

# Visiting Nurses Association records MSS.123

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Describing Archives: A Content Standard

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## Summary Information

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<b>Repository</b>	Ball State University Archives and Special Collections
<b>Creator</b>	Visiting Nurses Association. (Muncie, Ind.)
<b>Title</b>	Visiting Nurses Association records
<b>Date</b>	1916-1995
<b>Extent</b>	7.3 Cubic feet 8 boxes
<b>Language</b>	English

### Preferred Citation

Visiting Nurses Association records, Archives and Special Collections, Ball State University Libraries

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## Administrative History

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The idea for the Visiting Nurse Association grew out of a 1913 Federated Club of Clubs Project entitled "Baby Week." The Federate Club of Clubs consisted of representatives from every woman's organization in the county. It was through this Federation that the Visiting Nurse Association, a volunteer organization, was officially created in 1916 "for the benefit and assistance of those otherwise unable to secure skilled assistance in times of illness; to promote cleanliness and prevent sickness by the teaching of hygiene, sanitation and the science of domestic management." Service began in September 1916 with one nurse, for whom desk space was provided in a corner of the Arcade Drug Store at a rental of \$5.00 a month. Within the first month it was necessary to employ an assistant nurse, since the records showed that 223 visits were made to 66 patients. The next three years were periods of branching out to meet community needs in school nursing, industrial nursing, child clinics, and mothers' conferences. In 1919 an endowment-memorial fund was started and in 1921 the City of Muncie began contributing a monthly sum toward the support of the organization.

The Association became involved in such projects as supervision of summer playgrounds, first aid kits, park clinics, a survey of handicapped children, tuberculosis fieldwork, health supervision of day nurseries, a milk fund for undernourished children and commitment of crippled children to Riley Hospital.

The service was reorganized in 1935 with the purpose of engaging in public health nursing; providing skilled nursing care for the sick in their homes on a part time basis; promoting health and cleanliness of the individual, family and community; and teaching principles of health, hygiene and sanitation to individuals, families and communities. It was reorganized again in 1986 as BMH Homecare Services, Inc., still providing the same types of services to the Muncie Community.

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## Scope and Contents

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The collection consists primarily of meeting minutes and reports (1916-1993). It also contains memorials, manuals with a history and by-laws.

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## Arrangement

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This collection is arranged in the following series and subseries:

Series 1: Visiting Nurses Association administration documents, 1916-1993

Series 2: Visiting Nurses Association financial records, 1916-1995

Series 3: Visiting Nurses Association meeting minutes and other reports, 1916-1993

Subseries 3.1: Board meeting minutes, 1950-1993

Subseries 3.2: Committee meeting minutes, 1976, 1984-1993

Subseries 3.3: Meeting minutes, 1916-1984

Series 4: Visiting Nurses Association publications and related organizations programs, 1916-1988

Series 5: Visiting Nurses Association oversize materials, 1936-1980

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## **Administrative Information**

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### **Publication Information**

Ball State University Archives and Special Collections

### **Conditions Governing Access**

This collection is open for research.

### **Conditions Governing Use**

Legal title, copyright, and literary rights reside with Archives and Special Collections, Ball State University Libraries, Muncie, IN. All requests to publish or quote from manuscripts must be submitted to Archives and Special Collections.

### **Custodial History**

This collection was received by Archives and Special Collections as a donation by Bev Wilson 1992/01/24.

### **Accruals**

No further additions are expected.

### **Processing Information**

Collection processing completed 1994/04/25 by M. Sears. Collection processing updated 2006/06 by J. Gastineau. EAD finding aid created 2012/10/05 by Julie Hausknecht. EAD finding aid modified 2013/10/28 by Rebecca Marangelli.

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## **Controlled Access Headings**

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### **Genre(s)**

- Documents

### **Geographic Name(s)**

- Delaware County (Ind.)
- Muncie (Ind.)

