

# **THE MINT MUSEUM OF ART INSTITUTIONAL ARCHIVES AR2020.1**

**Stewart H. Gordon Collection**

**Finding aid prepared by Meilis White**

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This finding aid was produced using the Archivists' Toolkit

July 21, 2022

Describing Archives: A Content Standard

The Mint Museum Archives  
5/19/2022  
2730 Randolph Road  
Charlotte, North Carolina, 28207  
[archive@mintmuseum.org](mailto:archive@mintmuseum.org)

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## Summary Information

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<b>Repository</b>	The Mint Museum Archives
<b>Title</b>	STEWART H. GORDON COLLECTION
<b>Date</b>	1993-1994
<b>Extent</b>	0.8 Cubic feet 2 Letter Boxes
<b>Language</b>	English

## **Scope and Contents note**

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Stewart H. Gordon Collection, 1993-1994, The Mint Museum Archives, Charlotte, Accession no. AR2020.1.

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## **Administrative Information**

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### **Publication Information**

The Mint Museum Archives 5/19/2022

Series 1: Membership Information

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## Collection Inventory

**AR2020.1 Series 1: Membership Information 1993-1994 0.05 Cubic feet**

AR2020.1.1.1 Box 1 Folder 1: Active Member 1993-1994 0.05 Cubic feet 1 file folder

**Active Member- Focus is on service hours for Active Members**

- “Card” Mint Museum Auxiliary to Cheryl from Stewart • Active Member Coordinator Position, Purpose & Duties (May 24, 1994) • Auxiliary Service Hours form for Active Members/ Service Hour Requirement (1992-1993) • Email correspondence from Marty Andress (Active Member Coordinator to Mint Museum Auxiliary members), (June 28th, 1993) • Mint Museum Auxiliary Project Guide with Chairman • RSVP Invitation: “1993 Mint Museum Antique Show”

AR2020.1.1.4 Box 1 Folder 4: Associate Member 1993-1994 0.05 Cubic feet 1 file folder

**Associate Member**

- 1992-1993 Associate Member Coordinator Report: List of Non-Active museum members (May 1st, 1993)

AR2020.1.1.5 Box 1 Folder 5: Membership 1993-1994 0.05 Cubic feet 1 file folder

**Membership**

- Invitation: New Member Orientation Dinner (April 27, 1994) • Auxiliary member requirements and dues • 1993-94 Membership Committee: Calendar activities for the year • Correspondence to: Auxiliary Member from: Membership committee, “Sponsor or Co-sponsor request” (October 15th, 1993) •

**Series 1: Membership Information**

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Membership application form (1993-1994) • Auxiliary membership requirements • Proposed new members: Candidate and Sponsor (1993-1994)

AR2020.1.1.21 Box 1 Folder 21: New Members 1993-1994 0.05 Cubic feet 1 file folder

**New Members**

• New Member Coordinator, “Tour and Tea” (February 1st, 1994) • Invitation: New Member Orientation Dinner (April 27, 1994) • Correspondence to Auxiliary Members from: Membership Committee, “Membership Sponsorship” (October 15, 1993) • 1993-1994, “Membership Committee Calendar” • Official invitation for Mint Museum Auxiliary and Membership Requirements • 1993-1994, “Application for Membership” • Auxiliary Membership Requirement • Proposed new members (1993-1994) • New members (1994)

AR2020.1.1.21 Box 1 Folder 6: By Laws 1993-1994 0.05 Cubic feet 1 file folder

**By Laws**

• By laws and policies Committee Report with policy changes for the year (June 1994) • By laws and policies committee with policy changes for Board and Membership approval (March 14th, 1994) • Rough Draft Policy changes for bylaws for vote (March 14th, 1994) • By laws and policies committee – policy changes (April 5th, 1993) • By laws and policies committee report with policy changes for the year (June 1993)

AR2020.1.1.13 Box 1 Folder 13: Handbook 1993-1994 0.05 Cubic feet 1 file folder

**Handbook**

• Handbook Purpose, Budget, Activities, and suggestions for next year by Sherly Mayberry • (1992-1993) Handbook Report by Dianne Cates, May 5th, 1993

