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Finding Aid : **GA 161**
Kitchener and Waterloo Community
Foundation fonds.

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GA 161 : Kitchener and Waterloo Community Foundation

Kitchener and Waterloo Community Foundation fonds. - 1984-2003. - 6.5 m of textual records. - 1016 photographs. - 762 negatives. - 560 slides. - 9 contact sheets. - 19 audio cassettes. - 1 audio reel. - 22 videocassettes. - 8 computer disks. - 1 artifact.

The Kitchener and Waterloo Community Foundation was established in 1984 by a group of citizens in Kitchener and Waterloo, Ontario, led by Walter Bean. It had originally been established as a trust by The Waterloo Trust (now Canada Trust) in August, 1930. "On May 1, 1984 the Ontario Legislature passed an act incorporating the K-W Community Foundation to take over the assets and assume the responsibilities of the original foundation bearing the same name."(KWCF document, May 1, 1985). The Foundation is administered by a board of directors who are responsible for overseeing its policies and practices. Donations to the Foundation are invested, with the income from the funds distributed in the form of grants to community organizations serving a wide range of needs, including cultural, educational, health and community services.

Contents: fonds consists of material relating to the history and operation of the Kitchener and Waterloo Community Foundation from its founding in 1984 to the present. It includes correspondence, committee minutes and agendas, ephemera, financial statements, publications, reports, speeches, photographs, sound recordings and video recordings and electronic records.

The fonds is organized in 23 series:

- 1. Incorporation*
- 2. Board of Directors*
- 3. Board of Directors : Minute Books*
- 4. Committees : Membership*
- 5. Committees : Minutes*
- 6. Financial Files*
- 7. Financial Statements*
- 8. George Cluthé Files*
- 9. Executive Director's Board of Directors Files*
- 10. Executive Director's Files*
- 11. Executive Director's Conferences, Workshops, Seminars files*
- 12. Presentations and Speeches*
- 13. Annual Reports*
- 14. Newsletters*
- 15. Promotion, Ephemera*
- 16. Clippings*
- 17. Historical and Topical*
- 18. Electronic Files*
- 19. Photographs*
- 20. Audio-Visual*
- 21. Sound Recordings*
- 22. Video recordings*
- 23. Artifacts*

Title from contents of the fonds.

Donated in 2003 by the Foundation.

Some materials are restricted.

Finding aid available.

Series 1 : Incorporation

Kitchener and Waterloo Community Foundation : Incorporation. - 1984, 1988-1994, 2003.

Series consists of material relating to the incorporation and organization of the Kitchener and Waterloo Community Foundation. Includes originals and photocopies of bills, by-laws and an Order in the Supreme Court of Ontario.

The series, with the exception of the Order in the Supreme Court of Ontario, was originally located in a binder labelled "Minute book : 1996-1998".

File 1

Bill Pr11 (Chapter Pr3, Statutes of Ontario 1984) : an Act to incorporate the Kitchener and Waterloo Community Foundation. - 1984.

Contents: the Act received first reading March 27, 1984; Royal Assent May 1, 1984. Originally in a binder labelled "Minute book : 1996-1998."

- File 2 **Bill Pr65 (Chapter Pr55, Statutes of Ontario 1988) : an Act respecting the Kitchener and Waterloo Community Foundation.** - 1988.
*Contents: this Act, to amend the number of directors, received first reading Oct. 19, 1988; Royal Assent Dec. 15, 1988.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 3 **Bill Pr14 (Chapter Pr8, Statutes of Ontario 1993) : an Act respecting the Kitchener and Waterloo Community Foundation.** - 1993.
*Contents: this Act received first reading June 8, 1993; Royal Assent June 30, 1993.
 Its purpose was to "alter the composition and quorum of the nominating committee, the reappointment rules for directors and the method of filling vacancies on the Board and to permit the Foundation to locate its head office anywhere in the regional Municipality of Waterloo."
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 4 **Bill Pr23 (Chapter Pr6, Statutes of Ontario 2003) : an Act respecting the Kitchener and Waterloo Community Foundation.** - 2003.
*Contents: this Act received first reading May 22, 2003; Royal Assent June 26, 2003 (photocopy). Purpose "to amend its objects, the composition of its Board of Directors and nominating committee, its powers and obligations with respect to the publication of financial statements."
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 5 **By-law no.1, June 22, 1984.** - 1984.
*Contents: unsigned photocopy.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 6 **By-law no.1, May 3, 1989.** - 1989.
*Contents: original with corporate seal, signatures of President K.G. Murray and Secretary D.E. Weaver.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 7 **By-law no.1, May 3, 1989, revised Dec. 4, 1991.** - 1991.
*Contents: original with corporate seal, signatures of President John Panabaker and Vice-President Jack M. Harper.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 8 **By-law no. 2, Dec. 4, 1991.** - 1991.
*Contents: original with corporate seal, signatures of President John Panabaker and Secretary Jane Humphries.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 9 **By-law no. 3, June 17, 1993.** - 1993.
*Contents: original with corporate seal, signatures of President John Panabaker and Secretary Jane Humphries.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 10 **By-law no. 4, June 21, 1994.** - 1994.
*Contents: original with corporate seal, signatures of Vice President James F. Robertson and Secretary Jane Humphries.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 11 **Order in the Supreme Court of Ontario issued by the Honourable Mr. Justice Griffiths, Oct. 9, 1984.** - 1984.
*Contents: contains a photocopy of the Order issued by the Honourable Mr. Justice Griffiths in the matter of the Declaration of Trust creating "The Kitchener and Waterloo Community Foundation," etc., Tuesday October 9th, 1984.
 Loose material.*

Series 2 : Board of Directors

- Board of Directors.** - 1997-1998, 2000-2001.
*Series consists of Board of Directors manuals relating to the organization and management of the Kitchener and Waterloo Community Foundation. Includes correspondence, acts, by-laws, minutes, promotional material, policies, investment and grant information and a copy of the certificate of registered charitable status.
 Series was originally located in a binder.*

- File 12 **[Board of Directors manual, 1997].** - 1997-1998.
*Contents: manual in a tabbed format with sections: 1. KWCF Info, including a list of Board of Directors meetings for 1997, President's letter 1977, and a copy of the 1996 "Fall Update"; 2. Board role (organization chart); 3. Plans/Policies; 4. Act and Bylaws; 5. Goals and Objectives; 6. Asset Development; 7. Communications; 8. Grants; 9. Investment; 10. Board minutes (May 7, 1997 only); 11. Board and Committees; 12. Community Foundations. Includes lists of committee members, minutes of some committees, investment information, plans and policies, Act of Incorporation, "By-law no. 4," goals and objectives, communication plan, minutes, information on grants and the grant application process.
 Originally in a binder.*
- File 13 **Board of Directors manual.** - 2000-2001.
*Contents: Board of Director's manual maintained in a binder, subdivided by category. Includes membership lists for committees, roles of directors, a copy of the certificate of registered charitable status, a copy of the act of incorporation, by-laws, Board of Directors minutes, brochures, and promotional material.
 Originally in a binder.*
- Series 3 : Board of Directors : Minute Books**
- Board of Directors : Minute Books.** - 1973-1999.
*Series consists of Board of Directors minute books relating to the policies, finances and management of the Kitchener and Waterloo Community Foundation. Series includes minutes and supporting documents including correspondence, reports, proposals, financial information, memoranda, agendas, brochures, and bills.
 Part of the series is restricted.*
- File 14 **Board of Directors.** - 1973-1990.
*Contents: contains minutes, agendas and supporting documents for meetings of the Board of Directors. Includes policy proposals, financial information, reports of committees to the Board, memoranda, lists of securities, form letters, photocopy of "Notice of designation as a public foundation" from Revenue Canada, brochures, correspondence to and from the Foundation, resolution regarding qualified donees, schedule of assets, a copy of Bill Pr11 "An Act to incorporate the Kitchener and Waterloo Community Foundation," a pamphlet on a local radio station the "Wired World : Waterloo County community media," and a photocopied article.
 Originally in a binder labelled "Minute book : 1980-1990." Some minutes lacking.*
- File 15 **Board of Directors.** - 1991-1993.
*Contents: contains minutes of and supporting documents for meetings of the Board of Directors. Includes investment policy, media and public relations plans, notes from conferences, correspondence to the Foundation, agreements between the Foundation and local companies, financial statements, comparative and actual budgets, resolutions, investment operating authorities, information on by-law changes, summary of Canadian Community Foundations, and grant guidelines.
 Originally in a binder labelled "Minute book : 1991-1993."
 Restricted? Some letters labelled "private and confidential".*
- File 16 **Board of Directors.** - 1994-1995.
*Contents: contains minutes of and supporting documents for meetings of the Board of Directors. Includes operating accounts, forecasts, memoranda, discussion papers, recommendations, investment policies and objectives, financial statements, asset development plans, media and public relations plan, work report schedules, photocopied articles, budget information, form letters, and brochures.
 Originally in a binder labelled "Minute book : 1994-1995."*
- File 17 **Board of Directors.** - 1996-1998.
*Contents: contains minutes of and supporting documents for meetings of the Board of Directors. Includes minutes, appointment of Honorary Director, Governance Committee terms of reference, grant histories, the "Outgoing President's report," signing resolutions, policies, "Our millennium" presentation notes, investment policies and objectives, financial statements, committee reports, investment fund statements, Board appointments, and award information.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 18 **Board of Directors.** - 1998-1999.
*Contents: contains minutes of and supporting documents for meetings of the Board of Directors. Includes minutes, agenda, memoranda, committee minutes, newsletter, photocopied articles, investment policies and objectives, and an overview of the strategic plan.
 Originally in a binder labelled "Minute book : 1999."*

Series 4 : Committees : Membership

Committees : Membership. - 1994-2004.

Series consists of material relating to membership on committees and associated organizations of the Kitchener and Waterloo Community Foundation. Includes lists of committee members, Slate of Officers, Board of Directors, volunteers, and media; lists of related organizations, foundations, and charitable funders; and correspondence.

Part of the series is restricted.

- File 19 **Committee lists, 1994-1995.** - 1994-1995.
Contents: contains lists of committee members, Slate of Officers, and Board of Directors members.
- File 20 **Committee lists, 1995-1996.** - 1995-1996.
Contents: contains committee lists, and a Board of Directors members list.
- File 21 **Committee lists, 1996-1997.** - 1997.
Contents: contains a list of organizations, foundations, and charitable funders with their names and phone numbers. Does not contain committee lists.
Restricted? Contains names of companies who are charitable donors.
- File 22 **Committee lists, 1997-1998.** - 1997-1998.
Contents: contains committee lists, Board of Directors list, media list, a Community Foundation Council members list, a local funders and foundations list, and a volunteer list.
Restricted? Contains names and phone numbers of funding companies.
- File 23 **Committee lists, 1998-1999.** - 1998-1999.
Contents: contains lists of committee members, a list of the Board of Directors, and a list of Community Foundation Council members.
- File 24 **Committee lists, 1999-2000.** - 1998-1999.
Contents: contains lists of Community Foundation Council members, lists of Board of Directors members, canvasser list, and a list of past Board and committee members.
- File 25 **Committee lists, 2000-2001.** - 2000-2002.
Contents: contains committee lists, volunteer lists, and a Board of Directors list.
- File 26 **Committee lists, 2001-2002.** - 2000-2002.
Contents: contains committee lists, a list of Community Foundation Council members, and a Board of Directors list.
- File 27 **Committee lists, 2002-2003.** - 2002-2003.
Contents: contains committee lists, a Youth Advisory Council list, correspondence from the Foundation with a list of volunteers, a list of Community Foundation Council members, and a Board of Directors list.
- File 28 **Committee lists, 2003-2004.** - 2003.
Contents: contains committee lists, Board of Directors list, Youth Advisory Council list, and a list of the Community Foundation Council members.

Series 5 : Committees : Minutes

Committees : Minutes. - 1983-1999.

Series consists of material relating to the meetings of the committees of the Kitchener and Waterloo Community Foundation. Includes minutes and supporting documents from meetings of the Ad Hoc Committee, Advisory Council, Asset Development Committee, Donor Recognition Task Force, Audit Committee, Canada Trust Merv Lahn Community Development Fund Committee, Communications Committee, Executive Committee, Fundraising and Public Relations Committee, Fundraising Committee, Grand River Project Committee, Grants Committee, International Plowing Match Grants Committee, Investment Committee, Nominating Committee, Operating Committee, Operating Endowment Committee, Promotion and Public Relations Committee, and the Youth Advisory Council Committee. Series also contains agendas, accounts, donor lists and donation records, memoranda, correspondence, policies, reports, and grant records.

Part of the series is restricted.

- File 29 **Ad Hoc Committee.** - 1991-1993.
Contents: contains minutes of a Foundations and Charitable Funders meeting, and a Foundation in general meeting.
Originally in a binder labelled "Minute book : 1991-1993."

