

4-14-2014

# Guide to MS356 The Woman's Department El Paso Chamber of Commerce

Carrie-Ann Chavez

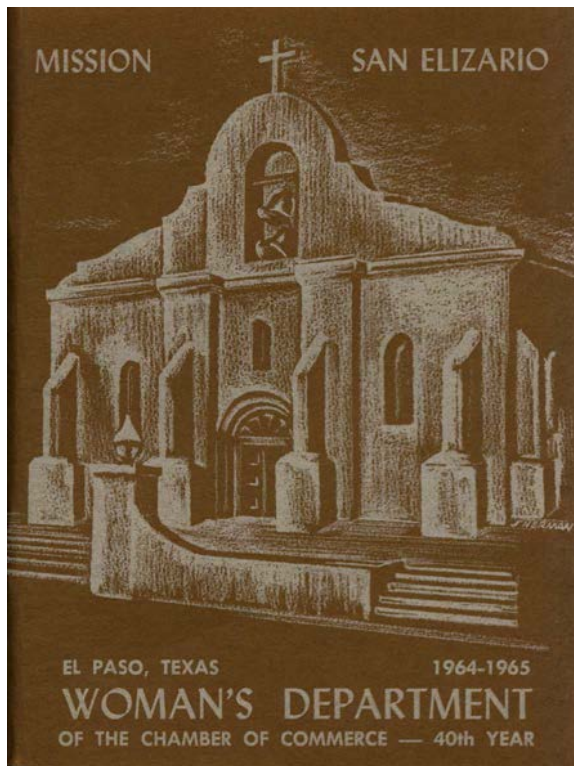
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## Recommended Citation

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Guide to

MS 356

Woman's Department of  
the Greater El Paso  
Chamber of Commerce  
records

Span Dates, 1923-2012  
Bulk Dates, 1936-2000

24 linear feet

Processed by Carrie-Ann Chavez  
April 12, 2014

Donated by members of the Woman's Department of the Greater El Paso Chamber of Commerce, 1990.

Citation: Woman's Department of the Greater El Paso Chamber of Commerce, 1923-2012, MS 356, C.L. Sonnichsen Special Collections Department. The University of Texas at El Paso Library.

C.L. Sonnichsen Special Collections Department  
University of Texas at El Paso

## Historical Sketch

The Woman's Department of the Greater El Paso Chamber of Commerce is a non-profit organization founded by May McGhee. It began as a temporary organization on April 1, 1924 and became permanent in June, 1924. Starting out with 27 charter members, the Woman's Department was the first of its kind in the United States. The initial goal of the Woman's Department was to "Know El Paso and Sell El Paso to El Pasoans and the world." By 1946, the Woman's Department grew to 605 active members. Today, there are more than 1,500 active members and the Woman's Department is always seeking out new members to join.

The Woman's Department thrives on civic duty and community involvement. The Woman's Department consistently invites women from Ciudad Juárez, Mexico and military wives to annual teas, meriendas, and luncheons in members' homes, schools, YWCAs, religious institutions, and various locations throughout the city. By inviting new members and showing the cultural and historical gems El Paso and the surrounding area offers, the Woman's Department wants to inspire new residents and longtime residents to remain in the city to keep it growing.

For about 90 years, the Woman's Department has contributed to the growth of the city. The Woman's Department has supported minor league baseball, clean gas, the Civic Center, the International Museum of Art, and the El Paso Symphony Orchestra. Each Chairwoman-Director elected chooses a goal or theme for the year she is in charge of the organization. Past themes include: safety, El Paso beautification and cleanliness, buy locally, cultural and educational advantages, and closer border and military relations.

Additionally, the Woman's Department has been involved with or sponsored annually: the Cotton Festival Princess, Sun Carnival Duchess or Queen, clean up week, Southwestern Art throughout the city, scholarships from the Texas Western College and the Southwestern Art Display committees, annual bus tours highlighting the city and surrounding area, fashion shows, and programs highlighting cultural advantages of El Paso through art, music, history, novels, and plays.

Woman's Department committees are responsible for fundraising, spreading information about events within the city about the organization and their committee, and for bringing in new members. As membership increases, more committees are formed to meet the present needs of the community. Some Woman's Department committees include: social, military affairs, civilian defense, courtesy, international affairs, youth activities, telephone, woman's department legislative, civic improvements, gold star, friendly city, architectural,

planning, book collection, better literature, clean up, educational, Texas Western College, Southwestern art display home safety, history, program, membership, foreign relations, foreign students, and foreign military.

