, recruitment and fundraising campaigns for the International Women's Air & Space Museum (IWASM) starting in 1968, through its incorporation as a 501c3 nonprofit, through the end of 1996. The collection includes minutes of the Board of Trustees and committee meetings, officers and membership lists, annual reports, newsletters, financial records, an extensive collection of correspondence, press releases, clippings and materials relating to the IWASM membership in national and regional museum organizations. Also included are images, draft plans, records of the Museum Trust of the Ninety-Nines from 1968-1972 which highlights the early work of B Steadman, Joan Hrubec, Paige Shamburger, Doris Scott, and others in the creation and feasibility studies for the establishment of the International Women's Air & Space Museum.

## Processing Information

Processed by Sara Fisher, Fall 2024;

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## Preferred Citation

[Description of item, Date, Box #, Folder #], MS-021, IWASM Institutional Archives, Special Collections and Archives, International Women's Air & Space Museum, Cleveland, OH.

## Accruals

The current collection will accrue records in accordance with the International Women's Air & Space Museum policies.

## Existence and Location of Copies

This collection includes minimal digitized reference copies of original audio and video cassettes, which are identified in the collection inventory.

## Related Materials

Nancy Hopkins Tier  
Connie Luhta  
Lillian Kozloski  
Edna Gardner Whyte  
Edy Maxim  
Joan Hrubec  
Helen Sammon  
Doris Scott

## Separated Materials

Oversized materials in the collection are separated to flat file storage or oversized box storage. Digital reference copies are stored locally on the IWASM network.

## Administrative Information

### Publication Statement

Special Collections & Archives  
International Women's Air & Space Museum  
Burke Lakefront Airport  
1501 N Marginal Rd  
Suite 165  
Cleveland, OH 44114

[www.iwasm.org](http://www.iwasm.org)

[www.iwasm.omeka.net](http://www.iwasm.omeka.net)

## Collections Inventory

## SERIES 1: Governance (1968-1996)

### Subseries 1-A: Museum Trust and Incorporation Documents

<u>Subject</u>	<u>Location</u>
----------------	-----------------

Rosters	Box 1, Folder 1
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Museum Trust Meeting Minutes: 1969-1970	Box 1, Folder 2
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Museum Trust Meeting Minutes: 1971	Box 1, Folder 3
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Museum Trust Meeting Minutes: 1972	Box 1, Folder 4
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Museum Trust Meeting Minutes: 1973	Box 1, Folder 5
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Museum Trust Meeting Minutes: 1974-1975	Box 1, Folder 6
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99s/99s Museum Trust 501c3 Correspondence: 1974	Box 1, Folder 7
---	-----------------

Correspondence, Museum Trust: 1969-1970	Box 1, Folder 8
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Correspondence, Museum Trust: 1971	Box 1, Folder 9
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Committee Correspondence: 1972	Box 1, Folder 10
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Correspondence, Museum Trust: January-May 1973	Box 1, Folder 11
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Bernice 'B' Steadman Papers, 1956-1974	Box 1, Folder 12
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Museum Trust, Sample Documents: January 1971	Box 1, Folder 13
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Long Range Strategic Plans	Box 1, Folder 14
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IRS Determinations: 1976, 1986	Box 1, Folder 15
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Board Bylaws: 1983	Box 1, Folder 16
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Code of Regulations: 1976-1996	Box 1, Folder 17
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Charitable Registration & Vendor License: 1995	Box 1, Folder 18
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### Subseries 1-B: Board Meeting Minutes, Rosters

<u>Subject</u>	<u>Location</u>
----------------	-----------------

Board Meeting Minutes: 1980	Box 2, Folder 1
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Board Meeting Minutes: 1981	Box 2, Folder 2
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Board Meeting Minutes: 1983	Box 2, Folder 3
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Board Meeting Minutes: 1984	Box 2, Folder 4
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Board Meeting Minutes: 1985	Box 2, Folder 5
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Board Meeting Minutes: 1987-1988	Box 2, Folder 6
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Board Meeting Minutes: 1989	Box 2, Folder 7
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Board Meeting Minutes: 1990-1991	Box 2, Folder 8
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Miscellaneous Report & Activities: 1991	Box 2, Folder 9
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Board Meeting Minutes: 1992-1993	Box 2, Folder 10
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Board Meeting Minutes: 1994-1995	Box 2, Folder 11
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Board Meeting Minutes: 1996	Box 2, Folder 12
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### Subseries 1-C: Committees-Dayton Committee, 1988-1994