- File 30 **Advisory Council.** - 1996-1998.
Contents: minutes of and supporting documents for meetings of the Advisory Council . Includes names of Advisory Council members and a list of the Board of Directors. Originally in a binder labelled "Minute book : 1996-1998."
- File 31 **Asset Development Committee.** - 1996-1997.
Contents: contains minutes of and supporting documents for meetings of the Asset Development Committee. Includes minutes, an outline for a Donor Recognition Task Force Report, minutes from a "Named funds brainstorm session," minutes of the Donor Recognition Task Force, a summary of major gifts and bequests in 1996, lists of volunteers, planning session results, and results from a donor recognition survey. Originally in a binder labelled "Minute book : 1996-1998." Restricted? Some minutes are labelled "confidential".
- File 32 **Asset Development Committee.** - 1999.
Contents: contains minutes of the Asset Development Committee. Originally in a binder labelled "Minute book : 1999."
- File 33 **Audit Committee.** - 1991-1993.
Contents: contains minutes of the Audit Committee. Originally in a binder labelled "Minute book : 1991-1993."
- File 34 **Audit Committee.** - 1994-1995.
Contents: contains minutes of the Audit Committee. Originally in a binder labelled "Minute book : 1994-1995."
- File 35 **Audit Committee.** - 1996-1998.
Contents: contains minutes of the Audit Committee. Originally in a binder labelled "Minute book : 1996-1998."
- File 36 **Audit Committee.** - 1999.
Contents: contains minutes of the Audit Committee. Originally in a binder labelled "Minute book : 1999."
- File 37 **Canada Trust Merv Lahn Community Development Fund [Committee].** - 1996-1998.
Contents: contains minutes of and supporting documents for meetings of the Canada Trust Merv Lahn Committee. Originally in a binder labelled "Minute book : 1996-1998."
- File 38 **Canada Trust Merv Lahn Community Development Fund Committee.** - 1999.
Contents: contains minutes of the Canada Trust Merv Lahn Community Development Fund Committee. Originally in a binder labelled "Minute book : 1999."
- File 39 **Communications Committee.** - 1995-1998.
Contents: contains minutes of and supporting documents for meetings of the Communications Committee. Includes memoranda, meeting synopsis, annual report strategy, and minutes of the "Media Committee." Originally in a binder labelled "Minute book : 1996-1998."
- File 40 **Executive Committee.** - 1992-1993.
Contents: contains minutes of and supporting documents for meetings of the Executive Committee. Includes a projected operating income, operating support pledges, and comparative and actual budgets. Originally in a binder labelled "Minute book : 1991-1993." Restricted? Contains names and donations amounts of local companies.
- File 41 **Executive Committee.** - 1994-1995.
Contents: contains minutes of and supporting documents for meetings of the Executive Committee. Includes summary of work group activities, memoranda, a report on Grand River trails in Kitchener, a donation and capital assets comparison, donations analysis, suggested Board appointments, and budgets. Originally in a binder labelled "Minute book : 1994-1995."
- File 42 **Fundraising and Public Relations Committee.** - 1991-1993.
Contents: contains minutes of and supporting documents for meetings of the Fundraising and Public Relations Committee. Includes conference notes, media and public relations plan material, photocopied articles, donor group discussion summary and survey, and Committee reports. Originally in a binder labelled "Minute book : 1991-1993."

- File 43 **Fundraising and Public Relations Committee.** - 1994-1995.
*Contents: contains minutes of and supporting documents for meetings of the Fundraising and Public Relations Committee. Includes memoranda, asset development plan, form letters, and 10th Anniversary Council minutes.
 Originally in a binder labelled "Minute book : 1994-1995."*
- File 44 **Fundraising Committee.** - 1989-1990.
*Contents: contains minutes of the Fundraising Committee.
 Originally in a binder labelled "Minute book : 1980-1990."*
- File 45 **Grand River Project Committee.** - 1995-1998.
*Contents: contains minutes of and supporting documents for meetings of the Grand River Project Committee. Includes memoranda, and an overview of the Grand River Project.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 46 **Grants Committee.** - 1984-1990.
*Contents: minutes of and supporting documents for meetings of the Grants Committee.
 Originally in a binder labelled "Minute book : 1980-1990."*
- File 47 **Grants Committee.** - 1991-1993.
*Contents: contains minutes of and supporting documents for meetings of the Grants Committee. Includes grant guidelines, lists of grants given, and assessments of grant applications.
 Originally in a binder labelled "Minute book : 1991-1993."*
- File 48 **Grants Committee.** - 1994-1995.
*Contents: contains minutes of and supporting documents for meetings of the Grants Committee. Includes summary of grant applications, minutes for the Grand River Project meeting, and material regarding the "Canada Trust Merv Lahn Community Development Fund."
 Originally in a binder labelled "Minute book : 1994-1995."*
- File 49 **Grants Committee.** - 1996-1998.
*Contents: contains minutes of and supporting documents for meetings of the Grants Committee. Includes lists of grants given, a "Grant objectives plan for implementation," and grants recommendations.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 50 **Grants Committee.** - 1999.
*Contents: contains minutes of the Grants Committee.
 Originally in a binder labelled "Minute book : 1999."*
- File 51 **International Plowing Match '95 Grants Committee.** - 1996-1998.
*Contents: contains minutes of and supporting documents for meetings of the International Plowing Match '95 Grants Committee. Includes a list of the committee members, a news release, lists of grant recipients, invitation to the Grants Awards Ceremony, and a list of companies requesting grant applications.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 52 **International Plowing Match Grants Committee.** - 1999.
*Contents: contains minutes of the International Plowing Match Grants Committee.
 Originally in a binder labelled "Minute book : 1999."*
- File 53 **Investment Committee.** - 1984-1990.
*Contents: contains minutes and supporting documents of the Investment Committee. Includes policy approval requests, lists of Foundation securities, information relating to a United Way Trust, and lists of investments.
 Originally in a binder labelled "Minute book : 1980-1990."*
- File 54 **Investment Committee.** - 1991-1993.
*Contents: contains minutes of and supporting documents for meetings of the Investment Committee. Includes quarterly investment report, investment policy, equity lists, and investment operating authorities.
 Originally in a binder labelled "Minute book : 1991-1993."*
- File 55 **Investment Committee.** - 1994-1995.
*Contents: contains minutes of and supporting documents for meetings of the Investment Committee. Includes memoranda, investment policies and objectives, correspondence to the Foundation, Community Foundation of Ottawa Carleton policy statements, investment portfolio statements, and quarterly investment reports.
 Originally in a binder labelled "Minute book : 1994-1995."*

- File 56 **Investment Committee.** - 1996-1998.
*Contents: contains minutes of and supporting documents for meetings of the Investment Committee. Includes correspondence to the Foundation, and a portfolio performance report.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 57 **Investment Committee.** - 1999.
*Contents: contains minutes of the Investment Committee, investment policies and objectives.
 Originally in a binder labelled "Minute book : 1999." Includes a tab for the Grand River Committee, but it is empty.*
- File 58 **Nominating Committee.** - 1983-1990.
*Contents: contains minutes of and supporting documents for meetings of the Nominating Committee. Includes lists of terms of office of Directors, correspondence to the Foundation, a copy of an order in the Supreme Court of Ontario regarding the Foundation's relationship to the Canada Trust Company, a copy of a notice of application for special legislation, a copy of "The Kitchener and Waterloo Community Foundation Act, 1983," and memoranda.
 Originally in a binder labelled "Minute book : 1980-1990."*
- File 59 **Nominating Committee.** - 1991-1993.
*Contents: contains minutes of the Nominating Committee.
 Originally in a binder labelled "Minute book : 1991-1993."*
- File 60 **Nominating Committee.** - 1994-1995.
*Contents: contains minutes of the Nominating Committee.
 Originally in a binder labelled "Minute book : 1994-1995."*
- File 61 **Nominating Committee.** - 1996-1998.
*Contents: contains minutes of the Nominating Committee.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 62 **Nominating Committee.** - 1999.
*Contents: contains minutes of and supporting documents for meetings of the Nominating Committee.
 Originally in a binder labelled "Minute book : 1999."
 Restricted? One memorandum is labelled "confidential".*
- File 63 **Operating Committee.** - 1996-1998.
*Contents: contains minutes of and supporting documents for meetings of the Operating Committee. Includes operating account statements, lists of prospective donors, lists of new funds and gifts with donor names and amounts given, lists of bequests and funds and memoranda.
 Originally in a binder labelled "Minute book : 1996-1998."
 Restricted? Contains names of donors and amounts donated.*
- File 64 **Operating Committee.** - 1999.
*Contents: contains minutes and agendas of the Operating Committee. Includes Governance Review Committee Recommendations.
 Originally in a binder labelled "Minute book : 1999."*
- File 65 **Operating Endowment Committee.** - 1997-1998.
*Contents: contains minutes of and supporting documents for meetings of the Operating Endowment Committee. Includes a list of action plans, a list of the Committee members, and a list of operating support pledges.
 Originally in a binder labelled "Minute book : 1996-1998."*
- File 66 **Promotion and Public Relations Committee.** - 1984-1990.
*Contents: contains minutes of and supporting documents for meetings of the Promotion and Public Relations Committee. Includes a "Promotion plan outline," photocopied articles, advertisement for a London Foundation meeting, a list of major corporations, and a guest list for a luncheon.
 Originally in a binder labelled "Minute book : 1980-1990."*
- File 67 **Youth Advisory Council Committee.** - 1998.
*Contents: contains minutes of the Youth Advisory Council Committee.
 Originally in a binder labelled "Minute book : 1999."*

Series 6 : Financial Files

Financial Files. - 1973-2001.

Series contains material relating to the management of Kitchener and Waterloo Community Foundation accounts pertaining to estates, Grand River Hospital, Freeport Hospital, St. Mary's Hospital, and United Way. The majority of investments and accounts were held at Canada Trust Company. Includes annual, quarterly and monthly account statements, correspondence, memoranda, investment reports, account summaries, agendas, minutes, policies, and reports.

Part of the series is restricted.

- File 68a **Community Foundation statements, 1973-1996 (file 1 of 2).** - 1973-1999.
Contents: contains Canada Trust annual account statements for the Kitchener and Waterloo Community Foundation.
Restricted? Contains account numbers.
- File 68b **Community Foundation statements, 1973-1996 (file 2 of 2).** - 1973-1999.
Restricted? Contains account numbers.
- File 69 **Estate files.** - 1984-1992.
Contents: contains material relating to the endowment of estates to the Kitchener and Waterloo Community Foundation. Includes correspondence, memoranda, annual statements of various estates, and Canada Trust Company copies of the Record of Trust and Estates for various clients.
Loose papers. Post it note "Estate Files."
Restricted? Personal information, social insurance numbers, etc.
- File 70 **Freeport statements, 1992-1997.** - 1991-1997.
Contents: contains material relating to investment portfolios at Canada Trust for the Kitchener and Waterloo Community Foundation. Includes quarterly investment reports, quarterly statements, and the Foundation's Grand River Hospital Foundation and Freeport Health Centre Trust annual and quarterly statements.
Restricted? Contains account numbers.
- File 71 **Freeport : surveys (account summary).** - 1991-1996.
Contents: contains material relating to the Foundation's Freeport Hospital Trust fund. Includes quarterly investment reports, capital markets review and outlook, and account summaries.
Restricted? Contains account numbers.
- File 72a **Investment Committee (file 1 of 2).** - 1984-2001.
Contents: contains material relating to the Investment Committee. Includes agenda, minutes, photocopied articles, quarterly investment reports, correspondence to and from the Foundation, information on the St. Mary's Hospital Foundation investment policy, lists of the St. Mary's Hospital fund securities by maturity, notes, investment guidelines, investment policies and objectives, memoranda, investment fund summaries, information on the Toronto Community Foundation's investment policies, portfolio allocation information, investment report to the United Way, potential shopping lists of equities, daily bond market quotes, guaranteed investment certificate application, long term Canadas LT Securities (1920-1985) graph, and asset listings.
Restricted? Contains account numbers.
- File 72b **Investment Committee (file 2 of 2).** - 1984-2001.
Restricted? Contains account numbers.
- File 73 **St. Mary's statements, 1987-1996.** - 1987-1996.
Contents: contains annual, quarterly, and monthly statements for the Foundation's St. Mary's Hospital Trust.
Restricted? Contains account numbers.
- File 74a **United Way correspondence (file 1 of 2).** - 1983-1994.
Contents: contains material relating to the Kitchener and Waterloo Community Foundation's United Way fund. Includes correspondence to and from the Foundation, quarterly investment reports, annual Canada Trust statements, Investment Committee agenda and minutes, copy of the Foundation's investment policy, United Way reserve fund policy statement, memoranda, notes, guaranteed investment certificate application, auditor's report, lists of securities by maturity, signed copy of the United Way and Community Foundation Trust agreement for the investment and management of the United Way reserve funds, reserve fund proposals, and allocation reports.
Restricted? Contains account numbers.