AR2020.1.1.8 Box 1 Folder 8: Dues 1993-1994 0.05 Cubic feet 1 file folder

**Series 2: Governance****Dues**

- Auxiliary Committee Report: Dues – Purpose, budget, and Chairman Report Year by Bob Mellert (1993-1994) • Dues notice form for 1993-1994 • Dues notice form for 1994-1995

**AR2020.1 Series 2: Governance 1993-1994 0.05 Cubic feet**

AR2020.1.2.2 Box 2 Folder 2: Board 1993-1994 0.05 Cubic feet 1 file folder

**Board**

- Board Meeting Agenda (September 17, 1992) • Correspondence to new Board Members from: Stewart Gordon, “Board Duty” (April 16, 1993) • Correspondence to: Members from: Stewart Gordon and Rudy Koehler, “Luncheon, By-laws, budget, Annual Spring Mailing, and final membership Meeting” (April 20th, 1993) • Correspondence to: Board Members from: Elizabeth Pitts, “May 6th, 1993 Auxiliary Board Members” (April 20, 1993) • Auxiliary Board Meeting Minutes (May 5th, 1994) • Board Meeting Minutes (May 12th, 1994) • Correspondence to: Board Members from: Stewart Gordon, “1993-1994 Events and Board Meetings” (July 30th, 1993) • Board Meeting Agenda (September 16th, 1993) • Board Meeting Minutes (September 16th, 1993) • Minutes of Mint Auxiliary Membership Meeting (September 26, 1993) • Auxiliary Board Meeting Agenda (January 20th, 1994) • Auxiliary Board Meeting Minutes (January 20th, 1994) • Sticky note: “Membership meeting minutes missing” • Bylaws and policies, committee changes (March 14, 1994) • Auxiliary Budget (1994-1995) • Auxiliary Board Meeting Agenda (March 14th, 1994) • Auxiliary Board meeting minutes (March 14th, 1994) • Membership meeting’s minutes (March 24th, 1994) • Correspondence to: Members from: Stewart Gordon and Anne Lee, “Annual Spring Meeting (April 19th, 1994) • Auxiliary Board Meeting minutes (May 6th, 1993) • Auxiliary Board Meeting minutes (March 18th, 1993) • Auxiliary Board Meeting minutes (January 14th, 1993) • Auxiliary Board Meeting agenda (May 5th, 1994) • Board Meeting Agenda (May 12th, 1994) • Acrostic Poem for Anne Lee • Auxiliary Committee Report Outline • Auxiliary Board Meeting Minutes (July 28, 1994)

AR2020.1.2.5 Box 2 Folder 5: Trustees 1993-1994 0.05 Cubic feet 1 file folder

**Series 3: Acquisitions****Trustees- Mint**

- 1994 List of Club Staff and events • List of Club Staff and events (Spring 1994) • List of Club Staff, events/reflection of events (1994-1995) • List of Officers for Club/Mint leagues (1994-1995) • Mint Board of Trustees • Executive Committee Minutes for Mint and Board of Trustees (May 10th, 1993) • April 19th, 1993: Agenda for Board of Trustees • Minutes for Board of Trustees Meeting (April 19th, 1993) • 1993-1994, Board of Trustees Contact/Membership • Correspondence to Bruce Evans from Stewart H. Gordon, “Classical Taste in America, 1800-1840” (July 23rd, 1993) • Board of Trustees Meeting Minutes (May 17th, 1993) • Board of Trustees Meeting Minutes (June 18th, 1993) • Board of Trustees Meeting Minutes (June 25th, 1993) • Annual Meeting of Mint AA Membership (June 25th, 1993) • Board of Trustees Meeting Minutes (September 20th, 1993) • Executive Committee Board of Trustees Minutes (September 13th, 1993) • Board of Trustees Minutes (September 20th, 1993) • Executive Committee Meeting Agenda (October 11, 1993) • Board of Trustees Meeting minutes (November 17th, 1993) • Classical Tate in America, Net Income/Expense (November 30th, 1993) • CTA Gala Fundraising, Net Income (November 18th, 1993) • CTA Statistical Report – Classical Taste in America- first nine days of operation • President’s goals for fiscal 1994 (Draft- December 3rd, 1993) • Executive Committee Board of Trustees Minutes (December 13th, 1993) • Lila Wallace- Reader’s Digest Fund- Grant to Mint Museum (February 2nd, 1994) • News release: Lila Wallace – Reader’s Digest Fund (January 28th, 1994) • Executive Committee, Board of Trustees Minutes (February 22nd, 1994) • Board of Trustees Meeting Minutes (May 24th, 1994) • Correspondence to Bruce Evans from Stewart Gordon, “Mint Museum Auxiliary Endowment Fund – Emma” (January 10th, 1994)