<u>Subject</u>	<u>Location</u>
----------------	-----------------

Activities & Reports: 1985-1987	Box 3, Folder 1
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Activities & Reports: 1988-1990	Box 3, Folder 2
---------------------------------	-----------------

Activities & Reports: 1991-1993	Box 3, Folder 3
---------------------------------	-----------------

Sarah Rickman Papers: 1991	Box 3, Folder 4
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Subseries 1-C: Committees-Finance Committee, 1985-1995

Subject

Activities & Reports: 1985-1987

Meetings & Reports: 1995

Location

Box 3, Folder 5

Box 3, Folder 6

Subseries 1-C: Committees-Misc. Committee, 1985-1995

Subject

Membership Committee Meeting Notes: 1996

Acquisitions Committee Activities & Reports: 1994, 1996

Special Projects Committee Activities & Reports: 1995-1996

Location

Box 3, Folder 7

Box 3, Folder 8

Box 3, Folder 9

Subseries 1-C: Rosters, 1976-1996

Subject

Board of Trustee Rosters: 1976-1985

Board of Trustee Rosters: 1986-1996

Location

Box 3, Folder 10

Box 3, Folder 11

Subseries 1-D: Reports and Correspondence

Subject

Miscellaneous Reports: 1983-1989

1985 Ad Hoc Committee Reports

Miscellaneous Reports: 1986

Miscellaneous Reports: 1992

Miscellaneous Reports: 1993-1996

Doris Scott Communiques: 1983-1985

Doris Scott Communiques: 1982-1984

Doris Scott Communiques: January-May 1976

Board Correspondence, General: 1983-1988

Board Correspondence, General: 1992-1996

Miscellaneous Correspondence: 1990-1991

Nancy Hopkins Tier Correspondence: 1976-1995

Nancy Hopkins Tier Correspondence: 1986-1987

Loraine McCarty Correspondence: 1995

Strategic Planning Reports: 1995-1996

Misc. Reports: 1987-1996

Location

Box 4, Folder 1

Box 4, Folder 2

Box 4, Folder 3

Box 4, Folder 4

Box 4, Folder 5

Box 4, Folder 6

Box 4, Folder 7

Box 4, Folder 8

Box 5, Folder 1

Box 5, Folder 2

Box 5, Folder 3

Box 5, Folder 4

Box 5, Folder 5

Box 5, Folder 6

Box 5, Folder 7

Box 5, Folder 12

Subseries 1-E: Policy & Procedure, Agreements

Subject

Financial Procedure: 1987

Lease, City of Dayton: 1995

Collections Management Policy: 1995

Lease, City of Centerville & Strategic Plan: 1986-1988

Location

Box 5, Folder 8

Box 5, Folder 9

Box 5, Folder 10

Box 5, Folder 11

SERIES 2: Financial

Subseries 2-A: Financial Statements

Subject

Location



Financial Statements: 1981-1989  
Financial Statements: 1991-1996

Box 13, Folder 1  
Box 13, Folder 2

Subseries 2-B: Stocks & Investments, 1978-1996

Subject

Stocks Received from Blanche Noyes

Location

Box 13, Folder 3

Subseries 2-C: Grant Award and Applications

Subject

Ohio Travel & Tourism Grant: 1986

Fruehauf Foundation Grant: 1986

Junior League of Dayton Grant: 1988

Combined Federal Campaign Grant: 1988

Apple Computer Grant: 1989

Institute of Museum Services Grant: 1989