- File 74b **United Way correspondence (file 2 of 2).** - 1983-1994.
Restricted? Contains account numbers.
- File 75 **United Way statements, 1985-1996.** - 1985-1996.
Contents: contains Canada Trust annual statements for the Foundation's United Way Trust.
Restricted? Contains account numbers.
- File 76 **United Way : surveys.** - 1986-1999.
Contents: contains material relating to the Foundation's United Way fund. Includes quarterly investment reports, capital markets review and outlook, account summaries, and lists of United Way securities by maturity.
Restricted? Contains account numbers.

Series 7 : Financial Statements

- Financial Statements.** - 1993, 1995-1999, 2001.
Series consists of annual financial statements of the Kitchener and Waterloo Community Foundation. The financial statements were prepared by KPMG Peat Marwick Thorne.
- File 77 **Financial statements of the Kitchener and Waterloo Community Foundation, year ended Dec. 31, 1993.** - 1993.
Contents: contains financial statements prepared by KPMG Peat Marwick Thorne. Loose material.
- File 78 **Financial statements of the Kitchener and Waterloo Community Foundation, year ended Dec. 31, 1995.** - 1995.
Contents: contains financial statements prepared by KPMG Peat Marwick Thorne. Loose material.
- File 79 **Financial statements of the Kitchener and Waterloo Community Foundation, year ended Dec. 31, 1996.** - 1996.
Contents: contains financial statements prepared by KPMG Peat Marwick Thorne. Loose material.
- File 80 **Financial statements of the Kitchener and Waterloo Community Foundation, year ended Dec. 31, 1997.** - 1997.
Contents: contains financial statements prepared by KPMG Peat Marwick Thorne. Loose material.
- File 81 **Financial statements of the Kitchener and Waterloo Community Foundation, year ended Dec. 31, 1998.** - 1998.
Contents: contains financial statements prepared by KPMG Peat Marwick Thorne. Loose material.
- File 82 **Financial statements of the Kitchener and Waterloo Community Foundation, year ended Dec. 31, 1999.** - 1999.
Contents: contains financial statements prepared by KPMG Peat Marwick Thorne. Loose material.
- File 83 **Financial statements of the Kitchener and Waterloo Community Foundation, year ended Dec. 31, 2001.** - 2001.
Contents: contains financial statements prepared by KPMG Peat Marwick Thorne. Loose material.

Series 8 : George Cluthé Files

- George Cluthé Files.** - 1973-1996.
Series consists of material relating to the management of the George Cluthé Foundation. The George Cluthé Foundation, currently a fund managed by KWCF, was founded Oct. 8, 1974 by George Joseph Cluthé. Includes records pertaining to the incorporation of the Foundation and its charitable status, the Foundation's seal, by-laws, lists of directors, lists of members, accounts, minutes, correspondence, donation requests, tax records, bank statements, and receipts.
Part of the series is restricted.

- File 84 **The George Cluthé Foundation : # 288581.** - 1974-1994.
*Contents: contains material relating to the George Cluthé Foundation. Includes notification of registration as a charitable organization, articles of incorporation, forms for the Corporations Information Act, photocopies of "Letters patent" incorporating the George Cluthé Foundation, copies of the Foundation's seal, by-laws relating to the George Cluthé Foundation, Beate Cluthé resignation from position as director, list of directors with date elected and date retired up to 1991, register listing members of the organization, minutes of the directors meetings, direction from George Cluthé in event of his death, and name change papers for Beate Cluthé (née Guttman).
Originally in a binder.*
- File 85 **George Cluthé Foundation, 1985-1996.** - 1985-1996.
*Contents: contains material relating to the George Cluthé Foundation. Includes official receipts, tax return information, correspondence to the Foundation, portfolio summaries, bank account statements, minutes of the annual meeting of the George Cluthé Foundation, processed cheques, and records of cheques written.
Loose material. From box labelled "Cluthé Foundation : 1989, 1995, 1996".*
- File 86 **George Cluthé Foundation, 1995.** - 1995-1996.
*Contents: contains material relating to the George Cluthé Foundation. Includes a certificate of appreciation from the Alzheimer Association of Ontario, correspondence to the George Cluthé Foundation, processed cheques and records of cheques written by the Foundation, portfolio summaries, financial statements, invoices, balance sheets, official receipts, and bank account statements.
From box labelled "Cluthé Foundation : 1989, 1995, 1996".
Restricted? Contains bank account information.*
- File 87 **George Cluthé Foundation : bank statements.** - 1974-1984.
*Contents: contains material relating to the George Cluthé Foundation. Includes bank account book, bank account statements, processed cheques, and correspondence to the George Cluthé Foundation.
Restricted? Contains bank account information.*
- File 88 **George Cluthé Foundation : donation requests, 1995.** - 1973-1996.
*Contents: contains material relating to the George Cluthé Foundation. Includes requests for funds addressed to George Cluthé from the Alzheimer Association of Ontario, St. Mary's General Hospital Foundation, the Heart & Stroke Foundation, and the Hospital for Sick Children Foundation.
Note on folder : "Cluthé sale spares".*
- File 89 **George Cluthé Foundation : receipts, 1987.** - 1981-1988.
Contents: contains material relating to the George Cluthé Foundation. Includes official tax receipts, correspondence to the Foundation, brochures, requests for donations, and income tax information.
- File 90 **George Cluthé Foundation : receipts 1988.** - 1984-1989.
Contents: contains material relating to the George Cluthé Foundation. Includes correspondence to the George Cluthé Foundation, financial statements, an information circular on registered charities, official tax receipts, requests for donations, and brochures.
- File 91 **George Cluthé Foundation to 1991 (1985-1991).** - 1974-1991.
*Contents: contains material relating to the George Cluthé Foundation. Includes financial information and information concerning the disbursements of funds. Includes used cheque book with a record of cheques written, correspondence to the George Cluthé Foundation, current account cheques, statements of investment income, financial statements, Canada Treasury Bills statements, tax return papers, notes, official tax receipts, requests for donations, balance sheets, processed cheques, and bank account statements.
Originally in a box.
Restricted? Contains bank account numbers.*

- File 92 **Miscellaneous [loose papers].** - 1973-1996.
Contents: contains material relating mainly to the George Cluthé Foundation. Includes Proceedings of the Standing Committee on Regulations and Private Bills from the Legislative Assembly of Ontario regarding the "Kitchener-Waterloo Foundation Act", requests for donations, portfolio summary, Revenue Canada Customs and Excise booklet, income tax "return of information" forms, correspondence to and from George Cluthé, carbon copies of name change documents for Beate Elisabeth Cluthé (née Guttman), financial statements, statement of investment income, lists of donations made to various charities, Bank of Nova Scotia bank book (with account number), photocopied articles, invoices, Codicil to the Last Will and Testament of George Cluthé, Department of National Revenue information circular on charitable organizations, an agreement regarding the directors of the George Cluthé Foundation, notification of registration with the Department of Revenue and Taxation, official receipts for tax purposes, brochures, and void cheques.
Restricted? Contains personal and financial information.
- File 93 **Miscellaneous [loose papers].** - 1974-1985.
Contents: contains material relating to the George Cluthé Foundation. Includes correspondence to and from George Cluthé, official receipts from donations, financial statements, Revenue Canada "Registered charities public information return", newspaper clippings, notice of designation as a charitable organization, balance sheets, investment balance updates, certificates of deposits into bank account, notes, definitions of charities, and a survey questionnaire from Revenue Canada.
- File 94 **Miscellaneous [loose papers].** - 1984-1994.
Contents: contains material relating to the George Cluthé Foundation. Includes correspondence to George Cluthé, official tax receipt, request for donation, and records of cheques written.

Series 9 : Executive Director's Files : Board of Directors

- Executive Director's Files : Board of Directors.** - 1985-2000.
Series consists of the Executive Director's material relating to Board of Directors meetings and general Board information. Includes lists of Board and committee members, correspondence, agendas, minutes, memoranda, accounts, donation lists, and general records relating to the organization of non-profit boards of directors. The majority of records between 1988-1997 were distributed by Executive Director Jane Humphries.
Part of the series is restricted.
- File 95 **Board members and committee lists.** - 1985-1995.
Contents: Executive Director's file relating to KWCF Board of Directors membership from 1985 to 1998. Includes lists of Board and committee members and copies of "thank-you" form letters signed by the President.
- File 96 **Board of Directors : general.** - 1988-1997.
Contents: Executive Director's (Jane Humphries) file relating to KWCF Board of Directors membership and meetings. Includes primarily form letter copies re confirmation of membership on the Board and some correspondence to the Foundation, lists of meeting dates, and memoranda.
- File 97a **Board of Directors meetings, 1991-1994 (file 1 of 2).** - 1991-1994.
Contents: contains agendas, minutes of and supporting documents for Board of Director's meetings, distributed by Jane Humphries.
Restricted? Contains names of donors with amount pledged, estate account numbers, minutes marked "confidential" and a letter marked "personal and confidential".
- File 97b **Board of Directors meetings, 1991-1994 (file 2 of 2).** - 1991-1994.
- File 98 **Board of Directors' meetings, 1994-1995.** - 1994-1995.
Contents: contains agendas, minutes of and supporting documents for Board of Director's meetings, distributed by Jane Humphries.
- File 99 **Board of Directors' meetings : 1996 [untitled folder].** - 1996.
Contents: contains agendas, minutes of and supporting documents for Board of Director's meetings, distributed by Jane Humphries.
Restricted? Contains names of donors and amount donated.
- File 100 **Board of Directors' meetings : 1997.** - 1996-1997.
Contents: contains agendas, minutes of and supporting documents for Board of Director's meetings, distributed by Jane Humphries.
Yellow tab file.
Restricted? Includes names of donors with amounts donated.

File 101 **Board retreat : February 18, 1992.** - 1991-1993.
Contents: contains material relating to Community Foundation planning, specifically a retreat held "to establish priorities for action over the next three years." Includes minutes, an on-site consulting report done by Linda Weinstein, Rochester Area Foundation N.Y., Feb. 13-15, 1992 and a follow-up meeting held Nov. 6, 1992. Includes a retreat agenda, retreat notes, and supporting documents.

File 102 **General Board information.** - 1997-2000.
Contents: contains material relating to non-profit boards of directors in general: includes information about how boards work, how to evaluate effectiveness, developing job descriptions, recruitment, etc. Includes reports, photocopied articles, emails, newsletters, summary of a seminar on "Board members and their CEOs," and a workbook on board development.
Black folder with yellow tab: Rosemary Smith File?

Series 10 : Executive Director's Files

Executive Director's Files. - 1984-2001.
Series consists of material relating to the responsibilities of the Executive Director. Includes budgets, accounts, memoranda, Fall Update newsletters, correspondence, subscription forms, information requests, job descriptions, letters of appreciation, promotional material, exhibit material, reports, news releases, lists of award winners, records of donations, committee records, focus group records, fundraising event records, Gala Dinner records, town meeting records, speeches, newspaper clippings, invitations, television and video scripts, and records of the launching luncheon.
Records relating to the Kitchener and Waterloo Community Foundation's relationship with the Canadian Centre for Philanthropy, Centre In The Square, Community Foundations of Canada, Ernst & Young, Estate Planning Council, K-W Symphony Concert, Waterloo Law Association, Waterloo-Wellington Fund Raising Executives, and Leadership Waterloo Region are also included.
Part of the series is restricted.

File 103 **Award : Alastair Gamble selection.** - 1996-1998.
Contents: contains material relating to the presentation of the Community Foundations of Canada Alastair Gamble Memorial Award to the Kitchener and Waterloo Community Foundation in 1996, the first year the award was given. Includes booklets, correspondence to and from the Foundation, photocopied cheques, a completed Award application, photocopied articles, memoranda, 1998 submissions from other community foundations.

File 104 **Award for the Kitchener and Waterloo Community Foundation's Annual Report : Council on Foundations.** - 1998.
Contents: contains material relating to the Wilmer Shields Rich Awards Program for Excellence in Communications for Annual Reports. The Foundation was awarded a "Bronze" in the Annual Reports category. Includes correspondence to the Foundation, a list of Annual Report award winners, memoranda, news release, and a booklet listing the 1998 award winners.

File 105 **Budgets.** - 1986-2000.
Contents: contains material relating to the Kitchener and Waterloo Community Foundation budget. Includes notes, operating budgets, memoranda, draft budgets, cash flow charts, and audited financial statements.
Some material in this file is marked "file copy." However, contents chronologically sporadic -- 1986, 1989/90, 1995, 2000.

File 106 **Budgets : cash flow, etc.** - 1985-1991.
Contents: contains material relating to the Kitchener and Waterloo Community Foundation budget. Includes cash flow charts, annual cash flow plans, lists of grants, financial highlights and summaries, notes, financial reports, agenda, draft cash flow charts and cash summaries.

File 107a **Canadian Centre for Philanthropy, 1984-1996 (file 1 of 2).** - 1984-1993.
Contents: contains material relating to the Canadian Centre for Philanthropy. Includes correspondence, memoranda and information received as mailouts from the Centre to its members. Includes brochures, ephemera, newsletters, memoranda, photocopied articles, draft entries for the Canadian Directory to Foundations, information regarding the Canadian Centre for Philanthropy Employee Benefit Program for members, and notes.
Originally in an envelope.
Restricted? One letter is marked "private and confidential".

