

Faculty Club fonds

Compiled by Erwin Wodarczak (1995, 2004, 2014).

Architectural plans described by Heather Guthrie-Sheane and Nancy Hunter (1983)

Last revised February 2019

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Fonds Description

Faculty Club fonds. – 1959-1995.

2.37 m of textual records.

121 plans.

Administrative History

The U.B.C. Faculty Club was incorporated under the "Societies Act" in July 1959 with the objective of providing, operating and maintaining a centre for the accommodation, recreation and convenience of members of the Society as well as promoting and serving their social, intellectual, cultural and recreational interests. The Faculty Club was originally established in 1947 - prior to incorporation its management was shared by both the Faculty Association and the University Administration. In 1956, sole responsibility for the Club was temporarily entrusted to the Administration who operated the Club through a management committee. With incorporation, by-laws were established, placing responsibility for the Faculty Club with a Board of Directors composed of seven directors elected from the membership and three others appointed by the University President. Responsibility for day to day operations and staffing was delegated to the Club Manager. A series of standing committees were established for the maintenance of the organization. These committees included the Membership Committee, the House Committee (responsible for the care and maintenance of club premises), and the Finance Committee (responsible for developing budgets and monitoring the Club's financial concerns). Throughout the Club's thirty-five year history, a series of ad hoc committees were also established including the Social Committee, the Building Committee, the Committee on Dress, the Fine Arts Committee and the Parking Committee. The Faculty Club went into receivership in June 1994, ceasing operations August 9, 1994. It was re-opened as the Leon and Thea Koerner University Centre in 1999.

Scope and Content

The fonds consists of minutes, reports, financial statements, statistics, correspondence, and architectural plans of the Faculty Club from its incorporation through 1994. This material documents the activities of the Club and its committees. Also included are the Society's constitution and by-laws. Fonds consists of eleven series: Constitution and By-Laws, Annual General Meetings, Board of Directors, Committees, Administration, Finance, Physical Plant and Property, Membership, Printed Materials, Special Events, Faculty Club Art Collection, and Faculty Club Architectural Plans.

Notes

The bulk of the fonds was transferred from the Faculty Club to the University Archives in 1983. Records of the Fine Arts Committee were donated by Dr. Ronald McGregor in 1995; one file in the General Administration series was donated by Dr. Roderick Barman in 2004; and a series of sketches by Sam Black were donated by Robert Will in 2014.

The original order of the records has been largely maintained, despite one major anomaly. The bulk of the Club's financial records are listed under Finance; however, some are listed in the Board of Directors series and the Administration series. This reflects their arrangement when they were originally acquired and described. There is little overlap in the time-periods covered by the three groups of files, and together they form a complete financial picture of the Club from 1959 to 1979.

An administrative history of the Faculty Club is available from the Special Collections and University Archives Division of U.B.C. Library. See Hives, Christopher L., "History of the U.B.C. Faculty Club: 1947-1970," (unpublished student paper) 1984.

File List available.

Series Descriptions

Constitution and By-Laws series. -- 1959-1969.

2 cm of textual materials.

Series consists of Bylaws, House Rules, and Constitution pertaining to the Faculty Club as a society in accordance with the British Columbia Societies Act.

Annual General Meetings series. -- 1959-1975.

15 cm of textual materials.

Series consists of minutes pertaining to the Annual General Meetings of the Faculty Club.

Board of Directors series. -- 1959-1980.

21 cm of textual materials.

Series consists of minutes of meetings, financial statements, and correspondence pertaining to the Board of Directors of the Faculty Club. Series contains three subseries: Minutes, Finances, and Correspondence subseries.

Committees series. -- 1959-1971.

16 cm of textual materials

Series consists of minutes, reports, and correspondence pertaining to the various Faculty Club committees. Series contains four subseries: Finance Committee, House Committee, Membership Committee, and Other Committees (Ad Hoc) subseries.

Administration series. -- 1959-1995.

42 cm of textual materials.

Series consists of correspondence and financial statements pertaining to the administration and management of the Faculty Club. Series contains four subseries: General Correspondence, Manager's Correspondence, Manager's Accounts, and Manager's Subject Files subseries.

One file in the General Administration subseries contains both correspondence and general membership information, and was donated by Dr. Roderick Barman in 2004.

Finance series. -- 1960-1975.