**AR2020.1 Series 3: Acquisitions 1993-1994 0.05 Cubic feet**

AR2020.1.1.2 Box 1 Folder 2: Acquisitions 1993-1994 0.05 Cubic feet 1 file folder

**Acquisitions- Reports, Auxiliary gift collection/Acquisitions**

- Auxiliary Committee Report; Committee Guidelines from 1993- 1994; Committee Review/Report by Chairman Cydne Farris • Letter correspondence from Chairman Cydne Farris to Auxiliary Members (“Purpose of the Paul Clifford Spanish Colonial Art Collection”) with financial breakdown for collection (April 27th, 1994) • Personal notes on “Paul Clifford Spanish Colonial Art Collection (April 27, 1994) • Art additions to the permanent collection by the Mint Museum Auxiliary and Auxiliary



**Series 4: Finance**

Gifts (August 1992) • Gallery installations of Auxiliary gifts; European (July 8th, 1992) • Gallery installations of Auxiliary gifts; American Art (March 12th, 1992) • Decorative arts purchase by the Mint Museum (March 17th, 1992) • Letter correspondence to Jim Hackney from: Robert M. Hicklin Jr. "Purchase of "Nature's Rushing force" painting with copy of paid check (May 6th, 1991) • Personal notes: Acquisition items (May 10th, 1993) • Auxiliary Acquisitions Committee (1993-1994) • Agenda with personal notes on new business (October 4th, 1993) • Gallery installations of Auxiliary gifts: "European" (April 1993) • Gallery installations of Auxiliary gifts: "American" (April 1993) • Gallery installations of Auxiliary gifts: "Spanish Colonial Installation" (April 1993) • Decorative arts purchases by the Mint Museum Auxiliary (April 1993) • Study Program: The Hudson River School with list of paintings and reference books in Mint Library • Additions to Permanent Collections by the Mint Museum Auxiliary (November 30th, 1992) • Acquisitions Committee Report: 1992-1993 by Bob Mellert, Chairman (April 30th, 1993) and photo of Spanish Colonial Tea Caddy acquired by Acquisitions Committee

AR2020.1.1.7 Box 1 Folder 7: Costume 1993-1994 0.05 Cubic feet 1 file folder

**Costume**

• Costume Collection Committee, "Year-end report" (May 1994) • Costume Collection/committee, "Year-end report" (May 1993) • Correspondence to Stewart Gordon from: Jane Starnes (Associate Curator of Costume and Textiles) "Deed of Gia form for group of laces donated by Costume Collection Committee" (August 3rd, 1993) • Deed of Gia Donation list (August 5th, 1993) • Items from costume collection recommended for deaccession for accessions committee meeting (April 28, 1993) • Deed of Gia Donation (July 15, 1994) • Deed of Gia Donation list (September 16th, 1993)

**AR2020.1 Series 4: Finance 1993-1994 0.05 Cubic feet**

AR2020.1.1.11 Box 1 Folder 11: Finance (Part 1) 1993-1994 0.05 Cubic feet 1 file folder