## **Series Description or Arrangement**

The Woman's Department of the Greater El Paso Chamber of Commerce is arranged in seven series:

### **Series I. Organization History, 1924-1999**

Organization History series contains origin report and function, officer and member lists, by laws, Thesis: A history of the Woman's Department El Paso Chamber of Commerce rough draft and final bound copy, and timeline and notes regarding the beginnings of the organization. Series I is arranged chronologically by date.

### **Series II. Administrative Records, 1926-1988**

Administrative Records series contains activities and events, correspondence, ephemera, files from past Chairwoman-Directors: Mrs. E.M. Pooley, Mrs. Calvert Tucker, Mrs. Jack Kitchen, Mrs. John H. Caldwell, Mrs. Ashby M. Foote, press releases, plaque of past Chairwoman-Directors report and list in a bound book, and speeches. Series II is arranged chronologically by date.

### **Series III. Minutes and Annual Reports, 1956-1971**

Minutes and Annual Reports series contain minutes (1956-1964) in a bound book, minutes (1964-1970) in a bound book, minutes (1970-1973) in a bound book (Concordia Cemetery Wall), minutes (1973-1980) unbound. Annual reports (1946-1974), Insurance claim on silver (1964), and a budget ledger book (1960-1971). Series III is arranged chronologically by date.

### **Series IV. Newspaper, 1930-1998**

Newspaper series contains newspapers and newspaper clippings from various contributors. The Hollowman Rocketeer (1958), Arizona Wildcat (1960), El Paso Herald-Post Tourist and Convention Guide (1966), and newspaper clippings from the El Paso Times and El Paso Herald-Post (1930-1998). Series IV is arranged chronologically by date.

### **Series V. Photographs and Other Media, 1947-1999**

Photographs and Other Media series contains photographs (1947-1999), Concordia Cemetery wall slides (1978-1982), and a map rendering of the waterfall from the El Paso Zoo Gift Shop (1992-1993) Series V is arranged chronologically.

### **Series VI. Publications, 1949-2001**

Publications series contains yearbooks (1949-2001), *Official Bulletin of the El Paso Chamber of Commerce* (1950-1957), *The Southwestern Clubwoman* (1958), Sun Carnival Coronation book (1965-1966), *Kaleidoscope El Paso Magazine* (1972), *Viva El Paso Quarterly* (1984). Series VI is arranged chronologically.

### **Series VII. Scrapbooks, 1953-2012 and 1973-1976**

Scrapbooks series contains information specific to the Chairwoman-Director for the year that she was in office and is arranged chronologically by date (1953-2012). Scrapbooks has one subseries for the Southwestern Art Scrapbooks, also arranged chronologically (1973-1976).

## **Scope and Content Notes**

The Woman's Department of the Greater El Paso Chamber of Commerce records date 1923-2012, bulk 1936-2000. Types of records include a thesis on the history of the organization, by-laws, officer and member lists, correspondence, ephemera, speeches, minutes, annual reports, newspaper clippings, yearbooks and other publications, photographs, slides, a map, and scrapbooks. The contents of the scrapbooks include: photographs, correspondence, newspaper clippings, name tags, business cards, invitations to events and meetings, various greeting cards, memorials, napkins, souvenirs, booklets, pamphlets, yearbooks, annual reports, and awards. The records are divided into seven series: Organization History, Administrative Records, Minutes and Annual Reports, Newspaper, Photographs and Other Media, Publications, and Scrapbooks. The records document the organization's history and meetings, membership, finances, activities, projects, and community involvement in the city.

The Organization History series consists of the origin report and function, copies of a thesis on the history of the Woman's Department, a timeline and notes about the beginnings of the organization, by-laws, and lists of officers and members. The Administrative Records series documents activities and events, various correspondence, ephemera (blank award certificate, stationary, paper, international