### **Subject(s)**

- Nursing
- Organizations
- Stoeckel Archives of Local History

## Series 1: Visiting Nurses Association administration documents, 1916-1993

## Collection Inventory

Series 1: Visiting Nurses Association administration documents, 1916-1993		
	Box	Folder
Annual agency evaluation, 1977, 1989, 1992-1993	1	1
Annual reports, 1929-1931, 1935	1	2
Annual report, 1933, 1974-1976	1	3
Articles of acceptance, 1981	1	4
Articles of association, 1919 Jan.	1	5
Articles of association, 1949	1	6
Articles of incorporation, 1983	1	7
Articles of incorporation, 1986	1	8
Board members manual, 1916-1934	1	9
Board members manual, 1929-1932	1	10
Board member manual, 1982	1	11

## Series 1: Visiting Nurses Association administration documents, 1916-1993

Board of directors, 1985-1993	1	12
Board of trustees manuals, 1967, 1978,1982	1	13
Bylaws, 1939	1	14
Bylaws, 1958	1	15
Bylaws, 1981	1	16
Bylaws, 1982	1	17
Bylaws, 1984	1	18
Bylaws, 1984, 1988	1	19
Bylaws, 1986	1	20
Certificate of reorganization, 1936	1	21
Change of principal officer legal records, 1957, 1963	1	22
Correspondence, 1986-1993	1	23
Director's report, 1977	1	24
Educational assistance program, undated	1	25



Series 1: Visiting Nurses Association administration documents, 1916-1993

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Estate documents, 1935, 1938	1	26
Executive director's report, 1971-1972	1	27
Forms, 1992	1	28
Functions of committees, 1982	1	29
History, 1916-1936	1	30
History, 1940	1	31
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Insurance, 1992	1	34
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Ordinance for funds, 1918	1	36
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Policies and procedures, 1976-1981	1	38
Policies and procedures, 1981	1	39

**Series 2: Visiting Nurses Association financial records, 1916-1995**

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Policies and procedures, 1991-1992	1	41
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Report, 1940	1	47
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Scope of service, program, 1982	1	49
Standing committees, 1982	1	50
Strategic planning, 1991-1995	1	51
White elephant sale, 1920	1	52

**Series 2: Visiting Nurses Association financial records, 1916-1995**

**Series 2: Visiting Nurses Association financial records, 1916-1995**

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	<b>Box</b>	<b>Folder</b>
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Fees, 1981	1	55
Financial audit records, 1938	1	56
Financial records, 1916-1925	1	57
Financial records, 1927 Jan.	1	58
Financial statements, 1985	1	59
Financial statements, 1986	1	60
Financial statements, 1987	1	61
Financial statements, 1988 Jan.-July	1	62
Financial statements, 1988 Aug.-1989 Sept.	1	63
Financial statements, 1989 Feb.-July	1	64
Financial statements, 1989 Aug.-Nov.	1	65

## Series 2: Visiting Nurses Association financial records, 1916-1995

Financial statements, 1989 Dec.-1990 Feb.	1	66
Financial statements, 1990 Mar.-June	1	67
Financial statements, 1990 July- 1991 Jan.	1	68
Financial statements, 1991 Feb.-June	1	69
Financial statements, 1991 July-Nov.	1	70
Financial statements, 1991 Dec.-1992 Mar.	1	71
Financial statements, 1992 Apr.-Aug.	1	72
Financial statements, 1992 Sept.-1993 May	1	73
Payment for services, 1982	1	74
Statement of receipts and disbursements, 1928-1930	2	1
Statement of receipts and disbursements, 1931-1937	2	2
Statement of receipts and disbursements, 1940-1942	2	3
Statement of receipts and disbursements, 1944-1947	2	4
Statement of receipts and disbursements, 1948-1950	2	5

**Series 3: Visiting Nurses Association meeting minutes and other reports, 1...**

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Statement of receipts and disbursements, 1951-1953	2	6
Statement of receipts and disbursements, 1954-1958	2	7
Statement of receipts and disbursements, 1959-1961	2	8
Statement of receipts and disbursements, 1962-1964	2	9
Statement of receipts and disbursements, 1966-1969	2	10
Statement of receipts and disbursements, 1970-1972	2	11
Statement of receipts and disbursements, 1973-1975	2	12
Statement of receipts and disbursements, 1976-1978	2	13
Statement of receipts and disbursements, 1978-1981	2	14
Statement of receipts and disbursements, 1982-1984	2	15
Statement of receipts and disbursements, 1985-1988	2	16
Statement of receipts and disbursements, 1989-1991	2	17
Statement of receipts and disbursements, 1993-1995	2	18

