

# Vancouver Institute fonds

Compiled by Diana Winingger (1976)  
Last revised December 2010

University of British Columbia Archives



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THE UNIVERSITY OF BRITISH COLUMBIA



The Library

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# Fonds Description

**Vancouver Institute fonds.** – 1916-2004.

2.01 m of textual records.

639 audio tapes.

203 video tapes.

## **Administrative History**

The Vancouver Institute was established in 1916 to act as liaison between "town-and-gown" in providing lectures of general public interest. The institute was associated with organizations of a similar nature, such as the Women's University Club, the Art, Historical and Scientific Society, and the Archaeological Institute. Each of the affiliated organizations was required to elect two representatives to sit on the Institute's Council, and the various speakers were initially provided by these societies. All lectures were free to the public and were initially presented at the Assembly Hall at the University of British Columbia on the corner of Tenth and Willow. Programs were issued at the beginning of each season, which ran from October to March, and membership could be obtained for an annual subscription fee.

In 1929, the meetings were moved to the University's Point Grey site, to re-establish the link between the Institute and the University, and the objects of the Institute were reformulated in the revised constitution of 1933. Free meetings, free discussion after lectures, financial support of a devoted few, and the University affiliation and accommodation have been and remain characteristics of the Saturday night Vancouver Institute lectures.

## **Custodial History**

M.Y. Williams maintained the records and made an initial arrangement of the papers up to 1956, which arrived at UBC Archives in two boxes, separated into correspondence, financial records, notebooks, miscellaneous papers, plus the constitution and history records. The third box, which contained the material of the 1960s was arranged more or less chronologically, with separated folders for the correspondence and financial records of each year. In some instances the papers were arranged according to the particular speaker to which they pertained. Mr. Williams' original arrangement was retained.

Typescripts of lectures were acquired from various sources, and integrated with the rest of the fonds in 2010.

## **Scope and Content**

The fonds is arranged in the following series: history, constitution, minutes, correspondence, financial records, programs, membership records, newspaper clippings, series papers, and lectures (on audio and video tape).

## **Notes**

File list available.

The lectures on audio tape are stored and described separately.

For information on current lectures and programmes, consult the [Vancouver Institute Information website](#).

## Series Descriptions

**History Series.** – 1916-1967.

4 cm of textual records

The series contains papers written by M.Y Williams in regard to the history of the Vancouver Institute.

**Constitution Series.** – 1916-1933.

2 cm of textual records.

Series consists of the two constitutions that were adopted by the Vancouver Institute.

**Minutes Series.** – 1916-1981.

6 cm of textual records.

Series consists of minutes, notebook and notices of meeting of the Vancouver Institute.

Series arranged in chronological order.

**Correspondence Series.** – 1918-1981.

40 cm of textual records.

Series consists of correspondence of the Vancouver Institute.

Series arranged in chronological order.

**Financial Records Series.** – 1918-1980.

46 cm of textual records.

Series consists of bills and receipts, treasurers' records, receipt books, ledgers bank statements, cancelled cheques and assorted other material relating to the financial activities of the Institute.

**Programs Series.** – 1916-1959.

38 cm of textual records.

Series consists of programs, scrapbooks and speeches relating to the lectures presented by the Vancouver Institute.

**Membership Records Series.** – 1919-1953.

9 cm of textual records.

Series consists of membership lists and applications of members of the Vancouver Institute.

**Newspaper Clippings Series.** – 1918-1957.

3 cm of textual records.

Series consists of newspapers clippings pertaining to the activities of the Vancouver Institute.

**Series Papers Series.** – 1962-1987.

52 cm of textual records.

Series consists of records (minutes, programs, membership lists, correspondence, etc.) relating to particular speakers such as: Brian Burke, David Freeman, Joseph Katz, George Griffiths, J.M. Kennedy, Erich Vogt, Richard Vogel and Charles Bourne.

**Lectures Series.** – 1960-2004.

1 cm of textual records.