National Endowment for the Humanities Grant: 1989

Lindbergh Grant: 1996

Location

Box 13, Folder 4

Box 13, Folder 5

Box 13, Folder 6

Box 13, Folder 7

Box 13, Folder 8

Box 13, Folder 9

Box 13, Folder 10

Box 13, Folder 11

SERIES 3: Correspondence

Subject

Nancy Hopkins Tier-General Correspondence: 1972-1979

Nancy Hopkins Tier-General Correspondence: 1984-1985

Nancy Hopkins Tier-General Correspondence: 1990

Nancy Hopkins Tier-General Correspondence: 1991

Nancy Hopkins Tier-General Correspondence: 1992

Bernice 'B' Steadman-General Correspondence: 1987-1996

Donation Correspondence: 1986-1989

General Museum Correspondence: 1978-1994

Joan Hrubec-General Correspondence: 1989-1990

Correspondence to Advisors: 1986-1991

Doris Scott Correspondence with Jocile Eddleman: 1976

Doris Scott Correspondence with Chet Edwards: 1983

Doris Scott Correspondence with Glenn Buffington: 1976-1984

Location

Box 8, Folder 1

Box 8, Folder 2

Box 8, Folder 3

Box 8, Folder 4

Box 8, Folder 5

Box 8, Folder 6

Box 8, Folder 7

Box 8, Folder 8

Box 8, Folder 9

Box 8, Folder 10

Box 8, Folder 11

Box 8, Folder 12

Box 8, Folder 13

SERIES 4: Activities & Programs

Subseries 4-A: Programs Sponsored & In Collaboration with IWASM

Subject

Woman in Space Program 25<sup>th</sup> Anniversary: 1986

Nancy Hopkins Tier Dinner, October 31, 1987

Anniversary Celebrations: 1987-1993

Presentation Script: February 1992

Location

Box 6, Folder 1

Box 6, Folder 2

Box 6, Folder 3

Box 6, Folder 4

Harriet Quimby Book Reception: April 16, 1993	Box 6, Folder 5
Fall/Winter Saturday Program Series: 1995	Box 6, Folder 6
Centerville Guestbook: March 1991-May 1995	Box 6, Folder 7
Bessie Coleman Stamp Celebration: May 1995	Box 6, Folder 8
Fine Art Exhibit & Art Show: 1996	Box 6, Folder 9
Reeve Lindbergh Tripp Book Signing: October 1996	Box 6, Folder 10
Miscellaneous Activities: 1986-1995	Box 6, Folder 22
1983 Aviation Trails	Box 6, Folder 23
Katharine Wright National Aviation Hall of Fame Nomination: 1982	Box 6, Folder 24

#### Subseries 4-B: Exhibits & Education

<u>Subject</u>	<u>Location</u>
Documentary Proposal-Earning Her Wings: 1992	Box 6, Folder 11
Documentary Proposal-Women Pilots in WWII: 1992	Box 6, Folder 12
Educational Resources & Activities: 1988-1995	Box 6, Folder 13

#### Subseries 4-C: External Events

<u>Subject</u>	<u>Location</u>
American Air Mail Society Airpex: 1988	Box 6, Folder 14
1989 Dayton Air & Trade Show	Box 6, Folder 15
National Aerospace & Electronics Conference (NAECON): 1990	Box 6, Folder 16
Midwest Space Development Conference: 1991	Box 6, Folder 17
Space Symposium, WPAFB: 1992	Box 6, Folder 18
Space Symposium, Dayton Public Schools, WPAFB: 1994	Box 6, Folder 19
Greene County Air Show & BBQ Fundraiser: July 1996	Box 6, Folder 20
Panel Presentation at San Diego Air & Space Museum: 1995	Box 6, Folder 21

