Oregon Shakespeare Festival

ARCHIVES DIVISION

Board of Directors Records, 1937-2010

Collection Number M0008

Collection Number: M0008

Title: Board of Directors Records

Dates: 1937-2010

Creator: Oregon Shakespeare Festival Association

Summary/Abstract: Records of the governing Board of Directors of the Oregon Shakespeare Festival. Included are the Articles of Incorporation, Bylaws, meeting minutes, committee reports, membership information, and correspondence.

Quantity/Physical Description: 14.9 c.f. (37 boxes, 2 scrapbooks in flat box)

Repository: Oregon Shakespeare Festival Archives; Ashland, OR

Restrictions on Access: Researchers seeking to use these materials must obtain permission of Executive Director of Oregon Shakespeare Festival.

Restrictions on Use: Copyright restrictions apply. Unpublished documents are protected by copyright. Permission to publish, quote or reproduce must be secured from the repository and the copyright holder.

Preferred Citation: [Box Number, Folder Number], M0008 Board of Directors Records, Oregon Shakespeare Festival Archives.

Related Material: Executive Director Records (unprocessed), Administration Records (unprocessed), M0009 Publications, M0011 Endowment Fund Trustees Records, M0018 OSF Portland Records

Processed by: Records and Reference Archivist, Debra Griffith, 2011

Historical Note: The Oregon Shakespearean Festival Association was incorporated as a non-profit on August 2, 1937 in the State of Oregon. The original Articles of Incorporation list three officers: Vice-President and Director Angus L. Bowmer, Secretary Frances Hardy, and Treasurer J. W. McCoy. The Articles also state that a President is to be elected at the first meeting, and that the annual meeting is to be held the first Monday in May of each year. The stated intention of the organization, per the Articles, was:

> 1. To establish, maintain, own, operate, manage and control a theatre or theatres for the presentation of Shakespearean dramas and plays and to produce, exhibit and preserve therein attractions of various kinds and nature, including dramatic, operatic and musical performances, moving pictures, intellectual and instructive entertainments centered around, about, and concerning the life, works, dramas, and plays of William Shakespeare.

2. To perpetuate the memory and spirit of William Shakespeare and an interest in drama and intellectual matters and affairs.

The stated purpose of the organization in the 1947-amended By-laws was to, "…advance the interest in the writings of William Shakespeare; to provide a vehicle for actual acting participation in Shakespeare plays; and to provide all citizens with an opportunity to enjoy witnessing faithful reproduction of Shakespeare."

Over the years, the By-laws have been amended, and the Endowment Trust Fund created. Committees have come and gone, or their names have changed.

Scope and Content: The Board of Directors Records contains five series: COMMITTEES, CORRESPONDENCE, GOVERNANCE DOCUMENTS, MEETING MINUTES, and MEMBERSHIP.

The series COMMITTEES contains the reports and notes of the various committees created by the Board. The committees meet at least once a month. There may be some duplication of reports between the COMMITTEES series and the MEETING MINUTES series, but as they are used in different ways, all have been retained to give a more complete understanding of the workings of the Board. Information contained in the Budget/Finance Committee, Resource Development Committee, and Treasurer files is intertwined with the records of the Endowment Fund Trustees, though the Endowment Fund is a wholly-separate non-profit organization. Committees have formed, renamed or reorganized, and dissolved over the 74-year history of the Board.

The series CORRESPONDENCE includes letters written by the Board President, as well as by the Executive Director of OSF. Much of it pertains to parking issues with the City of Ashland.

The GOVERNANCE DOCUMENTS series includes the Articles of Incorporation, By-laws, Committee descriptions, Festival Mission Statements, Policies, and Trademarks and Registration materials. The most recent Bylaws (2005) are available on the Oregon Shakespeare Festival website (http://www.osfashland.org/_dwn/about/Bylaws%202007.pdf)

The MEETING MINUTES series includes the Association annual meeting minutes and the Board meeting minutes. The Association annual meeting is held in March. Over the years, the number of Board meetings has changed. It is currently quarterly. This series also contains a card file that summarizes Board motions from 1951-1958 and 1977-1981. Each meeting folder may contain a meeting agenda, committee reports, reports from external bodies such as the Tudor Guild and Endowment Trustees, budget and finance presentations, lists of committee members and Board nominees, sample marketing documents, production schedules. The most recent five years of Board quarterly meeting minutes are available on the Oregon Shakespeare Festival website (http://www.osfashland.org/about/archive/minutes.aspx).