639 audio tapes.

203 video tapes.

Series consists of typescripts, 639 audio tapes and 203 video tapes, documenting selected Vancouver Institute lectures since 1960.

Typescripts were acquired from various sources, and integrated with the rest of the series in 2010.

# File List

## BOX 1

### History

- 1-1 History, 1916-1956, 1957-1967
- 1-2 History, copies - 1916-1956

### Constitution

- 1-3 Constitution 1916-1933

[\(Continued\)](#)

### Minutes

- 1-4 Minutes, 1916-1935
- 1-5 Minutes, notebook , 1916-1933

[\(Continued\)](#)

### Correspondence

- 1-6 Correspondence, Jan. 1918- June 1919
- 1-7 Correspondence, Sept. 1919 - May 1920
- 1-8 Correspondence, July 1920- June 1921
- 1-9 Correspondence, Sept. 1921 - June 1922

## BOX 2

- 2-1 Correspondence, Aug. 1922- July 1923
- 2-2 Correspondence, Aug. 1923 - June 1924
- 2-3 Correspondence, July 1924- Dec. 1924
- 2-4 Correspondence, Jan. 1925 - June 1925
- 2-5 Correspondence, July 1925 - Dec. 1925
- 2-6 Correspondence, Jan. 1926 - June 1926

- 2-7 Correspondence, July 1926 - Dec. 1926
- 2-8 Correspondence, Jan. 1927 - June 1927
- 2-9 Correspondence, July 1927 - Dec. 1927
- 2-10 Correspondence, Jan. 1928 - June 1928
- 2-11 Correspondence, July 1928 - Dec. 1928
- 2-12 Correspondence, Jan. 1929 - June 1929
- 2-13 Correspondence, Aug. 1929 - May 1930
- 2-14 Correspondence, Aug. 1930 - April 1932
- 2-15 Correspondence, Aug. 1932 - Nov. 1934

### BOX 3

- 3-1 Correspondence, Sept. 1935 - Sept. 1946
- 3-2 Correspondence, Oct. 1946 - Dec. 1947
- 3-3 Correspondence, Jan. 1948 - May 1948
- 3-4 Correspondence, Aug. 1948 - Dec. 1948
- 3-5 Correspondence, Jan. 1949 - May 1950
- 3-6 Correspondence, Sept. 1950 - June 1953
- 3-7 Correspondence, Aug. 1953 - Aug. 1956
- 3-8 Correspondence, undated

[\(Continued\)](#)

### Financial Records

- 3-9 Bills and receipts, Feb. 1918 - Nov. 1923
- 3-10 Bills and receipts, Oct. 1924 - April 1930
- 3-11 Bills and receipts, Feb. 1946 - Feb. 1949
- 3-12 Bills and receipts, Nov. 1951 - April 1954
- 3-13 Treasurers' records, 1919 - 1954
- 3-14 Receipt books, Oct. 1921 - Nov. 1946
- 3-15 Receipt books, Oct. 1946 - Nov. 1953

### BOX 4

- 4-1 Ledgers, 1916 - 1935, 1935-1946
- 4-2 Bank statements, Oct. 1952 - April 1954
- 4-3 Cancelled cheques, 1918 - 1954

4-4 Financial miscellaneous, debit statement, chequebook particulars, deposit slips, pass books, 1919 - 1949

(Continued)

#### Programs

4-5 Programs, 1916 - 1938  
4-6 Programs, 1939 - 1948  
4-7 Programs, 1949 - 1959  
4-8 Programs, mss. and notes, 1924 - 1953  
4-9 Scrapbooks, 1934 - 1935, 1935 - 1937  
4-10 Speeches, 1920 - 1948  
4-11 Membership lists, 1917 - 1937

(Continued)

#### BOX 5

#### Membership Records

5-1 Membership lists, 1938 - 1953  
5-2 Membership applications, 1919 - 1942

(Continued)

#### Newspaper Clippings

5-3 Newspaper clippings, 1924 - 1937  
5-4 Biographies  
5-5 Election ballots, 1933 - 1957  
5-6 Miscellaneous, mostly concerning other institutions, 1918 - 1953

#### Minutes (cont.)

5-7 Minutes, 1961 - 1971

Correspondence (cont.)