- File 107b **Canadian Centre for Philanthropy, 1984-1996, (file 2 of 2).** - 1993-1998.
Contents: contains material relating to the Canadian Centre for Philanthropy. Includes memoranda, Kitchener and Waterloo Community Foundation registration information, photocopied articles, correspondence to and from the Foundation, foundation questionnaire, summary of the Canadian Centre for Philanthropy's Policy on Dissemination of Information, and brochures.
- File 108 **Centre In The Square.** - 2000.
Contents: contains material relating to the KWCF's response (unsuccessful) to a Centre in the Square RFP for an Investment Advisor. Includes correspondence to and from the Kitchener and Waterloo Community Foundation.
- File 109 **Communications working file.** - 1996-1997.
*Contents: material relating to communications vehicles for Foundations, such as annual reports and Town meetings. Includes photocopies of presentation at a CFC workshop and a list of elements of the KWCF "Town Meeting."
 Originally in an envelope.*
- File 110 **Community Foundations of Canada application to Trillium.** - 1999-2000.
Contents: contains material relating to an application that the Community Foundations of Canada submitted to the Trillium Foundation on behalf of its Ontario members. KWCF Executive Director Jane Humphries was the Ontario Regional Coordinator. Includes memoranda, and information about the application.
- File 111a **Community Foundations of Canada : minutes and information bulletins (file 1 of 2).** - 1994-2000.
Contents: information binder maintained by KWCF, divided in sections: Tips and Tools; C.F. of C. Info Bulletin; Crown Agency Foundations; C.F. of C. Board Minutes; '95 McConnell Foundation Report; TAP [Technical and Professional Assistance Program] Evaluation; Minutes [of the Program Development Committee].
- File 111b **Community Foundations of Canada : minutes and information bulletins (file 2 of 2).** - 1994-2000.
- File 112 **Donations : stocks.** - 1997-1999.
Contents: information file belonging to the Executive Director (Jane Humphries) containing material relating to gifts of securities. Includes correspondence to the Kitchener and Waterloo Community Foundation, photocopied articles, newspaper clippings, notes on donating personally owned securities, and a bulletin on the Income Tax Act.
- File 113 **Donations : tax, disbursement, benefits.** - 1994-1997.
Contents: contains material relating to donations. Includes photocopied articles regarding donations and donation rules, disbursement rules for Canadian foundations, memoranda, and notes.
- File 114a **Donors : operating support (history) (file 1 of 2).** - 1984-1994.
*Contents: contains material relating to funds donated by corporations. Includes information about a "mini campaign" held in 1993 to raise funds "from the corporate sector to offset operating costs of the Foundation." Includes correspondence to and from the Kitchener and Waterloo Community Foundation regarding contributions, form letters, a list of prospect companies for operating support, memoranda, a list of operating fund pledges, notes, a list of Operating Support Sub-Committee members, minutes, operating expenses, and a certificate for a plot at Memory Gardens [estate of S. Mann, misfiled?].
 Restricted? Contains personal information.*
- File 114b **Donors : operating support (history) (file 2 of 2).** - 1984-1994.
Restricted? Contains personal information.
- File 115 **Donors : prospects.** - 1987-1998.
*Contents: contains material relating to potential donors. Includes correspondence to and from the Kitchener and Waterloo Community Foundation, donation cards, newspaper clipping, notes, etc.
 Restricted? Contains personal information.*
- File 116 **Ernst & Young.** - 1994-1998.
*Contents: contains material relating to accounting issues, including unitization. Includes correspondence to and from the Kitchener and Waterloo Community Foundation, job description for a volunteer accounting position and resumé.
 Restricted? One letter marked "private and confidential".*

- File 117 **Estate Planning Council.** - 1996-1998.
Contents: contains material relating to distribution of the KWCF's "Professional Advisor's Kit" to members of the Estate Planning Council, following presentations by the KWCF. Includes correspondence and mailing lists.
- File 118 **Executive Committee meetings to June 1996.** - 1994-1996.
Contents: contains Executive Director's copies of minutes of meetings of the Executive Committee.
- File 119 **Fall Update, 1991.** - 1990-1991.
Contents: working file belonging to Jane Humphries. Contains material relating to the Kitchener and Waterloo Community Foundation "Fall Update" newsletter. Includes a copy of the 1991 and 1990 "Fall Update," proofs and draft articles, a copy of the 1990 annual report, notes, suggestions for format and content of the 1991 newsletter, and a letter from the Hamilton Foundation.
- File 120 **Fall Update, 1992.** - 1991-1992. - 4 photographs : col. ; 10 x 15 cm.
Contents: working file belonging to Jane Humphries. Contains material relating to the Kitchener and Waterloo Community Foundation "Fall Update" newsletter. Includes copies of the 1991 and 1992 "Fall Update," layout notes, newsletter drafts and proofs, United Way newsletters for 1992, copies of the 1991 annual report, and four snapshots of the Waterloo Concert Band.

Subject: Waterloo Concert Band - Ontario - Kitchener; Canada Day 125th Anniversary - Ontario - Kitchener
- File 121 **Fall Update, 1993.** - 1992-1993.
Contents: working file belonging to Jane Humphries. Contains material relating to the Kitchener and Waterloo Community Foundation "Fall Update" newsletter. Includes a work schedule, canvasser list, canvasser letters by category, names and addresses of potential donors, a copy of the 1993 "Fall Update," proofs for the newsletter, drafts of articles, notes, suggested story ideas, copies of the 1992 "Fall Update," brochures, and a list of operating support pledges.
Restricted? Contains names and addresses of past and potential donors.
- File 122 **Fall Update, 1994.** - 1994.
Contents: working file belonging to Jane Humphries. Contains material relating to the Kitchener and Waterloo Community Foundation "Fall Update" newsletter. Includes memoranda, canvasser lists for 1994, work schedule for 1994 "Fall Update," notes, copies of the 1994 "Fall Update," canvasser letters to potential and past donors, newsletter proofs, and draft letters.
Restricted? Contains names and addresses of past and potential donors.
- File 123a **Fall Update, 1995 (file 1 of 2).** - 1995.
Contents: working file belonging to Jane Humphries. Contains material relating to production and distribution of the "Fall Update" newsletter. Includes copies of the 1995 "Fall Update," drafts of the newsletter, canvasser letters, proofs and outline of the newsletter, draft articles, correspondence from Kitchener and Waterloo Community Foundation, canvasser lists with addresses of potential and past donors, brochures, community program information, and a work schedule for the 1995 "Fall Update."
Restricted? Contains names, addresses, and amounts given by previous donors.
- File 123b **Fall Update, 1995 (file 2 of 2).** - 1995.
- File 124a **Fall Update, 1996 (file 1 of 2).** - 1995-1996.
Contents: working file belonging to Jane Humphries. Contains material relating to the Kitchener and Waterloo Community Foundation "Fall Update" newsletter. Includes copies of the 1995 and 1996 "Fall Update," work schedules for the 1996 and 1997 "Fall Update" and canvasser letters, correspondence to and from the Foundation, proofs of the newsletter, drafts of stories and suggested layout of the newsletter, invitation to the President's Reception, canvasser lists with names and addresses of past and potential donors, and notes.
Restricted? Contains personal information about donors, including pledge amounts
- File 124b **Fall Update, 1996 (file 2 of 2).** - 1995-1996.
- File 125 **Fall Update, 1997.** - 1997.
Contents: working file belonging to Jane Humphries. Contains fund-raising "canvasser" form letters in nine donor categories to be mailed with copies of the KWCF "Fall Update" newsletter attached.
Restricted? Letters are to individuals with information about their donation status.

- File 126 **Focus groups.** - 1992-1993.
Contents: contains material relating to focus groups held Dec. 1992 to Feb. 1993 to obtain input on "future planning and feedback on the Foundation's role from donors and friends of the Foundation." Includes discussion summaries, notes on the focus group luncheon, memoranda, a donor group discussion summary (with names of donor participants), and notes from the Board Retreat.
Restricted? Contains names of donors who participated in the focus groups.
- File 127 **Form of subscription.** - 1984-1989.
Contents: contains original signed forms subscribing money to the Foundation.
Restricted? Contains personal information.
- File 128 **Fundraising : 10th Anniversary Council.** - 1994.
Contents: contains material relating to the Kitchener and Waterloo Community Foundation 10th Anniversary Gala Dinner held June 1, 1994. Includes a program for the celebration, correspondence to and from the Foundation, Gala Dinner seating plan, Gala Dinner invitations, a Mayoral Proclamation to declare June 4th, 1994 as "Community Foundation Week," and minutes of the 10th Anniversary Council meeting. Includes a note inside the folder, "please refer to 10th Anniversary binder, located in Executive Director's bookcase."
- File 129 **Fundraising : 1986-1989.** - 1986-1989.
Contents: contains material relating to fundraising. Includes copies of fundraising form letters sent to individuals, internal list of donors to June 30, 1986, a list of pledges and potential donations from September to December 31, 1987, memoranda, draft form letters, and notes.
Restricted? Contains personal information regarding donations.
- File 130a **Fundraising : 1990 campaign contact lists (file 1 of 2).** - 1986-1990.
Contents: contains material relating to a 1990 fundraising campaign to increase capital. Includes notes, overhead transparencies for canvasser training, lists of contacts, donor correspondence, canvasser recruitment information, fundraising audio-visual script, and canvasser contact lists.
- File 130b **Fundraising : 1990 campaign contact lists (file 2 of 2).** - 1986-1990.
Contents: contains material relating to fundraising. Includes notes, presentation transparencies, lists of contacts, a donor recognition list for the K-W Symphony, brochures, correspondence to and from the Kitchener and Waterloo Community Foundation, a list of contributions received by United Way for January 17, 1989, notes, canvasser recruitment information, projected fund growth, fundraising audio-visual script, and canvasser lists.
Restricted? Contains personal information.
- File 131 **Fundraising Committee, 1989-1995.** - 1986-1996.
Contents: contains material relating to the Fundraising Committee. Includes agenda, minutes, supporting documents, correspondence and membership information. Includes an inserted files: "DEW's Fundraising, 1986-1991," containing copies of letters for bulk mailings and lists of contributions by canvasser.
Restricted? Contains names of donors with addresses and amounts donated.
- File 132 **Fundraising mailing lists : W.A. Bean.** - 1984-1991.
Contents: contains material relating to Walter Bean's role in fundraising for the Foundation. Includes correspondence to and from him, form letters sent out over his signature, Fund Raising Committee material, targets of the Committee, canvasser lists, donor lists, contact lists and notes.
Restricted? Some letters are labeled "personal and confidential", and personal information regarding donors is included.
- File 133 **Gala Dinner.** - 1994.
Contents: working file relating to the Kitchener and Waterloo Community Foundation 10th Anniversary Gala Dinner. Includes invitations to the 1994 Town Meeting, Gala invitations and tickets, invitations and programs, form letters, seating plans, canvassing mailing lists, and a Gala guest list.
Restricted? Contains names and addresses of potential and past donors.

- File 134a **Grand River Project Committee (file 1 of 2).** - 1994-1999.
Contents: contains material relating to the Grand River Project Committee. Includes a news release, a miniature canoe paddle, memoranda, correspondence to and from the Kitchener and Waterloo Community Foundation, a newspaper clipping, Walter Bean Grand River Trail Project business plan and "Peterson Report" summary, agenda and minutes of meetings, newsletters, maps, committee member list, Council recommendations regarding the Grand River Corridor Conservation Plan, overview of the Grand River Project, official receipt from the City of Kitchener, summary and recommendations for future proposals for the Grand River Corridor, and lists of Grand River Trail access nodes and trail segments.
A note on the file indicates that it has been arranged chronologically from Nov. 1999 backwards to 1994.
Restricted? Contains personal information about donors and correspondence labeled "confidential".
- File 134b **Grand River Project Committee (file 2 of 2).** - 1994-1999.
- File 135 **Information requests.** - 1986-1999.
Contents: contains material relating to requests for information about the Kitchener and Waterloo Community Foundation. Includes directory update information for several directories, surveys and questionnaires, memoranda and correspondence to and from the Foundation.
- File 136 **Job description.** - 1995-1998.
Contents: contains material relating to job descriptions for the Foundation. Includes an administrative assistant job description, a list of roles and responsibilities for regional centres, position descriptions for the Hamilton Community Foundation, a summer student job description for the Kitchener and Waterloo Community Foundation, and a resumé of an applicant for the summer student job.
Restricted? Contains personal information.
- File 137 **K-W Symphony Concert : sponsored.** - 1991-1992.
Contents: contains material relating to the Foundation's involvement with the K-W Symphony. Includes correspondence to and from the Foundation, photocopied articles, programmes, and brochures.
- File 138 **Kierstead's Canada : Waterloo Inn.** - 1994.
Contents: contains material relating to a fundraising event for the Foundation, an art exhibit of the work of James Lorimer Kierstead held at the Waterloo Inn, April 5, 1994. Includes correspondence to and from the Foundation, a reception distribution list, an invitation, and a draft advertisement and invitation.
- File 139 **Kitchener and Waterloo Community Foundation : operating endowment fund.** - 1996-1999.
Contents: contains material relating to the operating endowment fund. Includes minutes of the Operating Endowment Committee, correspondence to and from the Foundation, and a list of operating support pledges from local companies.
Restricted? Contains information about company donations.
- File 140a **Kitchener and Waterloo Community Foundation : planned giving (file 1 of 3).** - 1992-1996.
Contents: Executive Director's binder containing general information about planned giving, arranged in categories: KWCF Agency Endowment; Managing Endowments; Advantages of Community Foundations; Professional Advisor Marketing; Planned Giving; Fundraising; Other Community Foundations; Annuities/trusts; Life Insurance; Estate Planning; Wills/Bequests; Revenue Canada; Income Tax Act. Includes ephemera, articles, presentations, newsletters, etc.
Originally in a binder.
- File 140b **Kitchener and Waterloo Community Foundation : planned giving (file 2 of 3).** - 1992-1996.
Originally in a binder.
- File 140c **Kitchener and Waterloo Community Foundation : planned giving (file 3 of 3).** - 1992-1996.
Originally in a binder.