**Series 3: Visiting Nurses Association meeting minutes and other reports, 1916-1993**

**Subseries 3.1: Board meeting minutes, 1950-1993**

<b>Subseries 3.1: Board meeting minutes, 1950-1993</b>		
	<b>Box</b>	<b>Folder</b>
Board meeting minutes, 1950	2	19
Board meeting minutes, 1951	2	20
Board meeting minutes, 1952	2	21
Board meeting minutes, 1953	2	22
Board meeting minutes, 1954	2	23
Board meeting minutes, 1983	2	24
Board meeting minutes, 1976 Feb.-Nov.	3	1
Board meeting minutes, 1977	3	2
Board meeting minutes, 1981	3	3
Board meeting minutes, 1986	3	4
Board meeting minutes, 1986 Mar.-May	3	5
Board meeting minutes, 1986 June-July	3	6

## Subseries 3.1: Board meeting minutes, 1950-1993

Board meeting minutes, 1986 Aug.-Oct.	3	7
Board meeting minutes, 1986 Nov.-1987 Jan.	3	8
Board meeting minutes, 1987 Feb.-Apr.	3	9
Board meeting minutes, 1987 May-July	3	10
Board meeting minutes, 1987 Aug.-Oct.	3	11
Board meeting minutes, 1987 Nov.-Dec.	3	12
Board meeting minutes, 1988 Feb.-Apr.	3	13
Board meeting minutes, 1988 May-June	3	14
Board meeting minutes, 1988 July-Sept.	3	15
Board meeting minutes, 1988 Sept.-Nov.	3	16
Board meeting minutes, 1988 Dec.-1989 Feb.	3	17
Board meeting minutes, 1989 Mar.-May	3	18
Board meeting minutes, 1989 June-Sept.	3	19
Board meeting minutes, 1989 Oct.-Dec.	3	20

**Subseries 3.2 Committee meeting minutes, 1976, 1984-1993**

Board meeting minutes, 1990 Jan.-Mar.	3	21
Board meeting minutes, 1990 Apr.-May	3	22
Board meeting minutes, 1990 June-Dec.	3	23
Board meeting minutes, 1991 Jan.-Oct.	3	24
Board meeting minutes, 1991 Nov.-1992 May	3	25
Board meeting minutes, 1992 June-Nov.	3	26
Board meeting minutes, 1992 Dec.-1993 June	3	27
<b>Subseries 3.2 Committee meeting minutes, 1976, 1984-1993</b>		
	<b>Box</b>	<b>Folder</b>
Executive committee minutes, 1990 July-1991 Jan.	3	28
Executive committee minutes, 1991 Feb.-Aug	3	29
Executive committee minutes, 1991 Oct.-1992 Jan.	3	30
Executive committee minutes, 1992 Feb.-1993 Mar.	3	31
Finance and executive committee minutes, 1976 Oct.	3	32



**Subseries 3.3: Meeting minutes, 1916-1984**

Finance committee minutes, 1986 Feb.-1987 Oct.	3	33
Finance committee minutes, 1988 Mar.-1993 May	3	34
Finance committee minutes, 1993	3	35
Legislative committee minutes, 1976 Oct.-Nov.	3	36
Nursing committee minutes, 1976 Apr.	3	37
Personnel committee minutes, 1986 Feb.-1987 Dec.	3	38
Personnel committee minutes, 1988 Jan.-1990 June	3	39
Personnel committee minutes, 1991 Jan.-1993 Apr.	3	40
Professional advisory committee minutes, 1976 Feb.-Oct.	3	41
Professional advisory committee minutes, 1992 Dec.-1993 May	3	42
Policy committee minutes, 1990 Oct.-1993 May	3	43
Quarterly record review committee minutes, 1976	3	44
<b>Subseries 3.3: Meeting minutes, 1916-1984</b>		
	<b>Box</b>	<b>Folder</b>