**Finance (Part 1)**

## Series 4: Finance

• Treasurer's Report: Board Meeting (September 16th, 1993) • Correspondence to Auxiliary Board Members from: Jo Chandler (Treasurer), "Expense Voucher" (September 16, 1993) • Trial Balance/Balance Sheet for Auxiliary with Activities (July 31st, 1994 – September 30th, 1994) • Committee Report Finance (July 1st, 1993 to June 30th, 1994) • Correspondence to (Copy) Rudy Koehler, Stewart Gordon, Anne Lee, and Mary Lou Babb from: Maggie Callen, "Mary Irving Campbell's position with Auxiliary" (May 24th, 1993) with original • Handwritten to do list by Rick Chappel, "Finances" (March 3rd, 1994) • Correspondence to Lynn Pope from Jo Chandler, "Check from Auxiliary to Museum for year" (March 7th, 1994) • Handwritten finance notes (April 17th, 1994) • Correspondence to Gilbert Lett from Bruce Evans, "Inquiry for North Carolina Collects and French Oil Sketches of Academic Tradition exhibits funding assistance" (April 15, 1994) • Budget vs. Actual (April 30th, 1994), Trial Balance/Balance Sheet (September 30th, 1993 – April 30th, 1994), Operating Statement (September 30th, 1993 – April 30th, 1994) • Budget/Budgeted operating income (1994-1995) • Auxiliary Budget Worksheet • Correspondence to Lynn Pope from Jo Chandler, "Check from Auxiliary to Museum – Final Installment" (May 4th, 1994) • Correspondence to Members from Anne Lee and Stewart Gordon, "Invitation to Spring Luncheon" (April 19th, 1994) • Bylaws and Policies, Committee changes for board and membership approval (March 14, 1994), Budget (1994-1995), and Budget with changes (1994-1995) • Correspondence from Richard Cassel (IRA) to Mint Museum Auxiliary, "Appointment for examination of attached forms" (February 3rd, 1994) • "Stewart Gordon: President" (Nametag) • Invitation for "American Impressionism in Georgia Collections (April 9th – June 19th, 1994) • Classical Taste in America Program (November 20th, 1993 – March 13th, 1994) • Envelope, "Mint Museum Auxiliary" • Invitation, "Wrap up luncheon" (November 10th) • Invitation, "Antique Show Dealer's Dinner" (October 9th, 1993) • Valentine's Day Card to Auxiliary Members • Invitation, "Membership Meeting" (March 24, 1994) • Invitation, "Auxiliary Dinner to meet Tom Savage" (September 22, 1993) • Invitation, "Board Meeting" (January 20th, 1994) • Invitation, "Home & Garden Tour Committee Meeting" (February 7th, 1994) • Reservation, "Movable Feast" (April 14th, 1994) • Mint Museum Auxiliary label • Invitation, "Auxiliary Board Meeting" (March 14, 1994) • Invitation from Home and Garden Tour, "Movable Feast" (April 14th, 1994) • Card, "Impressions the Mint Museum Auxiliary" (1993-1994) • Booklet, "Investment Review" for Mint Museum Auxiliary by First Union Capital Management Group (January 18th, 1994)

AR2020.1.1.12 Box 1 Folder 12: Finance (Part 2) 1993-1994 0.05 Cubic feet 1 file folder