- 5-8 Correspondence, April 1961 - June 1962
- 5-9 Correspondence, Oct. 1962 - Sept. 1963
- 5-10 Correspondence, Oct. 1963 - July 1964
- 5-11 Correspondence, Aug. 1964 - Oct. 1964
- 5-12 Correspondence, Nov. 1964 - May 1965
- 5-13 Correspondence, June 1965 - July 1965

BOX 6

- 6-1 Correspondence, Aug. 1965 - Dec. 1965
- 6-2 Correspondence, Jan. 1966 - Dec. 1966
- 6-3 Correspondence, Jan. 1967 - May 1967
- 6-4 Correspondence, June 1967 - July 1967
- 6-5 Correspondence, Aug. 1967 - Nov. 1967
- 6-6 Correspondence, 1968 - 1974

[\(Continued\)](#)

Financial Records (cont.)

- 6-7 Bills and receipts, June 1961 - Feb. 1963
- 6-8 Bills and receipts, Oct. 1963 - Dec. 1964
- 6-9 Bills and receipts, Jan. 1965 - Oct. 1967
- 6-10 Bills and receipts, May 1968 - Mar. 1969
- 6-11 Treasurers' records, May 1961 - Dec. 1963
- 6-12 Treasurers' records, Jan. 1964 - April 1970
- 6-13 Receipt books, Jan. 1964 - Dec. 1965
- 6-14 Receipt books, Nov. 1965 - Dec. 1967

BOX 7

- 7-1 Bank Statements, Sept. 1961 - Aug. 1965
- 7-2 Bank Statements, Sept. 1965 - April 1969
- 7-3 Cancelled cheques, 1961 - 1969

7-4 Financial miscellaneous (cheques stubs, check book particulars, deposit slip, bank manager notice, airplane ticket), 1961 - 1969

(Continued)

Programs (cont.)

7-5 Programs, 1960 - 1970  
7-6 Programs - misc. and notes, 1959 - 1971  
7-7 Speeches, 1964 - 1968  
7-8 Membership lists, 1962 - 1966  
7-9 Newspaper clippings, 1964 - 1967  
7-10 Biographies, 1963 - 1968  
7-11 Questionnaires  
7-12 Miscellaneous (undated memos, poster, material about other institutions, postal mailings, lists of things-to-do)

(Continued)

BOX 8

Constitution (cont.)

8-1 History and constitution of the Vancouver Institute  
8-2 Constitution and arrangements with the Centre for Continuing Education, 1965 - 1974

Minutes (cont.)

8-3 Minutes, notices of meetings, 1967 - 1970  
8-4 Minutes, 1974 - 1975  
8-5 Minutes of meetings, executive and Council - to end of 1977  
8-6 Council minutes, 1978 - 1980  
8-7 Minutes of meetings, May 20, 1981 and June 10, 1981  
8-8 Meeting, Oct. 8, 1981

## Correspondence (cont.)

- 8-9 Correspondence, 1966 - 1967
- 8-10 Correspondence, 1968 - 1969
- 8-11 Correspondence, 1971 - 1972
- 8-12 Correspondence, Sept. 2, 1975 - April 30, 1976
- 8-13 Correspondence, May 1, 1976
- 8-14 General correspondence, 1978 - 1979