relations greeting card, business card, and America Poem on cardstock), press releases to local newspapers, various documentation of several Chairwoman-Directors (similar to the scrapbooks), plaque of past Chairwoman-Directors list and report , and speeches. The Minutes and Annual Reports series documents the meetings and resolutions throughout the years as well as the finances and budgets for certain years. The Newspaper series includes full newspapers from *The Hollowman Rocketeer*, *Arizona Wildcat*, and the *El Paso Herald-Post Tourist and Convention Guide*, and newspaper clippings from the *El Paso Times* and *El Paso Herald-Post*. The Photographs and Other Media series contains photographs taken at events and civic projects, slides showing the Concordia Cemetery wall at Concordia Cemetery, and a map rendering of the waterfall found in the El Paso Zoo Gift Shop. The Publications series includes yearbooks, several volumes from the Official Bulletin of the El Paso Chamber of Commerce, Sun Carnival Coronation book, *Kaleidoscope: El Paso Magazine*, *Viva El Paso Quarterly*, and the *Southwestern Clubwoman* which document more activities and events the organization was involved with. The Scrapbooks series includes scrapbooks that contain clippings, photographs, invitations, correspondence, and other important documents and realia. Not all years are represented. The Southwestern Art Display scrapbooks subseries contains clippings, invitations, and photographs about the artists and artwork that has been displayed at the El Paso Airport and other locations within the city.

## Provenance Statement

Donated by members of the Woman's Department of the Greater El Paso Chamber of Commerce, 1990.

## Restrictions

See **Notes to the Researcher**. Extra yearbooks were removed and returned to the organization.

## Literary Rights Statement

Permission to publish material from the Woman's Department of the Greater El Paso Chamber of Commerce must be obtained from the C. L. Sonnichsen Special Collections Department, the University of Texas at El Paso Library. Citation should read, Woman's Department of the Greater El Paso Chamber of Commerce, C. L. Sonnichsen Special Collections Department, the University of Texas at El Paso Library.

## Notes to the Researcher

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Many of the scrapbooks, documents, and other materials are fragile. Please handle with care. Photocopying of fragile materials may be restricted.

Researchers should also see:

Pan American Round Table of El Paso records, MS 526, C.L. Sonnichsen Special Collections Department. The University of Texas at El Paso Library.

Woman's Club of El Paso records, MS576, C.L. Sonnichsen Special Collections Department. The University of Texas at El Paso Library.

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## Container List

Box #	Folder #	Title	Date
<b>Series I.</b>		<b>Organization History</b>	
1	1	Origin Report and Function	n.d., 1924-1947
1	2	Officer Member lists	1934-1948
1	3	By Laws	n.d., 1955-1956
1	4	Thesis: A History of the Woman's Department El Paso Chamber of Commerce(Rough Draft-Gloria Ann Wright)	1960
1	5	Thesis: A History of the Woman's Department El Paso Chamber of Commerce (Final Copy-Gloria Ann Wright)	1960
1	6	Timeline and Notes	1999
<b>Series II.</b>		<b>Administrative Records</b>	
1	7	Activities and Events	n.d., 1926-1970
2	1	Correspondence	n.d., 1931-1999
2	2	Ephemera	n.d., 1942-1977
2	3	Mrs. E. M. Pooley	1944-1945
2	4	Mrs. Calvert Tucker	1946-1947
2	5	Mrs. G. Ralph Meyer	1950-1951
2	6	Mrs. Jack Kitchen	1955-1956
2	7	Mrs. John H. Caldwell	1956-1957
2	8	Mrs. Ashby M. Foote	1982-1983
2	9	Press Releases	1979-1983
2	10	Plaque of Past Chairman-Directors list and report	1987-1988
2	11	Speeches	n.d.
<b>Series III.</b>		<b>Minutes and Annual Reports</b>	
2	12	Minutes	1951-1955
3	1	Minutes	1956-1964



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3	2	Minutes	1964-1970
3	3	Minutes (Concordia Cemetery Wall Project)	1970-1973
3	4	Minutes	1973-1980
4	1	Annual Reports	1946-1974
4	2	Insurance claim on silver	1964
9	1	Budget ledger book	1960-1971
<b>Series IV.</b>		<b>Newspaper</b>	
4	3	The Holloman Rocketeer	1958
4	4	Arizona Wildcat	1960
4	5	El Paso Herald-Post Tourist and Convention Guide	1966
9	2	El Paso Times and El Paso Herald-Post clippings	1930-1998
<b>Series V.</b>		<b>Photographs and Other Media</b>	
4	6	Photographs	1947-1999
4	7	Slides-Concordia Cemetery	1978-1982
Map drawer #9		Map rendering of waterfall at El Paso Zoo Gift Shop	1992-1993
<b>Series VI.</b>		<b>Publications</b>	
5	1	Yearbook	1949-1950
5	2	Yearbook	1950-1951
5	3	Yearbook	1952-1953
5	4	Yearbook	1953-1954
5	5	Yearbook	1954-1955
5	6	Yearbook	1955-1956
5	7	Yearbook	1956-1957
5	8	Yearbook	1957-1958
5	9	Yearbook	1958-1959
5	10	Yearbook	1959-1960
5	11	Yearbook	1960-1961
5	12	Yearbook	1961-1962
5	13	Yearbook	1962-1963
5	14	Yearbook	1963-1964
6	1	Yearbook	1964-1965
6	2	Yearbook	1965-1966
6	3	Yearbook	1966-1967
6	4	Yearbook	1967-1968
6	5	Yearbook	1968-1969
6	6	Yearbook	1969-1970