#### Subseries 4-D: Program & Event Transparencies (\*separated? And for overhead projectors)

#### Subseries 4-F Building Project

<u>Subject</u>	<u>Location</u>
1972 Study & Dayton Proposal	Box 7, Folder 1
Special Project Committee Activities: 1985-1993	Box 7, Folder 2
2003 Committee/National Park Discussion & IWASM Building: 1989-1990	Box 7, Folder 3
Museum Area/Space Analysis & Proposal: April 1990	Box 7, Folder 4
Dayton Aviation Heritage National Park & IWASM Report: 1990	Box 7, Folder 5
Architectural Contract & Correspondence: 1991	Box 7, Folder 6
Correspondence & Agreements: 1991-1992	Box 7, Folder 7
Dayton National Aviation Park-News Clippings: 1992	Box 7, Folder 8
City of Dayton Plans & Correspondence: 1991, 1993	Box 7, Folder 9

Woolpert Consultants Market & Feasibility Report: August 1993	Box 7, Folder 10
Miami Valley Economic Development Fund Proposal: 1995	Box 7, Folder 11
Case Statement, Spirit of Flight Museum (IWASM): 1995	Box 7, Folder 12
Planning Meeting: June 1995	Box 7, Folder 13
Gillingham & Associates Correspondence: 1995	Box 7, Folder 14
Overhead Transparencies: 1995	Box 7, Folder 15
Feasibility Study Report: February 1996	Box 7, Folder 16
Gillingham & Associates Correspondence: 1996	Box 7, Folder 17
Architectural Resources Corporation Correspondence: 1997	Box 7, Folder 18
Proposals & Agreements, Dayton: 1990-1994	Box 7, Folder 19

## SERIES 5: Images & Media

### Subseries 5-A: Photographs & Papers of Activities

<u>Subject</u>	<u>Location</u>
Negatives-Museum Concept Models, University of Cincinnati: 1979	Box 9, Folder 1
Negatives-Display at Cox/Dayton Airport from Edy Maxim	Box 9, Folder 2
Negatives & Prints-Blanche Noyes and Amelia Earhart Headshots	Box 9, Folder 3
Negatives-Aerial View of Dayton Airport/Aero-Astro Cultural Center	Box 9, Folder 4
Original Theater Design Concept: 1979 Aero-Astro Cultural Center, Dayton	Box 9, Folder 5
Prints & Negatives-Convention Displays & Cases: 1978-1980	Box 9, Folder 6
Negatives-Lobby Display Cases-272 Leo St, Dayton, OH	Box 9, Folder 7
Photograph-Sign at Dayton Airport for Aero-Astro Cultural Center: 1979	Box 9, Folder 8
Photographs-Doris Scott at Conventions: 1979-1981	Box 9, Folder 9
8x10 Print-Museum Meeting at Scott Industries-Doris Scott, Lexie Shurte	Box 9, Folder 10
Aero-Astro Cultural Center Displays at Scott Industries: 1976-1985	Box 9, Folder 11
Photographs-Dayton Airport Museum Display	Box 9, Folder 12
Polaroid Images-Board Meeting at Scott Industries: 1976	Box 9, Folder 13
Print-Open Museum Meeting at Philadelphia Convention: 1976	Box 9, Folder 14
Prints-Board Meeting: June 1988	Box 9, Folder 15
32-Doris Scott Photographs: 1975-1976	Box 9, Folder 16
Doris Scott Personal Papers: 1961-1976	Box 9, Folder 17
Prints-Tours, Speaker Series & Exhibits, Centerville: 1994	Box 9, Folder 18
Bernice B Steadman Personal Papers: 1986	Box 9, Folder 19



Subseries 5-B: Recorded media of Events, BOT meetings, etc.

- Cassette tapes (separated)
- VHS tapes (separated)
- Listing any that have been digitized already or specific restrictions?