## BOX 9

- 9-1 General correspondence, 1980 - 1981

## Financial Records (cont.)

- 9-2 Receipts, 1976 - 1977
- 9-3 Registrations, 1979 - 1980
- 9-4 Registration clerk, 1979 - 1980
- 9-5 General ledger and journals, 1969 - 1974
- 9-6 Bank forms and financial statements, 1970 - 1974
- 9-7 Administration, budget, miscellaneous, 1970 - 1971
- 9-8 Requisitions/Membership receipts, 1973 - 1975
- 9-9 Requisitions/ membership, 1974 - 1975
- 9-10 Orders, 1977 - 1978
- 9-11 Orders (no advertising), 1978 - 1979
- 9-12 Requisitions/orders, 1979 - 1980

## BOX 10

- 10-1 Deposits, Sept. 15, 1978 - July 1979
- 10-2 Deposits, 1979 - 1980
- 10-3 Deposits, registrations, Saturdays, donations, 1977 - 1978
- 10-4 Donations, 1977
- 10-5 Donations, 1978
- 10-6 Donations, 1978 - 1979
- 10-7 Donations, 1979
- 10-8 Donations and refunds, 1979 - 1980
- 10-9 Donations, 1980
- 10-10 Donations, letters of thanks, Nov. 1967 - Feb. 1970

## BOX 11

- 11-1 Donors, 1969 - 1974
- 11-2 Donors, 1975 - 1976
- 11-3 Letterhead
- 11-4 Advertising, 1977 - 1978
- 11-5 Advertising, 1978 - 1979

## Programs (cont.)

- 11-6 Programs, annuals, reports, etc. 1967- 1968, 1968 - 1969
- 11-7 Programs, Fall 1975 and Spring 1976
- 11-8 Programs, Fall 1977 and Spring 1978
- 11-9 60th Anniversary, 1975 - 1976
- 11-10 60th Anniversary, 1975 - 1976
- 11-11 Lecturers, 1975
- 11-12 Lecturers, Spring 1976
- 11-13 Speakers, Spring 1977
- 11-14 Speakers, Fall 1977
- 11-15 Speakers, Spring 1978

## BOX 12

- 12-1 Speakers, Fall 1978
- 12-2 Speakers, Spring 1979
- 12-3 Speakers, Fall 1979
- 12-4 Speakers, Spring 1980
- 12-5 Future speakers, possibly Fall 1977 or Spring 1978
- 12-6 Executive Council, 1976 - 1977
- 12-7 Executive Council, member list, 1977 - 1978
- 12-8 Executive, 1978 - 1980
- 12-9 Executive Council, 1979 - 1980

## Membership Records (cont.)

- 12-10 Life members, 1977 - 1978
- 12-11 Membership lists, etc., 1966 - 1972
- 12-12 Membership, 1972 - 1973

- 12-13 Membership, 1976 - 1977
- 12-14 Membership, 1978 - 1979
- 12-15 Mailing list, 1978 - 1979
- 12-16 Mailings, 1979 - 1980
- 12-17 Brochures, Fall 1976 and Spring 1977
- 12-18 Brochures, 1976 - 1980
- 12-19 Vancouver Institute information
- 12-20 Miscellaneous, 1977 - 1978
- 12-21 Miscellaneous, 1978 - 1979
- 12-22 Miscellaneous, 1979 - 1980

## BOX 13

### Series Papers

Brian Burke, David Freeman, Joseph Katz and George Griffiths

- 13-1 History and constitution of the Vancouver Institute, 1967, 1968, 1973
- 13-2 Arrangements with Centre for Continuing Ed'n. 1967 - 1968, 1969, 1973
- 13-3 Minutes, Council and Executive Committee, 1969 - 1972
- 13-4\* Annual reports, 1969 - 1970 to 1972- 1973
- 13-5 Notices of meetings, Council and Executive committee, 1969 - 1972
- 13-6 Correspondence re Council and Executive Committee, 1968 - 1974
- 13-7 Correspondence re speakers, 1968 - 1969
- 13-8 Correspondence re speakers, 1970 - 1971
- 13-9 Correspondence re speakers, 1971 - 1972
- 13-10 Correspondence re speakers, 1972 - 1973 and 1973 - 1974

\* Indicates that file contains material related to the disruption of March 6, 1971 meeting which was to have been addressed by Hon. John Turner, then Minister of Justice in the Federal government.