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6	7	Yearbook	1970-1971
6	8	Yearbook	1971-1972
6	9	Yearbook	1972-1973
6	10	Yearbook	1973-1974
6	11	Yearbook	1974-1975
6	12	Yearbook	1975-1976
7	1	Yearbook	1976-1977
7	2	Yearbook	1977-1978
7	3	Yearbook	1978-1979
7	4	Yearbook	1979-1980
7	5	Yearbook	1980-1981
7	6	Yearbook	1981-1982
7	7	Yearbook	1982-1983
7	8	Yearbook	1983-1984
7	9	Yearbook	1984-1985
7	10	Yearbook	1985-1986
7	11	Yearbook	1986-1987
8	1	Yearbook	1987-1988
8	2	Yearbook	1992-1993
8	3	Yearbook	1995-1996
8	4	Yearbook	1996-1997
8	5	Yearbook	1997-1998
8	6	Yearbook	1998-1999
8	7	Yearbook	1999-2000
8	8	Yearbook	2000-2001
8	9	Official Bulletin of the El Paso Chamber of Commerce, El Paso, vol. 1 and 2	1950-1951
8	10	Official Bulletin of the El Paso Chamber of Commerce, El Paso, vol. 3 and 4	1952-1953
8	11	Official Bulletin of the El Paso Chamber of Commerce, El Paso, vol. 5 and 6	1954-1955
8	12	Official Bulletin of the El Paso Chamber of Commerce, El Paso, vol. 7 and 8	1956-1957
8	13	The Southwestern Clubwoman	1958
8	14	Sun Carnival Coronation Book	1965-1966
8	15	Kaleidoscope, El Paso Magazine	1972

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8	16	Viva El Paso Quarterly	1984
<b>Series VII.</b>		<b>Scrapbooks</b>	
10		Scrapbook (cover is detached)	1953-1954
11		Scrapbook (loose documents and clippings)	1957-1958
12		Scrapbook (loose document and clippings)	1958-1959
13		Scrapbook – 1 of 2 (cover is detached)	1965-1966
14		Scrapbook – 2 of 2 (loose pages)	1965-1966
15		Scrapbook – 1 of 2 (cover is detached)	1966-1967
16		Scrapbook – 2 of 2	1966-1967
17		Scrapbook (loose documents and clippings)	1968-1969
18		Scrapbook (loose documents)	1979-1980
19		Scrapbook-donated by Grace Chope as regular department member (loose clippings, documents, and photographs)	1981-1982
20		Scrapbook	1982-1983
21		Scrapbook	1983-1984
22		Scrapbook (loose documents)	1985-1986
23		Scrapbook	1986-1987
24		Scrapbook	1987-1988
25		Scrapbook (loose documents)	1988-1989
26		Scrapbook (loose documents)	1989-1990
27		Scrapbook	1990-1991
28		Scrapbook	1991-1992
29		Scrapbook (loose documents)	1992-1993
30		Scrapbook	1993-1994
31		Scrapbook	1994-1995
32		Scrapbook – 1 of 2	1998-1999
33		Scrapbook – 2 of 2	1998-1999
34		Scrapbook	1999-2000
35		Scrapbook	2000-2001
36		Scrapbook	2001-2002
37		Scrapbook (duplicate)	2001-2002
38		Scrapbook	2002-2003
39		Scrapbook	2003-2004
40		Scrapbook	2007-2008
41		Scrapbook	2008-2009

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42		Scrapbook	2011-2012
46		Scrapbook	1996
47		Scrapbook	2012
48		Scrapbook	2014
<b>Subseries I.</b>		<b>Southwestern Art Display Scrapbooks</b>	
43		Scrapbook	1973-1974
44		Scrapbook	1974-1975
45		Scrapbook	1975-1976

Addendum:

Chairwoman-Directors	Year
Mrs. May McGhee (Founder)	1924
Mrs. W. R. Brown	1924-1926
Mrs. T. W. Lanier	1926-1928
Mrs. Max Mayer	1928-1929
Mrs. Hugo Meyer	1929-1930
Mrs. Hallet Raynolds (elected but had to resign)	1930
Mrs. O. F. Metz	1930-1931
Mrs. Hugh Shannon	1931-1932
Mrs. Sterling Roberts	1932-1933
Mrs. A. P. Coles	1933-1934
Mrs. W. D. Howe	1934-1935
Mrs. O. C. Coles, Sr.	1935-1936
Mrs. Joseph Nealon	1936-1937
Mrs. M. L. Burlison	1937-1938
Mrs. Maurice Schwartz	1938-1939
Mrs. Charles H. Leavell, Sr.	1939-1940
Mrs. K. D. Lynch	1940-1942
Mrs. George Millar	1942-1943
Mrs. M. H. Welch	1943-1944
Mrs. E. M. Pooley	1944-1945
Mrs. Jesson L. Stowe	1945-1946
Mrs. Calvert Tucker	1946-1947
Mrs. Forrest M. Smith, Sr.	1947-1948
Mrs. David Sanders	1948-1949
Mrs. Robert F. Thompson	1949-1950
Mrs. G. Ralph Meyer	1950-1951
Mrs. W. W. Hawkins	1951-1952

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Mrs. R. E. Sherman	1952-1953
Mrs. W. W. Schuessler	1953-1954
Mrs. Noel Olmstead (Betty Jagoe)	1954-1955
Mrs. J. S. Kitchen	1955-1956
Mrs. John H. Caldwell	1956-1957
Mrs. W. W. Lake	1957-1958
Mrs. Ross Rissler	1958-1959
Mrs. Maxwell Jones (Isabel Hatchett)	1959-1960
Mrs. M. P. Spearman	1960-1961
Mrs. Ernest Ponce	1961-1962
Mrs. H. W. Gehring, Jr.	1962-1963
Mrs. Richard G. Miller	1963-1964
Mrs. Maurice E. Hill	1964-1965
Mrs. Chester Chope	1965-1966
Mrs. W. B. Langley	1966-1967
Mrs. Joseph Walton	1967-1968
Mrs. John M. Broadwell	1968-1969
Mrs. Herbert E. Marsh	1969-1970
Mrs. Stella Lou Bauman	1970-1971
Mrs. Hollis F. Brown	1971-1972
Mrs. Andy Fuentes, Sr.	1972-1973
Mrs. Charles W. Mattox	1973-1974
Mrs. Betty Hervey Becker	1974-1975
Mrs. Lea R. Hutchinson	1975-1976
Ms. Gertrude Goodman	1976-1977
Mrs. Dan Hovious	1977-1978
Mrs. George Kistenmacher	1978-1979
Mrs. Craig D. Leibsle	1979-1980
Mrs. Edward J. Daley	1980-1981
Mrs. Ronald W. Niethamer	1981-1982
Mrs. Ashby M. Foote	1982-1983
Mrs. Andy Orona, Sr.	1983-1984
Mrs. Francis Nugent	1984-1985
Mrs. Jerry L. Williams	1985-1986
Mrs. Duane O. Juvrud	1986-1987
Mrs. Richard T. Dempsey	1987-1988
Mrs. George Angelos	1988-1989
Ms. Julieta Paez Paez	1989-1990
Mrs. William A. Kolliker	1990-1991
Ms. Marge Alexander	1991-1992

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Mrs. Jack L. Jobe	1992-1993
Mrs. Eugene W. Mansour	1993-1994
Mrs. Charles J. Horak, Jr.	1994-1995
Mrs. Edgar S. Brown	1995-1996
Mrs. Gale L. Larson	1996-1997
Mrs. Halbert G. St. Clair (Frances)	1997-1998
Mrs. Lawrence Pisarcik (Melitta)	1998-1999
	1999-2000
Mrs. Cleola L. Berry	2000-2001
Mrs. Virginia Velez	2001-2002
Mrs. Patricia Quinn	2002-2003
Mrs. Mary Ann Dodson	2003-2004
	2004-2005
	2005-2006
	2006-2007
Mrs. Patricia A. Quinn	2007-2008
	2008-2009
Mrs. Patricia M. Kowalski	2009-2010
	2010-2011
Mrs. Jimmie Lou Malone	2011-2012
	2012-2013
Ms. Gloria Ann Wright	2013-2014