<u>Subject</u>	<u>Location</u>
Board Meeting Cassette Tape: Oct. 1988	Box 10, Folder 1
Board Meeting Cassette Tape: Apr. 1998	Box 10, Folder 2
Board Meeting Cassette Tape: May 1990	Box 10, Folder 3
Board Meeting Cassette Tape: Nov. 1992	Box 10, Folder 4
Board Meeting Cassette Tape: May 1993	Box 10, Folder 5
Board Meeting Cassette Tape: Oct. 1993	Box 10, Folder 6
Board Meeting Cassette Tape: May 1994	Box 11, Folder 1
Board Meeting Cassette Tape: Oct. 1995	Box 11, Folder 2
Board Meeting Cassette Tape: July 1996	Box 11, Folder 3
Board Meeting Cassette Tape: Sept. 1996	Box 11, Folder 4
Special Meeting-Steadman & Baty: Oct. 1996	Box 11, Folder 5
Board Meeting Cassette Tape: Dec. 1996	Box 11, Folder 6

SERIES 6: Publications & Marketing

Subseries 6-A: Letterhead and branding

<u>Subject</u>	<u>Location</u>
Letterhead, branding, solicitation letters	Box 12, Folder 9

Subseries 6-B: Marketing Collateral (creator: IWASM)

- Include: press released, posters, website, etc.

<u>Subject</u>	<u>Location</u>
Press & Articles about IWASM: 1971-1978	Box 12, Folder 1
WRHS News, Vol. 26-March 1972	Box 12, Folder 2
IWASM Annual Reports: 1973-1974	Box 12, Folder 3
Fundraising Brochure & Design: 1980	Box 12, Folder 4
Rickman-IWASM Articles	Box 12, Folder 10
Press Releases: 1986-1996	Box 12, Folder 11
Misc. Articles Written by IWASM	Box 12, Folder 13

Subseries 6-C: News about IWASM (creator: outside publications)

- Include: newspaper clippings, articles about IWASM and its activities and board, featured recorded interviews, etc.

<u>Subject</u>	<u>Location</u>
Press & Articles about IWASM: 1986-1996	Box 12, Folder 5
Magazine Articles About IWASM	Box 12, Folder 12

Subseries 6-D: Newsletters, IWASM Quarterly

<u>Subject</u>	<u>Location</u>
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<i>IWASM Quarterly Newsletter: 1987-1989</i>	Box 12, Folder 6
<i>IWASM Quarterly Newsletter: 1990-1993</i>	Box 12, Folder 7
<i>IWASM Quarterly Newsletter: 1994-1996</i>	Box 12, Folder 8

## SERIES 7: Campaigns & Fundraising

<u>Subject</u>	<u>Location</u>
Centerville Building Campaign: 1988-1993	Box 15, Folder 1
Centerville-Dayton Building Fundraising	Box 15, Folder 2
Fundraising-Marketing Collateral: 1994	Box 15, Folder 3
2003 Committee-IWASM Campaign	Box 15, Folder 4
Dayton Building Fundraising Campaign Materials: 1995	Box 15, Folder 5
IWASM Master Plan & Visitor Experience: 1995	Box 15, Folder 6
1995 Capital Funds Proposal	Box 15, Folder 7
Marketing & Fundraising Strategy: 1996	Box 15, Folder 8
1996 Pre-Fundraising Campaign Tasks	Box 15, Folder 9
Dayton Building Fundraising Materials, General	Box 15, Folder 10
Dayton Building/Architecture Agreements: 1996	Box 15, Folder 11
Binder-IWASM "Spirit of Flight" Museum Master Plan	Box 15
Meeting Papers 1993-1995, Planning	Box 15, Folder 12
Specialized Fundraising, Publicity, and Promotion Program: April 1985	Box 15, Folder 13

## SERIES 8: Personnel

### Subseries 8-A: Personnel Files (restricted use)

<u>Subject</u>	<u>Location</u>
Health & Life Insurance Policies: 1995-1996	Box 14, Folder 1
Staff Retirement Contribution Plan & Paperwork	Box 14, Folder 2
Job Descriptions: 1986-1987	Box 14, Folder 3
Hiring Policy & Procedure: October 31, 1987	Box 14, Folder 4
Janice Rice-Director Offer: November 1994	Box 14, Folder 5
Staff-Jennifer Roediger, Margorie Brown, Bonnie Horstman	Box 14, Folder 6
Staff-Margaret (Peggy) Baty: 1995-1996	Box 14, Folder 7
Baty Correspondence: 1995-1996	Box 14, Folder 8