### Finance (Part 2)

**Series 4: Finance**

• Mint Museum Member News, January-February 1994, No.44 • Mint Museum Member News November-December 1993, No.43 • Antiques Show: Charlotte Collects the Classics (Hostess Information) • Mint Museum Member News, September-October 1993, No.42 • Membership Meeting Minutes (May 13th, 1993) by Rudy Koehler and Sonia Horack • Correspondence from Richard Cassel to Mint Museum Auxiliary, "Appointment for the examination of attached forms," Handwritten comments on forms (February 3rd, 1994) • Handwritten to do notes, "Officers: Audit" (January 16th, 1994), "Finance" (April 27th, 1994) • Information Disclosure for Quid Pro Quo Contributions made after December 31st, 1993 • Finance Committee Agenda (November 6th, 1993) • Handwritten Notes, "Finance" (December 6th, 1993) • Budget vs. Actual (November 30th, 1993) • Finance Sheet (September 30th, 1993 – November 30th, 1993); Trial Balance Activity (September 30th, 1993 – November 30th, 1993) • Trial Balance, "Revised" (September 30th, 1993- April 30th, 1994), Balance Sheet • Trial Balance (September 30th, 1993) for Stuart; Trial Balance (September 30th, 1993 – October 31st, 1993) • Budget vs. Actual (February 28th, 1994); Balance Sheet (September 30th, 1993 – February 28th, 1994) • Budget vs. Actual (May 31st, 1994) • Operating Statement (July 31st, 1994 – September 30th, 1994) • Treasurer's Report: Board Meeting (September 17th, 1992) • Handwritten Notes: Finance Meeting (November 16th, 1992) Finance (March 12, 1993), Antiques Show Policy, Finance (1993) • Meetings of Finance Committee (September 14th and 25th, 1992) • Treasurer's Report: Board Meeting (January 14th, 1993) • Treasurer's Report: Board Meeting (March 18th, 1993) • Volunteer vs. Paid Member tasks • Salary – Shop Cost per year vs. per month (1989) • Auxiliary Budget (1993-1994) • Operating Budget (1993-1994) • Treasurer's Report: Board Meeting (May 6th, 1993)

AR2020.1.1.18 Box 1 Folder 18: Museum Shop 1993-1994 0.05 Cubic feet 1 file folder

**Museum Shop**

• Shop Operations (July 1st, 1993 – March 31st, 1994), made by Patsy Wright (May 5th, 1994) • Handwritten Notes: Shop (April 6th, 1993) • Interim Report on Mint Museum Gift Shop Operations (1991-1993), made by Patsy Wright (March 18th, 1993) • Gift Shop trial balance and Balance Sheet (July 31st, 1993) • Correspondence to Gilbert Lee from Jo Chandler, "Reimburse Auxiliary from Shop Funds" (September 15th, 1993) • Gift Shop Trial balance and balance sheet (November 30th, 1993) • Gift Shop Trial balance and balance sheet (December 31st, 1993) • Gift Shop Trial balance and balance sheet (February 28th, 1994) • Gift Shop Trial balance and balance sheet (March 31st, 1994) • Gift Shop

**Series 5: Committees**

Trial balance and balance sheet (April 30th, 1994) • Gift Shop Trial balance and balance sheet (May 31st, 1994) • Gift Shop Trial balance and balance sheet (June 31st, 1994)

**AR2020.1 Series 5: Committees 1993-1994 0.05 Cubic feet**

AR2020.1.2.3 Box 2 Folder 3: Affiliates 1993-1994 0.05 Cubic feet 1 file folder

**Affiliates**

• Handwritten, “Affiliate Meeting” (March 22nd, 1993) • Correspondence to: Affiliate Presidents from: Steven. P. Marsh, “Information about Affiliate Organizations and Activities for Staff” (March 22nd, 1993) • Draft job description for Volunteer Coordinator • Affiliate President’s Committee Meeting Minutes (January 27th, 1993) • Correspondence to Marion Ward from: Maurice Wilson Jr. (Dede), “Correction to January 27th, 1993 Committee Meeting Minutes” (March 8th, 1993) • Correspondence to Members of Affiliate Committee from Moe Ward, Chairman, “Affiliate Committee Meeting Agenda for March 22nd, 1993 (April 26th, 1993) • Minutes from Affiliate Presidents Meeting (March 22, 1993) • Correspondence to Member of Affiliate Committee from Bruce Evans, “Affiliate Committee Team Building Sessions” (February 21st, 1994) • Correspondence to Members of Affiliate Committee from Moe Ward, Chairman, “Affiliate Committee Meeting for Team Workshop” (January 5th, 1994) • Correspondence to Members of Affiliate Committee from Moe Ward, Chairman, “Affiliate Committee Meeting” (April 16th, 1993) • Affiliate Proposal for a policy of teamwork, proposed by Kay Majeski, Lyn Mack, Nancy Pridgeon, and Helen Duke • Auxiliary 1993-1994 events by Presidents of Auxiliary, Delhom Service League, Docents of Mint Museum, Friends of Mint, Young Affiliates • Minutes of Affiliates Committee (October 18th, 1993)