- File 141 **Launching luncheon.** - 1984.
Contents: contains material relating to the launching luncheon of the Kitchener and Waterloo Community Foundation, held Oct. 16, 1984. Includes correspondence to and from the Foundation, transcripts of speeches given at the luncheon, preliminary guest list, pamphlets, minutes of the Promotion and Public Relations Committee, photocopied articles, memoranda, original drafts of a report on the concept and objectives of the Foundation, and agenda. Includes text of a speech by J. Alleyn Taylor.
- File 142 **Leadership Waterloo Region.** - 1999-2000.
Contents: contains material relating to the planning for and development of a program called Leadership Waterloo Region, in which the KWCF was a founding partner. This file contains correspondence, concept documents, committee lists, agenda, memoranda, funding application, curriculum vitae of Anne Lavender, and a guide to community leadership programs in Canada.
Restricted? Contains personal information.
- File 143 **Letters of appreciation.** - 1984-1995.
Contents: contains correspondence to and from the Kitchener and Waterloo Community Foundation. Includes correspondence from John English, M.P., correspondence from the House of Commons, and newspaper clippings.
- File 144 **Local television promotion of Foundation.** - 1986-1987.
Contents: contains material relating to the promotion of the Foundation on cable television. Includes correspondence to and from the Foundation, lists, notes, draft scripts, ephemera.
- File 145 **Miscellaneous.** - 1995-1998.
Contents: Executive Director's (Jane Humphries) working file relating to the KWCF Foundation vision and mission statements, strategic planning, goals and objectives.
- File 146 **Nevada ticket sales : licence.** - 1994-2000.
Contents: contains material relating to Nevada ticket sales. Includes invoices, notes, photocopies and original copies of lottery licences, lottery report forms for the City of Waterloo, correspondence to and from the Foundation, break open ticket lottery reports, and memoranda.
- File 147 **Nevada ticket sales : reports.** - 1993-2000.
Contents: contains material relating to Nevada lottery ticket sales. Includes Nevada break open ticket lottery report worksheets, balance sheets, invoices, photocopied cheques, City of Waterloo analysis of break open tickets, photocopies and original copies of lottery licences, correspondence to the Foundation, memoranda, notes, completed Nevada ticket permission form.
Restricted? Contains photocopied cheques.
- File 148 **New Year's Eve : Waterloo Inn.** - 1993-1994.
Contents: contains material relating to a New Year's Eve Monte Carlo event held by the Kitchener and Waterloo Community Foundation. Includes legal forms, licenses and invoices.
- File 149 **News releases.** - 1993.
Contents: contains four copies of a news release dated Oct. 4, 1993.
- File 150 **Operating budgets.** - 1991-1997.
Contents: contains material relating to operating budgets. Includes operating budgets, balance sheets, comparative and actual budgets for the operating account, notes, operating fund continuous pledges with names of companies pledging, lists of donations, synopsis of the Hallman Fund, and memoranda.
Restricted? Contains names of donor companies and amount donated.
- File 151 **Operating Committee.** - 1996-1999.
Contents: contains agendas, minutes and supporting documents of the Kitchener and Waterloo Community Foundation Operating Committee.
Restricted? Contains names of donors with amounts donated.

- File 152 **Our Millennium.** - 1999-2001.
Contents: contains material relating to the KWCF involvement in "Our Millennium" National Project. This project was a Community Foundations of Canada initiative, aimed at encouraging groups to make millennium "gifts" to their communities. Includes a report on the project, magazine clippings, memoranda, "Our millennium" Steering Committee minutes, correspondence to and from the Foundation, Steering Committee strategic action plan (April 2000), request for funding, advertising campaign radio scripts, public service announcement print campaign, "Our millennium" update, agenda, terms of reference, newsletters, and photocopied articles. Karin Voisin's file.
- File 153 **Panabaker : dinner.** - 1993.
Contents: contains material relating to a dinner held Nov. 30, 1993 in Past President John Panabaker's honour. Includes dinner programmes, correspondence to and from the Foundation, dinner invitations, and a list of John Panabaker's contributions to the Foundation.
- File 154 **Professional Advisors' Kit.** - 1993-1998.
Contents: Executive Director's (Jane Humphries) working file relating to the development of the "Professional Advisors' Kit" . The kit contains information on how and why to give to the KWCF. As well as a final version of the kit, the file contains working copies, drafts with corrections and additions, ms. notes, correspondence, flyers, and an invitations to the launching of the "Professional Advisors' Kit," Sept. 30, 1993.
- File 155 **Professional Advisors' Kit : Distribution Committee.** - 1993-1998.
Contents: contains material relating to the Professional Advisors' Kit, developed by a subcommittee of the KWCF. Includes memoranda, correspondence in response to requests for information, ephemera, agendas and minutes of the Professional Advisors' Subcommittee.
- File 156 **Promotion and Public Relations Committee.** - 1985-1991, 2000.
Contents: contains material relating to membership in and activities of the Promotion and Public Relations Committee. Includes correspondence , agendas and minutes, membership list, memoranda, press releases, notes, photocopied articles, ephemera, clippings, and transcripts of speeches given by W.A. Bean and Kenneth G. Murray.
- File 157 **Public Trustee.** - 1986-1998.
Contents: contains material relating to the Ontario Ministry of the Attorney General, Office of the Public Trustee, Charities Division. Includes correspondence to and from the Foundation, photocopied articles, lists of Board of Directors, and notes.
- File 158 **Rogers video of Kitchener and Waterloo Community Foundation, 1994.** - 1994-1995.
Contents: contains material relating to a promotional video made for the Rogers Community cable television station. Includes a list of air times, an outline and script and a list of grant recipients highlighted in the Rogers Cable show.
- File 159 **Rogers video update.** - 1985-1987.
Contents: contains material relating to the Rogers Community cable television program on the Foundation, first made in 1985 and updated in 1987. Includes scripts, correspondence, ephemera, notes and minutes.
- File 160 **Rotary Charities "pooled resources" office building.** - 1996-1997.
Contents: contains material relating to a proposed shared office building with other charities. Includes correspondence to and from the Foundation, an invitation to a community information centre, photocopied articles, brochures, agenda, and memoranda.
- File 161 **Social Planning Council : Consortium.** - 1993.
Contents: contains material relating to a meeting held to form a non-profit consortium of charitable groups for purchasing supplies.
- File 162 **Spending policy : Kitchener and Waterloo Community Foundation.** - 1994-1997.
Contents: contains material relating to other community foundations' spending, capital, and administrative policies. Includes responses to a survey sent out by the KWCF.
- File 163 **Strategic Plan, 1996.** - 1992-1999.
Contents: contains material relating to strategic planning sessions held in 1991/92, 1995/96 and March 1999. Includes materials prepared and distributed, reports, correspondence, minutes and agendas. Includes a strategic planning workbook prepared for the March 1999 Board Retreat.
- File 164 **Strategic planning package.** - 1999-2000.
Contents: contains material relating to a strategic planning presentation. Includes presentation notes, a copy of the 1999-2000 Strategic Plan for the Winnipeg Foundation and overhead transparencies for the presentation.

- File 165 **Town Meeting, 1989-1991.** - 1989-1991.
Contents: working file relating to the Kitchener and Waterloo Community Foundation Town Meetings. Includes invitations to the 1989, 1990 and 1991 Town Meetings, correspondence to and from the Foundation, correspondence from M.P.P. Will Ferguson, transcript of remarks from the 1990 and 1991 Town Meetings, press releases, photocopied articles, list of grants presented at the 1989 and 1991 Town Meetings, invoices, a copy of the 1989 "Fall Update," notes, and newspaper clippings.
- File 166 **Town Meeting, 1992.** - 1992. - 38 photographs : col. ; 10 x15 cm. - 39 negatives : col. ; 35mm.
Contents: working file relating to the Kitchener and Waterloo Community Foundation Town Meetings. Includes invitations, the 1991 annual report, agenda, newspaper clippings, news releases, memoranda, correspondence from the Foundation, photocopied articles, notes, remarks from the Town Meeting, list of grants given for 1992, and invoices.

Subject: Kitchener and Waterloo Community Foundation - Meetings - Ontario - Kitchener
- File 167 **Town Meeting, 1993.** - 1991-1994. - 23 photographs : b&w. ; 9 x 12 cm. - 23 negatives : b&w. ; 35mm.
Contents: working file relating to the Kitchener and Waterloo Community Foundation Town Meetings. Includes press releases, agendas, receipts, invitations, correspondence to and from the Foundation, photocopied articles, copy of the 1991 and 1992 annual reports, copy of the 1992 "Fall Update," notes, invoices, copies of remarks and addresses, list of grants awarded, minutes, and a list of attendees.

Subject: Kitchener and Waterloo Community Foundation - Meetings - Ontario - Kitchener
- File 168a **Town Meeting, 1994 and 10th Anniversary Gala (file 1 of 3).** - 1994.
*Contents: contains material relating to the 10th Anniversary of the Kitchener and Waterloo Foundation and the Foundation's Town Meetings, originally housed in binder, divided into categories: To do; 10th Anniversary Council; Media; Invitations; Gala Dinner; Entertainment; Thank-You's; Town Meeting; A.V. Script; Cable T.V. Show; Printing; Other 10th Celebrations. Includes correspondence, minutes, ephemera, clippings, news releases and working papers, including notes and draft scripts.
Originally in a binder belonging to Jane Humphries.*
- File 168b **Town Meeting, 1994 and 10th Anniversary Gala (file 2 of 3).** - 1994.
- File 168c **Town Meeting, 1994 and 10th Anniversary Gala (file 3 of 3).** - 1994.
- File 169 **Town Meeting, 1995.** - 1995.
*Contents: working file relating to the Kitchener and Waterloo Community Foundation Town Meeting for 1995. Includes invitations, memoranda, agenda, transcript of President's remarks, speech by Peter C. Maurice, press releases, photocopied articles, script for slide presentation, media information, advertisement for the Town Meeting, correspondence from the Foundation, names of attendees at the meeting, canvasser list of names of donors with amount donated, list of grants awarded by the Foundation in 1994, invoices, and a list of operating support companies.
Restricted? Contains donor names, addresses, and amounts donated.*
- File 170 **Town Meeting, 1996.** - 1996.
*Contents: working file relating to the Kitchener and Waterloo Community Foundation Town Meeting for 1996. Includes invitations to the meeting, a list of companies receiving certificates of appreciation at the meeting, text of speech by Ronald G. Gage, press releases, agenda, list of funds established, correspondence to and from the Foundation, newspaper clippings, memoranda, names of attendees at the meeting, copies of the 1996 Town Meeting presentation script and President's remarks, and canvasser lists with names of donors and pledge amounts recorded.
Restricted? Contains donor names, addresses, and amount donated.*
- File 171 **Town Meeting, 1997.** - 1997.
*Contents: working file relating to the Kitchener and Waterloo Community Foundation Town Meeting for 1997. Includes invitations to the meeting, form letters, copies of thank-you's to Town Meeting sponsors, Town Meeting working agenda, photocopied articles, Town Meeting presentation script, transcript of remarks by Ken Murray, news releases, invoices, and notes.
Restricted? Includes names of companies who have donated to the Foundation.*

File 172 **Travelling exhibit and video : International Plowing Match.** - 1995.
Contents: working file relating to a travelling exhibit put on by the Kitchener and Waterloo Community Foundation at the International Plowing Match. Includes photocopies of slides: a list of companies who donated operating support to the Foundation, portraits of KCF personnel and committee members, Directors, Presidents, etc., correspondence regarding printing services, media publicity information, and draft storyboards.

File 173 **Unitization : Kitchener and Waterloo Community Foundation funds.** - 1992-1999.
Contents: Executive Director's (Jane Humphries) file of material relating to the unitization of funds. Includes balance sheets, unitization information reports, capital and income allocations, investment fund statements, notes, notes of meetings, correspondence to and from the Foundation, operating account statements, memoranda, allocation of expenses, "Report on fund unitization system," and examples of unitization from other community foundations.
Restricted? Contains names of donors.

