

## **JCC Collection Series:**

### **Sports Classic Materials 1998 – 2002 (Box 1):**

Series contains materials relating to the JCC Sports Classic events for the years 1998 through 2002. The Sports Classics were community and fundraising events which included golf tournaments, tennis, lawn bowling, silent auctions, and prize giveaways. The events were held at the DuPont Country Club in 1998, 1999, and 2000 and at the Wilmington Country Club in 2001 and 2002. Series contains meeting minutes and memoranda from Sports Classic steering committees, sponsorship information and correspondence, player lists, brochures and programs, and financial statements for each year.

### **Endowment Committee and Charitable Contribution Materials, 1970 – 2004 (Box 2):**

Series primarily comprised of materials relating to the JCC's Endowment Committee, which met to discuss strategies for soliciting charitable contributions and managing the center's endowments. Most of the files in the series are from 1998 to 2000, but it also contains donors lists dating as far back as 1970 and one folder of contribution letters from 2004.

### **Annual Meeting Records, 1997 – 2001 (Box 2):**

Series of materials relating to the preparation, execution, and evaluation of the JCC's annual meetings for the years 1997 through 2001. Includes planning committee materials, memoranda, and scripts as well as programs, invitations, and "Thank You" letters sent to attendees.

### **New Jewish Community Center Materials 1968 – 1972 (Box 3 and 4):**

Series of materials related to the funding and construction of the Jewish Community Center building at 101 Garden of Eden Road. This building replaced the previous Jewish Community Center location, which was at 515 French Street. Groundbreaking for the new building took place on July 14, 1968, and the location officially opened on May 3, 1970. Half of the series is comprised of photographs which document architectural models of the new building, the groundbreaking ceremony, and construction progress. The other half of the series is primarily textual, comprising minutes, memoranda, and correspondence from the Building Completion Drive and Memorial Plaque fundraising committees. Also contains documents from the building's dedication dinner, plaque ceremony, and ephemera promoting the new location.

### **Senior Center Materials 1982 – 2004 (Box 5):**

Series comprised of materials related to the Jewish Community Center's Senior Center, a group for those over 55 years old which planned and provided activities such as trips, dinners, classes, and talks for members. Materials include the monthly meeting minutes of the Senior Center Site Council from 1982 to 1994, and financial records from 1994 to 1996, 2003, and 2004. Series also contains the 1995 to 2001 issues of the "Prime Times," a monthly newsletter published by the Jewish Community Center which promoted the Senior Center's upcoming events, announced the birthdays of members, and provided health advice for seniors.

### **JCC Event Photographs 1968 – 1982 (Box 6 and 7):**

Series of photographs documenting various events and programs held by the Jewish Community Center. Photographed events include the center's annual meetings, Hanukkah parties, and Israeli Independence Day celebrations. Series also contains photographs of events which were not held annually such as auctions, carnivals, and trips. Some of the files in the series, especially annual

meetings and Hanukkah parties, include the contact sheets of the full shoot along with individual photographs.

**Building and Grounds Committee Meeting Minutes 1990 – 2000 (Box 8):**

Monthly meeting minutes of the JCC Building and Grounds Committee from the years 1990 to 2000. Minutes include updates regarding the condition of JCC facilities, building superintendent reports, and plans for maintenance, repair, and new construction. Relevant diagrams, correspondence, and bids from contractors are included with minutes.

**Board of Directors and Executive Committee Meeting Minutes 1988 – 2004 (Box 9 and 10):**

Series contains the meeting minutes of the JCC's Board of Directors from the years 1994 to 2004 and Executive Committee from the years 1988 to 1990 and 1996 to 2004. Meeting minutes are monthly with the exception of June, July, and August of each year, when the Board of Directors did not meet. Minutes include reports to the board from other JCC committees, discussion of program and event planning, and updates about annual fundraising campaigns. Relevant financial records, membership statistics, and copies of reports are included with the minutes.

**Financial Records, 1986 – 1997 (Box 11):**

Series primarily contains monthly revenue and expense reports from the years 1993 to 1996. Reports provide an overall summary as well as the revenue and expense information for individual programs. Series also includes budget summary records for 1997 and a single folder containing the profit and loss statements and monthly bank balances for the years 1986 to 1996.

**Committee and Board Materials, 1966 – 1986 (Box 11):**

Series of materials from various JCC committees. [These are miscellaneous committee materials that do not go with any other series, will likely be processed further as I come across more similar material]

**United Way Funding Requests, 1989 – 2001; Jewish Federation of Delaware Allocation Requests, 1988 – 2002; JCC/JFD Correspondence 1984 – 1985 and 1991 – 1993 (Box 12):**

Series contains forms, correspondence, memoranda, and reports regarding requests for funding from the United Way of Delaware and the Jewish Federation of Delaware (JFD). The United Way and JFD were both charitable organizations focused on investing in community initiatives, with the JFD specifically focused on Delaware's Jewish community. Funding and allocation requests include descriptions of the JCC's yearly goals, budget proposals for how the requested funds will be spent, and reports on what the center accomplished using the previous year's funds. Series also contains 8 folders of correspondence and meeting materials between the JCC and JFD regarding allocation requests from 1984 to 1985 and 1991 to 1993.

**Financial Records, 2005 – 2006 (Box 13):**

Primarily contains monthly bank records from 2006. These records include payment detail reports, check registers, and general ledger reports. The series also includes 2006 financial records specific to the JCC camp, early childhood center, and family campus, as well as records of transfers of assets from the Jewish Federation of Delaware to the JCC. Additionally, there is a single folder of 2005 bank records from the Newark JCC.

**Audits, 1998 – 2008 (Box 13):**

Series contains annual audits reports of the JCC for the years 1998 to 2001 and 2004 to 2008. Correspondence, bids, and invoices from the various accounting firms contracted to perform the audits are included with the reports.

## **AEA Collection Series:**

### **Albert Einstein Academy Materials, 1991 – 1995 (Box 14):**

This collection documents the day-to-day operations of the Albert Einstein Academy in Wilmington, Delaware from the years 1991 to 1995. The Albert Einstein Academy was a Jewish day school for children from grades K through 5, and was located in the same building as the Jewish Community Center on Garden of Eden Road. Collection includes correspondence to staff, parents, and donors, especially from principal Eleanor Weinglass and later principal Rabbi Ellen Bernhardt. Collection also contains academic calendars and flyers announcing upcoming field trips and events held by the school. In addition, collection includes the meeting minutes of the academy's board of trustees from the years 1993 to 1995.