AR2020.1.1.15 Box 1 Folder 15: Home and Garden 1993-1994 0.05 Cubic feet 1 file folder

**Home and Garden**

• 1994 Mint Museum Home and Garden Tour, “Chairmen’s Final Report” • Correspondence to Stewart Gordon from James Hackney, “Contribution – Thank you letter” (April 21st, 1994) • Correspondence to Paisley Gordon from Bruce Evans, “Review of Home and Garden Tour” (April 26th, 1994) • Home

**Series 5: Committees**

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and Garden Tour Financial Breakdown (1991-1993): Tickets, symposium, dinner party, garden study, luncheon, and extra • Correspondence to Stewart Gordon from Kay, “Observations on 1994 Home and Garden Tour” (April 26th, 1994) • Home and Garden Tour Ticket (1994) • Luncheon Celebration Invitation (May 16th, 1994) • Symposium Celebration Invitation (May 11th, 1994) • Afternoon Tea Invitation (April 13th, 1994) • Home and Garden Tour Minutes, “Preliminary Meeting,” (March 5th, 1993) • 1993 Symposium Committee, Home and Garden Tour • 1994 Committee Roster, Home and Garden Tour • 1994 Home and Garden Tour Roster (April 14th -17th) • Handwritten notes: Symposium (June 21st, 1993) • Handwritten notes: Symposium (September 9th, 1993)

AR2020.1.1.14 Box 1 Folder 14: Helping Hands 1993-1994 0.05 Cubic feet 1 file folder

**Helping Hands**

- Correspondence to Aaron Michel from Bruce Evans, “Collection of leftover food from Mint Events for North Carolina Harvest (August 18th, 1993) • Meeting Notes for “Helping Hands” Committee (November 9th, 1993) • North Carolina Harvest pamphlet/brochure

AR2020.1.1.17 Box 1 Folder 17: Long Range Planning 1993-1994 0.05 Cubic feet 1 file folder

**Long Range Planning**

- Committee Report (1993-1994) • Croquet at the Mine Format, Sponsors, Ticket Sales (June 1995)
- Handwritten Notes, “Long Range Planning” (October 27, 1992) • Handwritten Notes, “Long Range Planning” (March 29th, 1993) • Correspondence to Gwin from Gillian, “Fundraising Event Ideas” (March 1994) • Lake Wylie Magazine, “1993 Lioness Flea Market” • Correspondence to Gwin from Gillian Pollard, “Masquerade Ball Fundraiser” (January 16th, 1993) • London: The Royal Academy: Masquerade Ball • Long Range Planning Committee Report (May 5th, 1993)

AR2020.1.1.9 Box 1 Folder 9: Education 1993-1994 0.05 Cubic feet 1 file folder

**Education**

**Series 5: Committees**

• 1993-1994 – Education Committee Year Report/Review with meeting dates by Paula Dickson, Chairman • Biography of J. Thomas Savage, Jr. - Lecturer • Biography of Robert V. Ruggiero, VP of Sotheby's • Biography of Harry H. Schnabel Jr., Curator of Diplomatic Reception Rooms, Department of State, and Blair House, Washington, D.C • Correspondence to Paula Dickson from: Emily McCormick (Public Library of Charlotte and Mecklenburg County), "Donation towards Dalton Lectures" (January 7th, 1994) • Correspondence to Cynthia from: Paula Dickson, "Inquiry of lecturer from Sothebys's for Membership meeting in January 1994" (November 12th, 1993) • Education Committee: "Chairman's Report by Alice Harrey