File 174 **Waterloo Law Association.** - 1992-1993.
Contents: contains material relating to a promotional article, "A charitable alternative," for the the Waterloo Law Association Newsletter, vol. 5, no. 1, 1993. Includes notes, correspondence, draft and copies of the newsletter.

File 175 **Waterloo-Wellington Fund Raising Executives, 1997.** - 1997-2000.
Contents: contains material relating to the Waterloo Wellington Fund Raising Executives for which Karin Voisin was a Board member and program chair. Includes information about presentations and programs, board agendas, minutes and supporting documents, annual reports, bylaws.
Originally in a binder.

Series 11 : Executive Director's Files : Conferences, Seminars, Workshops

Executive Director's Files : Conferences, Seminars, Workshops. - 1992-2001.
Series consists of material relating to conferences, seminars and workshops at which the Executive Director of the Kitchener and Waterloo Community Foundation attended and often presented. Series contains records from events at the Banff Centre for Management, Canadian Association of Gift Planners, Community Foundations of Canada, Council of Foundations, Journeys in Charitable Giving and Social Entrepreneurship presentation sponsored by the Notre Dame Child and Family Institute in St. Agatha. Includes conference agendas, lists of conference participants and exhibitors, conference proceedings, Jane Humphries' presentation notes and material, handouts, biographies, correspondence, newsletters, and presentation texts.
Part of the series is restricted.

File 176 **Banff Centre for Management : Planned Giving for Canadian Fundraising Professionals, Barrie, Ont., Oct. 26-30, 1993.** - 1993.
Contents: consists of a photocopy of a conference package with annotations. Includes a list of the Banff Centre Faculty, a list of conference participants, agenda, introduction, assignments and case studies from the conference, and information on : tax aspects; charitable gifts, issues and opportunities; charitable remainder trusts; bequests; life insurance; marketing; planned giving; administration; and ethics and liability issues.
Originally in a binder

File 177 **Canadian Association of Gift Planners : "Catch the Wave", third annual conference, April 24-27, 1996, Vancouver, B.C.** - 1996.
Contents: contains proceedings of a conference on planned giving attended by Jane Humphries. Includes outlines, presentation notes, speaker biographies, and lists of exhibitors and delegates.

File 178a **Canadian Association of Gift Planners : "Field of Dreams," Conference '95, Toronto, Ont., April 20-22, 1995 (file 1 of 2).** - 1995.
Contents: contains material relating to the second annual conference of the Canadian Association of Gift Planners, for which Jane Humphries served as a Mentor. Includes memoranda, correspondence to and from Jane Humphries, list of attending delegates, conference package with notes and correspondence inserted.
Originally in a binder.

File 178b **Canadian Association of Gift Planners : "Field of Dreams," Conference '95, Toronto, Ont., April 20-22, 1995 (file 2 of 2).** - 1995.

- File 179 **Canadian Association of Gift Planners : "From here to eternity," Toronto, Ont., April 10-12, 1994.** - 1994.
*Contents: contains material relating to the Canadian Association of Gift Planners first annual conference, attended by Jane Humphries. Consist of an annotated conference package containing presentaion texts and handouts, advertising, official receipt and confirmation letter, lists of speakers and delegates.
 Originally in a binder.*
- File 180 **Canadian Association of Gift Planners : Round Tables of Waterloo-Wellington, Hamilton and London : "Orchestrating Opportunities : a Gift Planning Symposium," Cambridge, Ont., May 16, 1996.** - 1996.
Contents: contains symposium package for a gift planning symposium attended by Jane Humphries. Includes a program, lists of sponsors, presenters, exhibitors, presentation handouts.
- File 181 **Canadian Association of Gift Planners : Waterloo-Wellington Round Table, "Camp-Plan-a-Gift," Waterloo, Ont., May 13, 1997.** - 1997.
*Contents: contains a package of material provided to attendees at a seminar on gift planning at which Jane Humphries was a presenter. Includes ephemera, receipt, agenda, notes, photocopied articles, handouts, list of speakers, attendance sheet, program, photocopies of overheads, etc.
 Loose material.*
- File 182 **Canadian Association of Gift Planners : Waterloo-Wellington Round Table, Jan. 19, 1994.** - 1997.
*Contents: contains a ts. of a presentation by Jane Humphries to the Canadian Association of Gift Planners, Waterloo-Wellington Round Table, Jan. 19, 1994.
 Loose material.*
- File 183 **Canadian Association of Gift Planners : Waterloo-Wellington Round Table, "Planned giving with Dr. Frank Minton", Waterloo, Ont., May 16, 1995.** - 1995.
*Contents: contains material relating to a seminar on planned giving for which Jane Humphries was the workshop chair. Includes membership information, brochures on the Canadian Association of Gift Planners, agenda, evaluation form, notes, biographical summary of presenter, seminar outline and accompanying materials, and Royal Trust information on planned giving.
 Originally in a binder.*
- File 184 **Community Foundations of Canada : "Building Blocks, Foundations for Vital Communities" : third national conference, Vancouver, B.C., May 19-21, 1994.** - 1994.
*Contents: contains material relating to a conference on community foundations at which Jane Humphries was a workshop presenter. Includes participants lists, memoranda, correspondence to and from the Foundation, registration forms, notes, presentation notes on professional advisors, donors and planned giving, and notes on collaboration in Canadian communities.
 Originally in a binder.*
- File 185 **Community Foundations of Canada : "Celebrating the Common Wealth of Our communities" : fourth national conference, London, Ont., May 23-25, 1996.** - 1996.
Contents: material relating to a conference on community foundations at which Jane Humphries was both a session presenter and moderator. Includes her presentation working notes and drafts "Agency endowment building."
- File 186 **Community Foundations of Canada : "Celebrating the Common Wealth of Our communities" : fourth national conference, London, Ont., May 23-25, 1996 : planning file.** - 1995-1996.
Contents: working file belonging to Jane Humphries who was on the program committee for this conference. Includes a conference registration package, correspondence to the Foundation, memoranda, conference schedule, conference session descriptions, lists of speakers and presenters, form letters, conference program outlines, session overviews, notes, timelines, minutes of the Conference Program Committee, blank session outline sheets, and a conference program.

- File 187a **Community Foundations of Canada : "Community Foundations Stepping Out, Looking Ahead," fifth national conference, Calgary Alta., May 21-24, 1998 (file 1 of 2).**
- 1996-1998.
Contents: Jane Humphries' file on the Community Foundations of Canada Conference held in Calgary, Alberta, May 21-24, 1998. She was a member of the Conference Planning Committee. Includes conference registration packages, program outline and conference program, confirmation receipt, flyers, handouts on community foundations, table of contents, registration forms, evaluation of the conference, correspondence to and from the Kitchener and Waterloo Community Foundation, order form for handouts, participant list, round table list, conference notes, working agenda and action sheet, brochures, memoranda, conference planning meeting notes, proposed budget, speaker criteria, conference evaluation summary, conference terms of reference, proposed conference timeline, and contact people with phone numbers.
- File 187b **Community Foundations of Canada : "Community Foundations Stepping Out, Looking Ahead," fifth national conference, Calgary Alta., May 21-24, 1998 (file 2 of 2).**
- 1996-1998.
- File 188 **Community Foundations of Canada : Community Leadership Workshop, Ottawa, Ont., May 31, 1997 : "Growing to our potential."** - 1997.
Contents: one portfolio of material from a workshop attended by Jane Humphries. Includes presentation outlines and notes, presenter biographies, memoranda, agenda, and participant list.
- File 189 **Community Foundations of Canada : Conference "Positioning for Growth," Calgary, Alberta, May 23, 1998.** - 1998.
Contents: contains material from the Toronto Community Foundation presented at a conference attended by Owen Lackenbauer. Includes a presentation given by Carol Oliver, President and CEO of the Toronto Community Foundation, PowerPoint presentation printouts and reports on the Community Foundation of Greater Toronto, and notes from a presentation on "Growth for rejuvenating and developing community foundations."
Loose material.
Restricted? One report states: "This report is solely for the use of client personnel. No part of it may be circulated, quoted, or reproduced for distribution outside the client organization without prior written approval from McKinsey & Company. This material was used by McKinsey & Company during an oral presentation; it is not a complete record of the discussion."
- File 190 **Community Foundations of Canada : information from peer exchange, 1996.** - 1996-1998.
Contents: contains packages and handouts submitted for circulation among the Community Foundations participating in Peer Exchange meetings in 1996 and 1998. Includes memoranda, newsletters, job descriptions, policies, procedures and strategic plans.
Loose material.
- File 191 **Community Foundations of Canada : Regional Meeting for Ontario and Atlantic Canada, Waterloo, Ont., May 14-15, 1995.** - 1995.
Contents: contains one portfolio of material relating to a meeting attended by Jane Humphries. Includes meeting outlines, memoranda, presentation notes, lists of community foundations, meeting program, registration form, participant lists, and community foundation information sharing.
- File 192a **Council on Foundations : 1997 Fall Conference for Community Foundations, Chicago, Ill., Sept. 7-10, 1997.** - 1997.
Contents: contains conference package or "Resource Book" for the Council on Foundations 1997 Fall Conference for Community Foundations held Sept. 7-10, 1997 in Chicago, Ill. Includes a table of contents, agenda, session summaries and background documents.
Originally maintained in a binder.
- File 192b **Council on Foundations : 1997 Fall Conference for Community Foundations, Chicago, Ill., Sept. 7-10, 1997.** - 1997.
- File 193 **Council on Foundations : Fall Conference for Community Foundations, Los Angeles, Oct. 6-9, 1993.** - 1993.
Contents: contains conference package for a conference attended by Jane Humphries. Includes registration lists, memoranda, report on the conference, registrant profile, conference agenda, guide to exhibits, presentation notes on community foundation issues, and photocopied articles.
Originally in a binder.

- File 194 **Council on Foundations : "Leadership for Changing Times", eleventh annual Fall conference for community foundations, Arlington, Va., Sept. 27-29, 1995.** - 1995.
Contents: contains conference package for a conference attended by Jane Humphries. Includes presenter lists, sample marketing materials, presentation outlines and notes, marketplace guide, list of exhibitors, a self-study guide for Boards of Trustees, information on other community foundations, photocopied articles, advertisements, and a participant directory. Originally in a binder.
Restricted? One article labelled "These materials are not to be distributed, copied, or otherwise used without the express permission of the authors".
- File 195 **Journeys in Charitable Giving, Cambridge, Ont., Dec. 8, 2000.** - 2000.
Contents: contains conference package (proceedings) for a conference put on by the KWCF, the Guelph Community Foundation and the Cambridge and North Dumfries Community Foundation. Includes texts of presentations. Originally in a binder.
- File 196a **Journeys in Charitable Giving, Cambridge, Ont., Dec. 8, 2000 : professional advisor's information (file 1 of 3).** - 1992-2001.
Contents: contains material relating to the Kitchener and Waterloo Community Foundation's involvement in the "Journeys in Charitable Giving" workshop for professional advisors held in Cambridge, Ont., Dec. 8, 2000. Includes printouts of PowerPoint presentation slides on charitable giving, notes, address labels, a list of professional advisors, newspaper clippings, photocopied articles, correspondence to and from the Foundation, a list of firms to be contacted, promotional material on ways of giving to the Foundation through financial advisors, emails, forms and workshop handouts, and workshop package for a similar workshop given by the Community Foundation of Ottawa-Carleton in 1999, "Adventures in Charitable Giving."
- File 196b **Journeys in Charitable Giving, Cambridge, Ont., Dec. 8, 2000 : professional advisor's information (file 2 of 3).** - 1992-2001.
- File 196c **Journeys in Charitable Giving, Cambridge, Ont., Dec. 8, 2000 : professional advisor's information (file 3 of 3).** - 1992-2001.
- File 197 **Notre Dame of St. Agatha presents : Social Entrepreneurship, "Thinking the unthinkable" with Jerr Boschee, Kitchener, March 24, 1998.** - 1998.
Contents: portfolio of material relating to a Social Entrepreneurship presentation sponsored by the Notre Dame Child and Family Institute in St. Agatha. Includes presentation outlines and notes.

Series 12 : Presentations and Speeches

- Presentations and Speeches.** - 1984-1986, 1988-1992, 1994-2001, 2003.
Series consists of speeches and presentations pertaining to the Kitchener and Waterloo Community Foundation. The material was presented to the Foundation as well as other organizations. Series includes originals and photocopies of speeches and presentations, draft remarks, correspondence, ephemera, agendas, a newsletter, overheads and transparencies.
- File 198 **1984, speech by J. Allyn Taylor, "Kitchener-Waterloo Foundation," at the Launching Luncheon held Oct. 16, 1984.** - 1984.
Contents: ts. (photocopies). Originally in an envelope.
- File 199 **1985 : speech [by Ken Murray?] to the Rotary Club, Jan. 13, 1986.** - 1986.
Contents: ts. (photocopies).
- File 200 **1985 : speech by Ken Murray to the Rotary Club, March 18, 1985.** - 1985.
Contents: ts. (photocopies, variants.)
- File 201 **1985 : speech by W.A. Bean to the Rotary Club, March 18, 1985.** - 1985.
Contents: ts. (photocopies).
- File 202 **1986 : speech by [?] to the Westmount Rotary Club, Jan. 29, 1986.** - 1986.
Contents: ts. with corrections (photocopies). Originally in an envelope.