30 cm of textual materials.

Series consists of financial statements, analyses, statistics, reports, and ledgers pertaining to the financial transactions of the Faculty Club. Series contains three subseries: Financial Statements, Revenues, and Ledgers subseries.

Physical Plant and Property Series. -- 1958-1971.

19 cm of textual materials.

Series consists of plans, guidelines, diagrams, certificates, quotations, and correspondence pertaining to the construction and maintenance of the Faculty Club building.

Membership series. -- 1959-1979.

67 cm of textual materials.

Series consists of applications, cancellations, adjustment requests, fees, accounts, and correspondence pertaining to membership in the Faculty Club. Series contains four subseries: Membership Applications, Membership Cancellations/Adjustments, Membership Fees/Accounts, and Membership General Correspondence subseries.

Printed Materials series. -- 1960-1969.

5.5 cm of textual materials.

Series consists of menus, newsletters, and other materials from the Faculty Club.

Sketches by Sam Black in file 8-37 donated by Robert Will, September 2014.

Special Events series. -- 1962-1978.

4.5 cm of textual materials.

Series consists of correspondence relating to special events in which the Faculty Club was involved.

Faculty Club Art Collection series. -- 1979-1994.

15 cm of textual materials.

Series consists of contracts, correspondence, reports, catalogue notes and recommendations, inventories, and exhibition notes pertaining to the Faculty Club Art Collection and exhibitions held by the Club. Series contains three subseries: Faculty Club Fine Arts Committee, Collections Management, and Exhibitions.

Records in this series donated by Dr. Ronald McGregor in 1995.

Faculty Club architectural plans. -- [ca. 1960-1971].

121 plans : photocopy ; various sizes.

The architectural plans of the Faculty Club were transferred to the University Archives in 1983 along with the Club's records.

File List

BOX 1

CONSTITUTION AND BY-LAWS

- 1-1 Articles of Incorporation - Constitution, Bylaws, House Rules 1959-66
- 1-2 Incorporation - Constitution, Bylaws 1959-69

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- 1-3 Annual General Meetings 1959-1961
- 1-4 Annual General Meetings 1960-1964
- 1-5 Annual General Meeting - Secretary's Copy 1963-1965
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- 1-16 Board of Directors - Minutes 1960-61
- 1-17 Board of Directors - Minutes 1969-1972, 1961-1962, 1964
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- 1-32 Board of Directors, Minutes 1975-1978
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- 2-2 Board of Directors, Financial Statements Apr 1960-May 31, 1962
- 2-3 Board of Directors, Financial Statements 1962-1963
- 2-4 Board of Directors, Financial Statements Jul 1, 1966-Jun 30, 1967
- 2-5 Board of Directors, Financial Statements Chairman's Copy Jul 1972-May 1973
- 2-6 Board of Directors, Revenue Analysis 1965-1966

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- 2-7 Board of Directors, Correspondence Miscellaneous 1961
- 2-8 Board of Directors, Correspondence 1963
- 2-9 Board of Directors, Chairman J.S. Forsyth Correspondence 1961
- 2-10 Board of Directors, Dr. Hugh McLennan, Chairman 1963-1966
- 2-11 Board of Directors, Chairman, 1964-1965

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- 2-12 Finance Committee Report 1961-1962

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- 2-13 House Committee Reports 1960-1964. 1959 Rules
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2-17 Membership Committee General Correspondence 1963-1967

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2-19 Building Committee 1967-1969. 1968 Bulk

2-20 Building Committee Financial 1967-1968, 1970

2-21 Building Committee General Correspondence 1966

2-22 Building Committee General Correspondence 1967-1968

2-23 Committee on Dress 1968

2-24 Fine Arts Committee 1966-1967

2-25 Fine Arts Committee 1968-1971

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2-27 Social Committee Report 1962

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2-29 General Correspondence 1961-67

2-30 General Correspondence 1967-68

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- 3-12 Managers Office, Memos & Correspondence 1968-70

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- 3-14 Managers Office, Financial Statements Jul 1, 1967-Jun 30, 1968
- 3-15 Managers Office, Financial Statements Jul 1, 1973-Jun 30, 1977
- 3-16 Managers Office, Financial Statements Jul 1, 1977-Jun 30, 1979
- 3-17 Accounts Correspondence Jul 1975-79
- 3-18 Accounts Correspondence Jul 1976-Jul 1979