AR2020.1.1.10 Box 1 Folder 10: Endowment 1993-1994 0.05 Cubic feet 1 file folder

**Endowment**

• Donation Acknowledgment Cards to Paisley and Stewart Gordon (July 25th, 1994) • Trust Fund Annual Report (July 31st, 1993) • Trust Fund Annual Report (October 31st, 1993) • Trust Fund Annual Report (April 30th, 1994) • Endowment Committee Report by Margaret Attany (June 30th, 1994) • Endowment Committee Report by Kathy Pritchard (Minutes, correspondence with First Union National Bank and Story of Emma), 1992- 1993 • Correspondence to Kathy Pritchard from: Janice H. Short, "Renew of Mint Museum Auxiliary Trust Account" (February 5th, 1993) • 1983-1984, "Women's Auxiliary Board Committees" • Board Meeting Notes (September 6th, 1984) • Purpose of Endowment and use of funding (1984-1985) • Endowment Committee: History, Purpose, Membership (1984-1985), finances (January 8th, 1954 – January 26th, 1981) • Board meeting report (February 26th, 1985) • Membership in meeting (March 28th, 1985) • Change in Bylaws Approved (March 2nd, 1985)

AR2020.1 Series 6: Events 1993-1994 0.05 Cubic feet

AR2020.1.1.3 Box 1 Folder 3: Antique Show 1993-1994 0.05 Cubic feet 1 file folder

**Scope and Contents note**

• 1993 Antique Show: Category Description, Account with Income/Expenses (January 1st, 1993 through May 1st, 1994) • Mint Museum Antique Show: Actual versus Budgeted Income and Expenses (May 1st, 1994) • Letter correspondence to John M. McCaskill- Belk Brothers Company: From: Claudia F.

**Series 5: Committees**

Heath- Belk Brothers Sponsorship Guidelines of \$10,000 contribution to 1993 “Antique Show” (July 23rd, 1993) • Handwritten notes: List of people, businesses, and price goals (January 21st, 1993) • Handwritten notes: flights and names with positions (January 7th, 1993) • Handwritten notes: Financial breakdown of foods and beverages (February 22nd, 1993) • Handwritten notes: Loan exhibit/to-do list (March 16th, 1993) • Letter correspondence: To: Mint Auxiliary Board From: Ginnie Story, Chairman 1992, Antique Show, “Final Report” • Handwritten descriptions of antiques with historical background • Southern Cultural Calendar description of Mint Museum Antique Show (October 8th- 10th 1993) • Letter Correspondence to Lynn Hodges, From: Karen K. Smoots, “Eli Catenng’s proposal menu for 1993 Mint Museum Antique Show Gala” (May 24th, 1993) • Invitation to 26th Annual Antiques Show, “Sponsorship Request” from Sponsor Committee • Letter correspondence: From: Celene Oken to Mollie Blythe, Claudia Heath, Pat Corley, Dixie Denney, Stewart Gordon, and Anne Lee, “Draft of a dealers’ survey” (October 14, 1993) • Presenters and Sponsors. Recognition and Benefits (1993) • Budget by Category: Comparison of 1993 and 1992 • 1991 Antique Show Admission ticket • Antique show category description Income/Expenses, (January 1st, 1993 – July 19th, 1993) • 1993 Catalogue rates and specifications • Correspondence to C. Paisley Gordon from: Bruce Evans, “Sample thank you notes for Claudia, Molly, and committee chairs for “Antique Show Success” (October 15, 1993)

AR2020.1.2.7 Box 2 Folder 7: Classical Taste 1993-1994 0.05 Cubic feet 1 file folder

**Classical Taste**

• Information Tag on Mint Museum, California Chardonnay Wine (1992) • Invitation for Classical Taste on America 1800-1840 (November 21st, 1993) • Invitation/RSVP Card for Classical Taste in America 1800-1840 (November 20th, 1993) • Student and Teacher Program for “Classical Taste in America 1800-1840” Invitation (1993-1994) • Correspondence to Stewart Gordon from Polly McKeithen, “Contribution to Classical Taste in America, 1800-1840 (October 28th, 1993) • Classical Taste in America Advisory Committee • Classical Taste in America Sponsorship Report (November 12th, 1993) • Public Programs: Classical Taste in America • Volunteer Application Form • Correspondence to Stewart Gordon from Polly McKeithen, “Classical Taste in America, Auxiliary Support” (April 5th, 1993) • Steering Committee Meeting Minutes (March 29th, 1993) • Classical Taste in America 1800-1840, Project Description • Handwritten Notes: Classical Taste in America 1800-1840, To-do list/plan • Volunteers- Gala and Special Events, Invitation list • Volunteers – Mailing, Clerical Staff, PR/ Research, Contacts • Correspondence to Auxiliary Members from Stewart Gordon, “Volunteer