- File 203 **1988 : addresses by Ken Murray, President, to the Traditional Waterloo County Dinner held at Bingeman Park, Sept. 15, 1988.** - 1988.
Contents: ts. and ms. draft remarks. Includes President's welcome and Chairman's remarks, both by Ken Murray. Includes ephemera and agenda, list of sponsors.
- File 204 **1989 : speech by Ken Murray, "Comments to be made at the Town Meeting of the Kitchener and Waterloo Community Foundation, Valhalla Inn, Monday, June 26, 1989."** - 1989.
Contents: ts. with corrections (photocopies, variants). Originally in an envelope.
- File 205 **1990 : speech by J.T. Osborne made at the Town Meeting of the Kitchener and Waterloo Community Foundation, May 14, 1990.** - 1990.
Contents: ts. (photocopies). Originally in an envelope.
- File 206 **1991 : speech by J.T. Osborne to Probus Club, Jan. 30, 1991.** - 1991.
Contents: ts. (photocopies). Includes a Probus Club newsletter containing a report of the talk. Originally in an envelope.
- File 207 **1992 : address of the President, John H. Panabaker, to the Kitchener and Waterloo Community Foundation 1992 Town Meeting, June 3, 1992.** - 1992.
Contents: ts. (photocopies). Originally in an envelope.
- File 208 **1994 : address by John H. Panabaker, Past-President, the Kitchener and Waterloo Community Foundation, to the Kitchener-Conestoga Rotary Club, Feb. 11, 1994 : "The foundation of success."** - 1994.
Contents: ts. (photocopies). Originally in an envelope.
- File 209 **1994 : address by [?], to the the Kitchener and Waterloo Community Foundation Town Hall Meeting, May 31, 1994 : "Ten years of giving, 1984-1994."** - 1994.
Contents: ts. (photocopies). Originally in an envelope.
- File 210 **1995 : remarks by Peter C. Maurice to the 1995 Annual Meeting of the Kitchener-Waterloo Community Foundation, June 1, 1995 : "Community Self reliance."** - 1995.
Contents: ts. (photocopies). Originally in an envelope.
- File 211 **1995 : The Kitchener and Waterloo Community Foundation : 1995 Town Meeting presentation.** - 1995.
Contents: ts. (photocopies). Originally in an envelope.
- File 212 **1995 : The Kitchener and Waterloo Community Foundation : "Introductory slide show."** - 1995.
Contents: ts. (photocopies). Note: "Plowing slide script." Originally in an envelope.
- File 213 **1996 : The Kitchener and Waterloo Community Foundation : "Introductory slide presentation."** - 1996.
Contents: ts. (photocopies). On last page: "Prepared by Jane Humphries, Jan. 30, 1996." Originally in an envelope.
- File 214 **1997 : remarks by KMG [Ken Murray] to the KW Community Foundation Town Meeting, June 11, 1997.** - 1997.
Contents: ts. (photocopy). Originally in an envelope.
- File 215 **1998 : presentation by Ken Murray to the KW Community Foundation, Nov. 2, 1998 : "Walter Bean Trail."** - 1998.
Contents: ts. (photocopy, with corrections). Originally in an envelope.

- File 216a **1999 : presentation by David Uffelmann to The Community Foundation of Greater Kingston, March 4-5, 1999 (file 1 of 2).** - 1999.
Contents: contains material relating to a presentation to the Community Foundation of Greater Kingston by David Uffelman, March 4-5, 1999. Includes copies of the presentation text and overheads, notes and correspondence. Originally in an envelope.
- File 216b **1999 : presentation by David Uffelmann to The Community Foundation of Greater Kingston, March 4-5, 1999 (file 2 of 2).** - 1999-2001.
Contents: contains material relating to a presentation to the Community Foundation of Greater Kingston by David Uffelman. Includes presentation transparencies, and outlines. Contains unrelated transparencies from a 2001 presentation. Originally in an envelope.
- File 217 **2000 : presentation by [?] to Kitchener and Waterloo Community Foundation 2000 Town Meeting.** - 2000.
Contents: contains acetate transparencies for a presentation to the 2000 Town Meeting. Originally in an envelope.
- File 218 **2000 : presentation : The Kitchener and Waterloo Community Foundation : "Connections".** - [2000].
Contents: contains photocopies of overheads from a presentation about the Foundation and its work.
- File 219 **2000 : remarks by K.M. Murray to the Guelph Community Foundation Meeting, Nov. 23, 2000.** - 2000.
Contents: ts. (photocopy). Originally in an envelope.
- File 220 **2000 : remarks by KGM [Ken Murray] to the Jaycee Recognition Dinner for Peter Hallman, March 2, 2000.** - 2000.
Contents: ts. (photocopy, with corrections). Originally in an envelope.
- File 221 **2000 : The Kitchener and Waterloo Community Foundation : untitled presentation.** - 2000.
Contents: contains photocopies of overheads from a presentation about the Foundation and its work for 2000-2001. Originally in an envelope.
- File 222 **2001 : remarks by KGM [Ken Murray] to the KW Community Foundation Reception, Westmount Golf Club, Dec. 4, 2001.** - 2001.
Contents: ts. (photocopy). Originally in an envelope.
- File 223 **2003 : presentations to the Kitchener and Waterloo Community Foundation Town Hall Meeting, June 24, 2003.** - 2003.
Contents: bound booklet containing the texts of presentations made at the Town Hall Meeting, June 24, 2003.

Series 13 : Annual Reports

- Annual Reports.** - 1984-2002.
Series consist of the annual reports of the Kitchener and Waterloo Community Foundation.
- File 224 **Annual reports, 1984-2002.** - 1984-2002.
Contents: contains annual reports from 1984-2002.
- File 225 **Annual report, 1984** - 1984.
- File 226 **Annual report, 1985** - 1985.
- File 227 **Annual report, 1986.** - 1986.
- File 228 **Annual report, 1987.** - 1987.
- File 229 **Annual report, 1988.** - 1988.
- File 230 **Annual report, 1989.** - 1989.

- File 231 **Annual report, 1990.** - 1990.
- File 232 **Annual report, 1991.** - 1991.
- File 233 **Annual report, 1992.** - 1992.
- File 234 **Annual report, 1993.** - 1993.
- File 235 **Annual report, 1994.** - 1994.
- File 236 **Annual report, 1995.** - 1995.
- File 237 **Annual report, 1996.** - 1996.
- File 238 **Annual report, 1997.** - 1997.
- File 239 **Annual report, 1998.** - 1998.
- File 240 **Annual report, 1999.** - 1999.
- File 241 **Annual report, 2000.** - 2000.
- File 242 **Annual report, 2001.** - 2001.
- File 243 **Annual report, 2002.** - 2002.

Series 14 : Newsletters

Newsletters. - 1985-2003.

Series consists of the Kitchener and Waterloo Community Foundation's newsletters. The newsletter was published as "Fall Update" between 1985 and 1999. In 2000 the newsletter was renamed "Encounters" and continued to be published annually in the fall.

- File 244 **Fall Update, 1985.** - 1985.
- File 245 **Fall Update, 1986.** - 1986.
- File 246 **Fall Update, 1987.** - 1987.
- File 247 **Fall Update, 1988.** - 1988.
- File 248 **Fall Update, 1989.** - 1989.
- File 249 **Fall Update, 1990.** - 1990.
- File 250 **Fall Update, 1991.** - 1991.
- File 251 **Fall Update, 1992.** - 1992.
- File 252 **Fall Update, 1993.** - 1993.
- File 253 **Fall Update, 1994.** - 1994.
- File 254 **Fall Update, 1995.** - 1995.
- File 255 **Fall Update, 1996.** - 1996.
- File 256 **Fall Update, 1997.** - 1997.
- File 257 **Fall Update, 1998.** - 1998.
- File 258 **Fall Update, 1999.** - 1999.
- File 259 **Encounters, Fall 2000.** - 2000.
- File 260 **Encounters, Fall 2001.** - 2001.
- File 261 **Encounters, Fall 2002.** - 2002.

File 262 **Encounters, Fall 2003.** - 2003.

Series 15 : Promotion, Ephemera

Promotion, Ephemera. - 1994-1995, [1999], [2002]-2003.

Series consists of material relating to the promotion of the Kitchener and Waterloo Community Foundation. Includes samples of the Foundation's logo, correspondence, a presentation printout, a Community Foundations of Canada 1994 annual report, promotional outline, ephemera, and "Our Millennium" project posters.

Series contains oversized material.

File 263 **Kitchener and Waterloo Community Foundation : logo examples.** - 1994-1995.

Contents: contains material relating to the Kitchener and Waterloo Community Foundation logo. Includes samples, correspondence to the Foundation, a PowerPoint presentation printout, a Community Foundations of Canada 1994 annual report, and one 3.5" diskette.

File 264 **Marketing piece, 2003 : "Your community foundation".** - 2003.

*Contents: contains a promotional outline of the Foundation.
Originally in an envelope. Assembled at the time of deposit by KWCF.*

File 265 **Old marketing materials, brochures.** - [2002].

*Contents: contains promotional ephemera.
Originally in an envelope. Assembled at the time of deposit by KWCF.*

File 266 OVR **Our Millennium posters [untitled, loose material].** - [1999]. - Oversized.

36 posters advertising the Kitchener, Waterloo and area Our millennium project.

Series 16 : Clippings

Clippings. - 1984-2003. - 6 photographs : col. ; 13 x 18 and 10 x 15 cm.

Series consists of clippings and articles relating to the Kitchener and Waterloo Community Foundation. Includes newspaper clippings, advertisements, a financial statement and budget, articles, correspondence, memoranda, exhibit announcements, photographs, newsletters, brochures, and flyers.

File 267 **Clippings, 1984.** - 1984.

*Contents: consists primarily of clippings and articles relating to the KWCF.
Originally in a binder.*

File 268 **Clippings, 1985.** - 1985.

*Contents: consists primarily of clippings and articles relating to the KWCF.
Originally in a binder.*

File 269 **Clippings, 1986.** - 1986.

*Contents: consists primarily of clippings and articles relating to the KWCF.
Originally in a binder.*

File 270 **Clippings, 1987.** - 1987.

*Contents: consists primarily of clippings and articles relating to the KWCF.
Originally in a binder.*

File 271 **Clippings, 1988.** - 1988.

*Contents: consists primarily of clippings and articles relating to the KWCF.
Originally in a binder.*

File 272 **Clippings, 1989.** - 1989.

*Contents: consists primarily of clippings and articles relating to the KWCF.
Originally in a binder.*

File 273 **Clippings, 1990.** - 1990.

*Contents: consists primarily of clippings and articles relating to the KWCF.
Originally in a binder.*

File 274 **Clippings, 1991.** - 1991.

*Contents: consists primarily of clippings and articles relating to the KWCF.
Originally in a binder.*

- File 275 **Clippings, 1992.** - 1992.
Contents: consists primarily of clippings and articles relating to the KWCF. Originally in a binder.
- File 276 **Clippings, 1993.** - 1993.
Contents: consists primarily of clippings and articles relating to the KWCF. Originally in a binder.
- File 277 **Clippings, 1994.** - 1994.
Contents: consists primarily of clippings and articles relating to the KWCF. Originally in a binder.
- File 278 **Clippings, 1995.** - 1995.
Contents: consists primarily of clippings and articles relating to the KWCF. Originally in a binder.
- File 279 **Clippings, 1996.** - 1996.
Contents: consists primarily of clippings and articles relating to the KWCF. Originally in a binder.
- File 280 **Clippings, 1997.** - 1997.
Contents: consists primarily of clippings and articles relating to the KWCF. Originally in a binder.
- File 281 **Clippings, 1998.** - 1998.
Contents: consists primarily of clippings and articles relating to the KWCF. Originally in a binder.
- File 282 **Clippings, 2000.** - 2000.
Contents: consists primarily of clippings and articles relating to the KWCF. Originally in a binder.
- File 283 **Clippings, 2003.** - 2003.
Contents: contains newspaper clippings. Includes an advertisement, the Foundation's financial statement, and an article on the New Quarterly. Loose material.
- File 284 **Clippings : advertisements : Ayr News.** - 2001.
Contents: contains Foundation advertisements published in the Ayr News, courtesy of a Trillium Foundation grant. Loose material.
- File 285 **Clippings : advertisements : Cambridge Reporter.** - 2001.
Contents: contains Foundation advertisements published in the Cambridge Reporter, some courtesy of a Trillium Foundation grant. Loose material.
- File 286 **Clippings : advertisements : Guelph Mercury.** - 2001.
Contents: contains Foundation advertisements published in the Guelph Mercury, some courtesy of a Trillium Foundation grant. Loose material.
- File 287 **Clippings : advertisements : K-W Record.** - 2001.
Contents: contains Foundation clippings published in The Record, some courtesy of a Trillium Foundation grant. Loose material.
- File 288 **Clippings : event related.** - 1991-2003.
Contents: contains clippings relating to publicity for Foundation events. Includes advertisements regarding the Town Meeting, Executive Director, Bean Trail, United Way, and the Past President. Loose material.
- File 289 **Clippings : other community foundations.** - 1987-2001.
Contents: contains newspaper clippings relating to community foundations. Includes advertisements, articles, and correspondence to the Foundation. Loose material.