## BOX 14

- 14-1 Correspondence, letters of thanks to speakers, 1969, 1969-1970, 1971-1972, 1972-1973
- 14-2 Correspondence, re receptions for speakers (including sample invitations and letters of thanks to hosts), 1970-1972 and 1974
- 14-3 Programs, drafts and preliminary, requests for 1968-1974

- 14-4 Programs, printed, 1958 (xerox), 1962-1963, 1964-1974
- 14-5 Donors, 1967 - 1974
- 14-6 Membership lists, 1969-1970, 1971-1972, 1973-1974(?)
- 14-7 Room bookings, 1970-1971, 1972-1973, 1973-1974
- 14-8\* Newspaper clippings, 1970-1971, 1972 (also press releases and information re location of Institute meetings in 1973 and 1974)
- 14-9 Finance 1970-1974 (includes financial statements and miscellaneous invoices)

\* Indicates that file contains material related to the disruption of March 6, 1971 meeting which was to have been addressed by Hon. John Turner, then Minister of Justice in the Federal government.

#### BOX 15

J.M. Kennedy and Erich Vogt

- 15-1 Arrangements with Centre for Continuing Education, UBC Alumni Assoc. and Dept. of Biomedical Communications, 1970, 1980 - 1981
- 15-2 Council and Executive Committee meeting notices, 1978 - 1981
- 15-3 Minutes, Council and Executive Committee meetings, 1978 - 1981
- 15-4 Letterhead, 1979 - 1980
- 15-5 Correspondence re Council and Executive Committee, 1977 - 1981
- 15-6 Correspondence and biographical notes re speakers, 1979 - 1981
- 15-7 Correspondence re special parking permits, 1980
- 15-8 Programs, preliminary, drafts, changes, 1978 - 1981
- 15-9 Programs, printed, Fall 1978 - Fall 1981
- 15-10 Receptions, 1978 - 1981
- 15-11 Newspaper clippings (includes press releases and information for members), 1979 - 1981
- 15-12 Finance, 1978 - 1981
- 15-13 Deposits of funds, 1979 - 1980
- 15-14 Donors, 1979 - 1980
- 15-15 Room bookings, 1978 - 1981

#### BOX 16

Richard Vogel and Charles Bourne

- 16-1 History and Constitution of Vancouver Institute, 1984, 1985

- 16-2 Arrangements with Centre for Continuing Education and UBC Alumni Assoc. 1982, 1983
- 16-3 Minutes and meeting notices, Council and Executive Committee, 1982-1986
- 16-4 Vancouver Institute Endowment Fund, 1985 - 1986
- 16-5 Correspondence re Council and Executive Committee, 1983 - 1987
- 16-6 Correspondence and biographical notes re speakers, 1982, 1983
- 16-7 Correspondence and introductory notes re speakers, 1984
- 16-8 Correspondence re speakers, 1985
- 16-9 Correspondence, letters of thanks to reception hosts, 1983 - 1985
- 16-10 Correspondence, miscellaneous, 1982, 1985
- 16-11 Programs, drafts and preliminary, 1983, 1984
- 16-12 Programs, printed and requests for, 1982 - 1985
- 16-13 Membership statistics, 1984, 1985
- 16-14 Policy re tape recording of lectures, 1982, 1983
- 16-15 Room bookings, 1982, 1984
- 16-16 Finance, 1982 - 1985
- 16-17 Donors, 1982, 1984, 1985

#### Lectures Series

- 16-18 Roger Gaudry, "Science policy and the future of research in Canada" 4 Dec. 1976
- 16-19 Margaret Ormsby, "British Columbia's history: new perspectives" 25 Nov. 1978
- 16-20 Timothy Findley, "Matter over mind: the imagination in jeopardy" 2 Feb. 1985

Also includes:  
639 audio tapes  
203 video tapes.