**Series 7: Information for Auxiliary President**

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Opportunities” (1993-1994) • Sponsorship Report (June 25th, 1993) • Process for Soliciting CTA Sponsorship • Correspondence to Eugene Frauenheim from CTA Steering Committee, “Corporate Sponsor for Classical Taste in America 1800-1840, The Art of a new Nation” (April 23rd, 1993) • Correspondence to Steering Committee Member from James R. Hackney Jr., “Solicitation Letter” (April 23rd, 1993) • Correspondence to Auxiliary Members from Stewart Gordon, “Classical Taste in America, 1800-1840, Volunteer Opportunities” (1993-1994)

AR2020.1.1.16 Box 1 Folder 16: Hospitality 1993-1994 0.05 Cubic feet 1 file folder

**Hospitality**

• Hospitality and Properties Report (1993-1994) • Annual Meeting and Luncheon, “Impressionists Picnic” (May 12th, 1994) • Invitations for Impressionists Picnic (May 1994) • News release for Auxiliary Annual Meeting and Impressionists Picnic in Charlotte Observer (1994) • Hospitality and Properties Report (1992-1993)

AR2020.1.2.4 Box 2 Folder 4: Travel/Tips 1993-1994 0.05 Cubic feet 1 file folder

**Travel/Tips**

• Proposed itinerary for Mint Museum Auxiliary – Italy (Spring 1994) • Proposed itinerary for Mint Museum Auxiliary – Hong Kong (February 1994) • “Italy – A Classical Tour” Invitation (March 19th-27th, 1994)

**AR2020.1 Series 7: Information for Auxiliary President 1993-1994 0.05 Cubic feet**

AR2020.1.1.19 Box 1 Folder 19: Newsletter 1993-1994 0.05 Cubic feet 1 file folder

**Newsletter**



**Series 7: Information for Auxiliary President**

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- The INFORmint Newsletter (September 1993) •The INFORmint Newsletter (March 1994)
- (1992-1993) Newsletter Chairman: Susan O. Tompkins, Budget and Newsletter Guidelines (May 6th, 1993) •The INFORmint Newsletter (September 1991)

AR2020.1.1.20 Box 1 Folder 20: Project Renew/Historian 1993-1994 0.05 Cubic feet 1 file folder

**Project Review/Historian**

- Antiques Show, Long Range Planning: Meeting Notes (October 26, 1993) •Purpose/job of Publicity/Historian Chairman

AR2020.1.2.2 Box 2 Folder 2: Me 1993-1994 0.05 Cubic feet 1 file folder

**Me**

- Purpose/Job of First Vice President •President – Elect/President’s Calendar (July 1989 – June 1991)
- Bulk Mailing Schedule (1992-1993) •History of Mint Museum Auxiliary •Job description for Auxiliary Secretary •Mint Museum Auxiliary History by Stewart Gordon, President •Correspondence to: Board Members from: Stewart Gordon, “Auxiliary 1993-1994 Update and Fall Schedule” (July 30th, 1993)
- Handwritten note, “Computer” •Auxiliary Annual Report (1991-1992) •Auxiliary Annual Report (1992-1993) •Auxiliary Annual Report (1993-1994)

AR2020.1.2.6 Box 2 Folder 6: Strategic Planning 1993-1994 0.05 Cubic feet 1 file folder

**Strategic Planning**

- Correspondence to Strategic Planning Participants from Bruce Evans, “Mission Statements” (October 22nd, 1992) •Strategic Planning Retreat Agenda (May 12th, 1993) •Vision and Mission: The Future of the Mint Museum •Strategic Plan for Mint Museum (1993-1998)