## Subseries 3.3: Meeting minutes, 1916-1984

Minutes, bylaws, 1916-1920	3	45
Minutes, reports, 1923-1925	3	46
Minutes, 1926-1928	3	47
Minutes, 1930	3	48
Minutes, 1931	3	49
Minutes, 1932 Feb.-1933 Jan.	3	50
Minutes, 1933 Feb.-1934 Jan.	3	51
Minutes, 1934 Feb.-1935 Jan.	3	52
Minutes, 1935 Feb.-1936 Jan.	3	53
Minutes, 1936 Feb.-1937 Jan.	3	54
Minutes, 1937 Feb.-1938 Jan.	4	1
Minutes, 1938 Feb.-1939 Jan.	4	2
Minutes, 1939 Feb.-1940 Jan.	4	3
Minutes, 1940	4	4

**Subseries 3.3: Meeting minutes, 1916-1984**

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Minutes, 1941	4	5
Minutes, 1942	4	6
Minutes, 1943-1944	4	7
Minutes, 1945	4	8
Minutes, 1946	4	9
Minutes, 1947	4	10
Minutes, 1948	4	11
Minutes, 1949	4	12
Minutes, reports, 1956	4	13
Minutes, reports, 1957	4	14
Minutes, 1958	4	15
Minutes, reports, 1959	4	16
Minutes, reports, 1960	4	17
Minutes, reports, 1961	4	18

**Subseries 3.3: Meeting minutes, 1916-1984**

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Minutes, reports, 1962	4	19
Minutes, reports, 1963	4	20
Minutes, reports, 1964	4	21
Minutes, reports, 1965	4	22
Minutes, reports, 1966	4	23
Minutes, reports, 1967	4	24
Minutes, reports, 1968	4	25
Minutes, reports, 10/01/1968	5	1
Minutes, reports, 1969	5	2
Minutes, 1970	5	3
Mintues, 1971	5	4
Minutes, 1972	5	5
Minutes, 1973	5	6
Minutes, 1974	5	7

**Series 4: Visiting Nurses Association publications and related organizatio...**

Minutes, 1975	5	8
Minutes, 1976	5	9
Minutes, 1977	5	10
Minutes, 1978	5	11
Minutes, 1979	5	12
Minutes, 1980	5	13
Minutes, 1980 Jan.-1981 Jan.	5	14
Minutes, 1981	5	15
Minutes, 1982	5	16
Minutes, 1983	5	17
Minutes, 1983	6	1
Minutes, 1984	6	2

**Series 4: Visiting Nurses Association publications and related organizations programs, 1916-1988**

**Box Folder**

## Series 4: Visiting Nurses Association publications and related organizatio...

Delaware County public health association constitution, 1930	6	3
Hedwig, Cohen, "A Board Member is a Magical Creature", 1986	6	4
Home healthy agency report, 1977	6	5
Indiana state board of health, undated	6	6
Inservice education, 1976 Jan.-Dec.	6	7
Medical, nursing policies, 1968	6	8
Medicare, 1987	6	9
Memorials, 1923-1939	6	10
National league for nursing, 1966	6	11
Nursing audit: graphic summary, 1976 Jan.-July	6	12
Nursing audit, 1979	6	13
Private duty monthly reports, 1987	6	14
Private duty monthly report, 1988	6	15
Skilled nursing care, 1949, 1971	6	16

**Series 5: Visiting Nurses Association oversize materials, 1936-1980**

Skilled nursing care, 1968-1971	6	17
<b>Series 5: Visiting Nurses Association oversize materials, 1936-1980</b>		
	<b>Box</b>	<b>Item</b>
Memorials, 1948-1959	7	1
Memorials, 1960-1971	7	2
	<b>Box</b>	<b>Folder</b>
Newspaper clippings, 1962-1964	7	1
Proclamations, 1984	7	2
	<b>Box</b>	<b>Item</b>
Newspaper clippings scrapbook, 1950/06/16-1961/11/15	8	1
Newspaper clippings scrapbook, 1962/03/09-1966/09/22	8	2
Newspaper clippings scrapbook, 1966/09/10-1970/04/05	8	3
Newspaper clippings scrapbook, 1975/11/12-1980/08/08	8	4
Newspaper clippings scrapbook, 1970/04/06-1972/11/30	8	5
Newspaper clippings scrapbook, 1973/01/04-1975/11/09	8	6

**Series 5: Visiting Nurses Association oversized materials, 1936-1980**

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Newspaper clippings scrapbook, 1936/10/28-1952/05/14

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