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- 3-20 Managers File, Expansion of Faculty Club 1966-68
- 3-21 Managers Correspondence Fine Arts 1967, 1973-78
- 3-22 Managers Office, Professor Lasserre 1959, 1961
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- 3-26 Managers Membership Correspondence Jul 1968-Jan 1975
- 3-27 Managers Office, Menu Suggestions 1975-76
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- 4-11 General Ledger Jul-Dec 1968
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- 5-5 Plant & Property - Plumbing, Heating & Ventilation 1966
- 5-6 Plant & Property - Progress Certificates, 1967-68
- 5-7 Plant & Property - Quotations for New Building 1967-71
- 5-8 Plant & Property - Refrigeration Equipment March 1962
- 5-9 Plant & Property - Specifications, Volume 1 May 1967
- 5-10 Plant & Property - Specifications, Volume 2 May 1967

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- 5-11 Applications for Membership 1968
- 5-12 Applications for Membership 1969
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7-12 Printed Materials - Newsletters 1961-69

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- 7-15 Special Events - Menus, 1968-70
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- 8-23 [Michiko] Miyazaki November 1989
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- 8-28 Lionel Thomas 1989-90
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- 8-32 1987-88 [Exhibitions]
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- 8-34 Potential Shows Correspondence 1992-94
- 8-35 X-mas Craft November 1989

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General Correspondence (cont.)

8-36 Faculty Club, 1971- [correspondence, membership information] 1971-95

PRINTED MATERIALS (cont'd)

8-37 Faculty Club – Sam Black Sketches [n.d.]
A series of eight black and white sketches, approximately 12.5 x 15 cm,
created by artist Sam Black lampooning changes made in the Club decor.

Faculty Club Architectural Plans

[Faculty Club architectural plans]. -- [Vancouver, BC : University of British Columbia, ca. 1960-1971]. -- 121 plans : photocopy ; various sizes.

The architectural plans of the Faculty Club were transferred to the University Archives in 1983 along with the Club's records.

[Catalogue entry](#) (UBC Library)

List of plans

Date	Description	Location
1960	1. Landscape plan - proposed design of the Thea Koerner Building / UBC Department of Buildings and Grounds, August 8, 1960.	Loc14
1963	2. Alterations to Faculty Club - Caretaker's suite - Proposed dining room, April 14, 1963. -- Contents: Conversion of Don's suite to dining and laundry room, August 14, 1963; Conversion of Caretaker's suite to dining room, August 14, 1963 / UBC Department of Buildings and Grounds.	Loc14
1965	3. Proposed dining patio for the Faculty Club / UBC Office of the Architect Planner, August, 1965.	Loc14
1965	4. [Floor plans]. -- Contents: Lower floor plan - Preliminary layout / Keith Little & Associates, September 17, 1965; Main floor, kitchen, lower floor kitchen, equipment details - rough plan / Keith Little & Associates, December 3, 1965.	Loc14
1967	5. Preliminary layout - Kitchen and cafeteria / Keith Little & Associates, January 10, 1967.	Loc14
1967	6. [Architectural drawings], May 19, 1967. -- 16 plans. -- Contents: A2 Lower floor plan; A3 Main floor plan; A4 Reflected ceiling plan; A5 Sections; A6 Elevations; A7 Partial plan - Lower floor, Renovation to west wing; A8 Staff floor and sections; A9 Partial plan - Lower floor, Renovation to east wing; A10-A15 Details; A16 Doors and misc. millwork; A17 Millwork	Loc14