The MEMBERSHIP series contains documents listing Board members and officers since incorporation, along with their biographical information which was used in publications and on voting slates. Also included are copies of information given to new Board members.

The set of records is not complete. The Lithia Theatre fire of 1952 destroyed many OSF records. For many years OSF did not have centralized offices, and some materials may have been lost or

misplaced. Some records may be contained in the Executive Director records, which are unprocessed. It is unknown how much of the record series may still be in active use by the Board, as there is no formalized records deposition schedule.

Subject Terms:

Oregon Shakespeare Festival
Oregon Shakespearean Festival
Oregon Shakespeare Festival Association
Oregon Shakespearean Festival Association
Theater
Manuscript
Business records
Minutes
Scrapbooks

Collection Inventory

Series I: COMMITTEES

Box	Description
	Budget and Finance
1	1959, 1973-1998
2	1998-2001
3	2002-2009 February 3
4	2009 March 3-2010
4	By-laws Ad Hoc, 1978-1987
4-5	Community Relations, 1981-2000
5	Committee assignments, 1964-2002
5	Criteria, 1988-1995
5	Cultural Diversity, 1991-2000
	Development
5	1984-1991
6	1992-2006
6	Disability, 1990
	Education,
6	1977-1993
7	1994-2000
7	Employee Relations, 1973-1993
7	Equity Taskforce, 1983
7	Executive Council, 1973-2001; scattered
7	Facilities, 1983-1993
7	Friends, 1970-1979
8	Governance, including manuals, 1991-2005; scattered
8	Government Liaison, 1985-1990
8	Hospitality, 1986-1993

8	Human Resources, 2000
8	New Theatre Building Taskforce, 1996-2003
	Nominating/Board Development
8	1959-1993
9	1994-2001
	Planning,
9	Correspondence, 1998-2003
	General
9	1955-1976
10	1976-1986
11	1987-2007
12	Guidelines, 1972-1977
12	Long-Range Plans, 1983-2007
36	Building Fund campaign scrapbooks, 1958-1959
12	OSFA Staffing Analysis, 1979
	Resource Development
12	1978-1983
13	1978-1990

Series II: CORRESPONDENCE

Box	Description
	General
13	1970-1993
14	1993-2004
14	OSF Portland, 1987-1995
14	Re: Pat Patton, 1996
14	Rejection of 1990 National Endowment for the Arts grant

Series III: GOVERNANCE DOCUMENTS

Box	Description
15	Articles of Incorporation, 1937-2005
15	By-laws, 1947-2005
16	Committee descriptions, 1980, 1990-1992
16	Festival Mission Statements, 1974-1979, 1999
16	Policies, 1951-1990
16	Trademarks and Registration, 1996-2004

Series IV: MEETING MINUTES

Box	Description
16-17	Association Annual Meeting, 1981-1991, 1996-1997

	Meeting Minutes
17	1940, 1947-1959
18	1960-1967
19	1968-1973
20	1974-1979 June
21	1979 July-1983 June
22	1983 July-1985 December
23	1986 January-1988 December
24	1989 January-1991 June
25	1991 July-1993 June
26	1993 July-1996 June
27	1996 July-1999 June
28	1999 July-2002 March 15
29	2002 June 21-2003 September 19
30	2004 January-2005 June 17
31	2005 September 9-2010 March 12
32	2010 June 11-September 10
37	1989-1991
33	Summary of Motions, 1951 March 31 - 1958 September 25, 1977, February 9 - 1981 September 9
32, 34	Treasurer Reports, 1937-1977

Series V: MEMBERSHIP

Box	Description
34	Associate Members, 1967-1981
34	Awards and Certificates, 1985-2009, undated;
34	Biographical data, 1980-2003
35	Conflict of Interest Forms, 2010
34	Emeritus Board, 1986-1989
35	Introductory Packet, 1961-2001
33	Membership and Exhibit Center Volunteer Files, 1935-1983
35	Membership Lists, 1990-1999, 2003-2004, 2010
35	Past Presidents, 1981, 1988
35	Slates, 1995-1998
35	Standing Rules, 1956, 1979
35	Term History, 1956-1996