- 1967 6. [Landscaping drawings], May 19, 1967. -- 2 plans. -- Contents: L1 Lower floor; L2 Upper floor. Loc14
- 1967 6. [Structural drawings], April 28, 1967. -- 6 plans. -- Contents: S2 Main floor plan and sections; S3 Roof plan - Sections and details; S4-S5 Beam details; S6 Beam details and column schedule; S7 Column schedule. Loc14
- 1966 6. [Plumbing? drawings], May 19, 1966. -- 4 plans. -- Contents: P1 Site plan and details; P2 Lower floor plan - Additions & alterations; P3 Main floor plan - Additions & alterations; P4 Kitchen plan - Lower floor. Loc14
- 1967 6. [Mechanical drawings], April 1967. -- 6 plans. -- M1 Lower floor plan - Additions & alterations; M2 Kitchen floor plan - Base bid; M3 Staff floor plan and detail sections; M4 Mechanical rooms; M5 Schedules and details; M6 Control diagrams and details. Loc14
- 1967 6. [Electrical drawings], June, 1967. -- 4 plans. -- E3 Lower floor; E4 Main floor; E5 Main floor; E6 Schedules. Loc14
- 1967 6. Kitchen service requirements, Feb. 14, 1967. -- 2 plans. -- K2 Lower floor; K3 Main floor. Loc14
- 1967 7. Kitchen service requirements / Erickson-Massey, February 14, 1967. -- 4 plans. -- Contents: K1 Lower floor kitchen plan; K2 Lower floor kitchen service requirements; K3 Main floor kitchen plan & service requirements, Lower floor plan and service requirements; K4 Kitchen, cafeteria (lower floor), kitchen, bar lounge (main floor), equipment, details. Loc14
- 1967? 8. [Architectural drawings]. -- undated. -- 12 plans. -- A1 Site plan; A2 Lower floor plan; A3 Main floor plan; A4 Reflected ceiling plan; A5 Sections; A6 Elevations; A7 Partial plan - lower floor - kitchen & service, area renovations to west wing; A8 Staff floor and sections; A10-A13 Details. Loc14
- 1967 8. [Kitchen drawings], Feb. 14, 1967. -- 3 plans. -- K1 Lower floor - Kitchen plan; K2 Lower floor - Kitchen & service requirements; K3 Main floor - Kitchen plan & service. Loc14
- 1967 8. [Mechanical drawings], Feb. 14, 1967. -- 5 plans. -- M1 Main floor plan - Additions & alterations; M2 Kitchen area floor plan; M3 Mezzanine floor plan; M4 Mechanical rooms; M5 Loc14

Details, schedules.

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| 1967 | 8. [Plumbing? drawings], Feb. 14, 1967. -- 3 plans. -- P1 Lower floor plan; P2 Roof plan; P3 Untitled. | Loc14 |
| 1967? | 8. [Electrical drawings] / Erickson-Massey. -- undated. -- 5 plans. -- E1 Legend; E2-E3 Lower floor; E4-E5 Main floor. | Loc14 |
| 1967? | 9. [Architectural drawings]. -- undated. -- 17 plans. -- A1 Site plan; A2 Lower floor plan; A3 Main floor plan; A4 Reflected ceiling plan; A5 Sections; A6 Elevations; A7 Partial plan - lower floor; A8 Staff floor and sections; A9 Partial plan - lower floor; A10-A17 Details. | Loc14 |
| 1967? | 9. [Structural drawings]. -- undated. -- 7 plans. -- S1 Layout by sections; S2 Main floor plan and sections; S3 Roof plan - sections and details; S4-S5 Beam details; S6 Beam details and column schedule; S7 Column schedule. | Loc14 |
| 1967? | 9. [Mechanical drawings]. -- undated. -- 7 plans. -- M1 Main floor plan - Additions & alterations; M2 Ventilation of kitchen - Base bid; M2-A Alternate ventilation system for kitchen; M3 Untitled; M4 Mechanical rooms; M5 Schedules and details; M6 Untitled. | Loc14 |
| 1967? | 9. [Electrical drawings] / Erickson-Massey. -- undated. -- 5 plans. -- E1 Legend; E2-E3 Lower floor; E4-E5 Main floor. | Loc14 |
| 1968 | 10. Food facilities equipment / Quest Metal Works, Vancouver, February 26, 1968. | Loc14 |
| 1968? | 11. Seating layout - Social areas and cocktail lounge. -- undated. | Loc14 |
| 1968? | 12. Additions and alterations - Lower floor plan / Erickson-Massey. -- undated. -- 2 plans. | Loc14 |
| 1971 | 13. Drawing - section looking west, SFU Faculty Club / Downs/Archambault Architects, July 21, 1971. -- 3 plans. -- Drawing showing elevation, SFU Faculty Club. -- Contents: Roof plan; Main floor plan; Basement plan. | Loc14 |
| 1965 | 14. Drawing of SFU - 1 hour tour / Erickson-Massey. -- 1965. | Loc14 |