File 290

Clippings [untitled folder]. - 1997-2001. - 6 photographs : col. ; 13 x 18 and 10 x 15 cm.

Contents: contains material relating to the activities of the Kitchener and Waterloo Community Foundation. Includes clippings, memoranda, exhibit announcements, a photocopy of an order of service for the funeral of Walter Bean, photographs of the "Arts express camp" and a St. Mary's donation, newsletters, photocopied articles, correspondence to the Foundation, notes, proposed budget, flyers, and brochures.

Subject: Kitchener and Waterloo Community Foundation - Public relations - Ontario - Kitchener

Series 17 : Historical and Topical

Historical and Topical. - 1984-2003. - 32 photographs : col. ; 10 x 15 cm. - 25 negatives : col. ; 35 mm.

Series consists of material collected by Kenneth G. Murray and the Our millennium scrapbook. Includes an agenda, correspondence, notes, brochures, booklets, photographs, newspaper clippings, invitations, announcements, reports and "Our millennium" gift registry. Some material is oversized.

File 291

Kenneth G. Murray. - 1984-2003.

Contents: contains files collected by Ken Murray and given to Doug Letson. Includes information about the formation of the Foundation, agenda, information on how to create a community foundation, several transcripts of speeches given by Ken Murray, notes, a transcript of a speech given by J. Allyn Taylor, summary on trends and attitudes of philanthropy, seminar suggestions, transcript of Chairman's remarks, comments made at the Town Meeting of the Kitchener and Waterloo Community Foundation for 1989, and correspondence to the Foundation.

Speeches moved to Series 12 : Presentations and Speeches.

File 292 OVR

Our Millennium scrap book. - 1999-2001. - 32 photographs : col. ; 10 x 15 cm. - 25 negatives : col. ; 35mm.

Contents: contains material relating to the millennium celebrations. Includes "Our Millennium" promotional material, brochures, booklets, snapshots of the "Our Millennium" launch at Woodside National Historic Park, snapshots of a St. Jacobs train ride, newspaper clippings, correspondence to and from the Kitchener and Waterloo Community Foundation, event invitations and announcements, "Our Millennium" gift registry, and reports on the "Our Millennium" project.

Subject: Beynon, Aggie; Mckinnon, Joan; Seiling, Ken; Sevard-Hannam, Kim; Smith, Kathi; Uffelmann, David; Zehr, Carl; Kitchener and Waterloo Community Foundation - People - Ontario - Kitchener

Series 18 : Electronic Files

Electronic Files. - [19--]. - 8 computer disks ; 9 x 9 cm.

Series consists of diskettes relating to the Kitchener and Waterloo Community Foundation.

Unknown format.

File 293

Slides (diskettes). - [19--]. - 8 computer disks ; 9 x 9 cm.

Contents: contains computer disks with unknown information on them.

Unable to open diskettes, computer says they are not formatted.

Series 19 : Photographs

Photographs. - [19--], [1985-1989], 1990-1999, [2001-2002]. - 977 photographs : b&w and col. ; 737 negatives : b&w and col. ; 560 slides : col. ; 9 contact sheets : b&w and col..

Series consists of photographs relating to the Kitchener and Waterloo Community Foundation. Includes colour and black & white photographs, negatives, mounted slides, unmounted slides, and contact sheets of snapshots and portraits. The photographs include images of Kitchener and Waterloo Community Foundation members, staff, Board of Directors, events, displays, charitable organizations and projects, and grant recipients. Series also includes memoranda, annual reports, notes, agendas, minutes, correspondence, invitations, seating plans, summary of grant applications,

- File 294 **4-H.** - [19--]. - 6 photographs : b&w and col. ; 20 x 25 cm and 10 x 16 cm.
Contents: contains snapshots and a portrait of 4-H children and Kitchener and Waterloo Community Foundation members. Includes identifications on verso of portrait of children with a rabbit:
Left to right: Jennifer Lichty, Brad Lichty
- Subject: 4-H - People; Kitchener and Waterloo Community Foundation - People; Lichty, Brad; Lichty, Jennifer*
TGM1 terms:4-H clubs - Ontario - Kitchener; Rabbits - Ontario - Kitchener; Children - Ontario - Kitchener
Added Entries: Crane, David - photographer
- File 295 **10th Anniversary Gala Dinner, 1994.** - 1994. - 72 photographs : col. ; 10 x 15 cm. - 105 negatives : col. ; 35 mm.
Contents: contains snapshots of the 10th Anniversary Gala Dinner. Does not include identifications.
- Subject: Kitchener and Waterloo Community Foundation - People; Kitchener and Waterloo Community Foundation - Commemoration*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Eating & drinking - Ontario - Kitchener; Banquet halls - Ontario - Kitchener
- File 296 **Anselma House : children's program.** - 1996. - 2 photographs : b&w. ; 20 x 25 cm.
Contents: contains two photographs with identifications on the verso: left to right: Beike Cammaert (child care worker), Karen Hutchison (President), Manuela Almeida (Executive Director).
- Subject: Anselma House - People; The Kitchener and Waterloo Community Foundation - Public relations; Almeida, Manuela; Cammaert, Beike; Hutchison, Karen*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Social workers - Ontario - Kitchener
- File 297 **Asset development volunteer team.** - 1996. - 1 photograph : col. ; 20 x 25 cm.
Contents: contains a group portrait of the asset development volunteer team. Includes identifications:
Back row, left to right: Douglas G. Brock, Sandra A. Reid, Murray J. Haase, Jane Humphries.
Front row, left to right: Keith L. Gummow, Robert C. Caldwell, John H. Panabaker, Jack M. Harper.
- Subject: Kitchener and Waterloo Community Foundation - People - Ontario; Brock, Douglas G.; Caldwell, Robert C.; Gummow, Keith L.; Haase, Murray J.; Harper, Jack M.; Humphries, Jane; Panabaker, John H.; Reid, Sandra A.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 298a **Ayr Library.** - 1996. - 1 photograph : b&w. ; 20 x 25 cm.
Contents: contains a posed photograph with identification on verso of Diane Schmidt.
- Subject: Ayr Library - People; Kitchener and Waterloo Community Foundation - Public relations; Schmidt, Diane*
TGM1 terms:Public libraries - Ontario - Ayr; Charitable organizations - Ontario - Kitchener
- File 298b **Big Sisters of Kitchener-Waterloo and Area.** - [19--]. - 10 photographs : b&w and col.. ; 13 x 18 cm and 10 x 15 cm.
Contents: contains snapshots of unidentified girls and women involved in the Big Sisters program of Kitchener-Waterloo and area.
- Subject: Big Sisters of Kitchener-Waterloo and Area - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener

- File 299 **Board of Directors.** - 1994-1996. - 10 photographs : b&w and col. ; 20 x 25 cm and smaller. - 13 negatives : b&w ; 6 x 6 cm. - 1 contact sheet : b&w ; 20 x 25 cm.
Contents: contains group portraits of the Kitchener and Waterloo Community Foundation Board of Directors. Includes identifications for the 1995-1996 Board group portrait:
Back row, left to right: Paul D. Mitchell, Mary D'Alton, Robert C. Caldwell, Robert M. Astley, Paul J. Motz, Howard W. Jasper, Sonja Carney.
Front row, left to right: Richard G. Meunier, Jack M. Harper, James F. Robertson, Walter A. Bean, Owen Lackenbauer, Jane Humphries, Douglas G. Brock.

Subject: Kitchener and Waterloo Community Foundation - People; Astley, Robert M.; Bean, Walter A.; Brock, Douglas G.; Carney, Sonja; Caldwell, Robert C.; D'Alton, Mary; Harper, Jack M.; Humphries, Jane; Jasper, Howard W.; Lackenbauer, Owen; Meunier, Richard G.; Mitchell, Paul D.; Motz, Paul J.; Robertson, James F.
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 300 **Camp Poco A Poco** - [19--]. - 10 photographs : b&w and col. ; 20 x 20 cm and 10 x 15 cm.
Contents: contains snapshots of unidentified summer camp students with Kitchener and Waterloo Community Foundation Board of Directors members, including Jane Humphries.

Subject: Kitchener and Waterloo Community Foundation - People; Humphries, Jane
TGM1 terms:Charitable organizations - Ontario - Kitchener; Camps - Ontario - Kitchener
- File 301 **Canadian Hearing Society.** - [2001-2002]. - 23 photographs : b&w and col. ; 10 x 15 cm and 9 x 13 cm.
Contents: contains snapshots for the 2001 annual report of the Canadian Hearing Society, the Homer Watson House, and Hartwood. Includes several unidentified individuals, and Jane Humphries.

Subject: Kitchener and Waterloo Community Foundation - People; Humphries, Jane
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 302 **Cardiac Rehabilitation Foundation.** - 1990-1999. - 9 photographs : b&w and col. ; 20 x 25 cm and smaller.
Contents: contains photographs relating to the Cardiac Rehabilitation Foundation.
Includes identifications on verso of one photograph:
Left to right: Harry Barnes (Board member), Dr. Ron Fowlis (Chairman).

Subject: Kitchener and Waterloo Community Foundation - People; Waterloo Regional Cardiac Rehabilitation Foundation Inc. - People; Barnes, Harry; Fowlis, Ron
TGM1 terms:Charitable organizations - Ontario - Kitchener; Medical equipment & supplies
- File 303 **Catholic Family Counselling Centre.** - [19--]. - 10 photographs : b&w and col. ; 20 x 25 cm and smaller.
Contents: contains snapshots of the Catholic Family Counselling Centre, recipient of a grant from the Kitchener and Waterloo Community Foundation.

Subject: Catholic Family Counselling Centre - People; Kitchener and Waterloo Community Foundation - Public relations
TGM1 terms:Charitable organizations - Ontario - Kitchener; Social workers - Ontario - Kitchener
- File 304 **Children riding horses [untitled, loose material].** - [19--]. - 5 photographs : b&w and col. ; 13 x 18 cm and 10 x 15 cm.
Contents: contains snapshots of unidentified children riding horses with assistance.

Subject: Kitchener and Waterloo Community Foundation - Public relations
TGM1 terms:Children riding horses - Ontario - Kitchener
- File 305 **Community fund : Edward R. Good Funeral Home.** - 1996. - 1 photograph : b&w. ; 20 x 25 cm.
Contents: contains a portrait of the directors of the Edward R. Good Funeral Home.
Includes identifications on verso of portrait:
Left to right: Paul Good, Edward Good, Jim Erb.

Subject: Edward R. Good Funeral Home - People; Kitchener and Waterloo Community Foundation - Public relations; Erb, Jim; Good, Edward; Good, Paul
TGM1 terms:Charitable organizations - Ontario - Kitchener; Undertaking - Ontario - Kitchener

- File 306 **Cradlelink, Lutherwood, International Plowing Match grant : Fall, 1996.** - 1996. - 14 photographs : col. ; 10 x 15 cm and 13 x 13 cm. - 11 negatives : col. ; 6 x 6 cm.
*Contents: contains snapshots of the Lutherwood Cradlelink program volunteers and participants. A photograph of two volunteers includes identifications:
Left to right: Laura Teschke and Katie Warkus.*
- Subject: Kitchener and Waterloo Community Foundation - People; Teschke, Laura; Warkus, Katie*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Community service - Ontario - Kitchener
- File 307 **Doon Heritage Crossroads : International Plowing Match grant.** - 1996. - 2 photographs : b&w and col. ; 20 x 25 cm and 10 x 15 cm.
Contents: contains a snapshot and a portrait of people from Doon Heritage Crossroads for the Kitchener and Waterloo Community Foundation 1996 annual report. Includes identification on verso of portrait: Richard Haigh.
- Subject: Doon Heritage Crossroads - People; Kitchener and Waterloo Community Foundation - Public relations; Haigh, Richard*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Historic sites - Ontario - Kitchener
- File 308 **Dorothy Shoemaker Literary Awards.** - [19--]. - 10 photographs : col. ; 10 x 15 cm.
Contents: contains snapshots from the Dorothy Shoemaker Literary Awards.
- Subject: Kitchener and Waterloo Community Foundation - People; Humphries, Jane; Shoemaker, Dorothy*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Awards - Ontario - Kitchener; Authors - Canadian - Ontario - Kitchener
- File 309 **Extend-A-Family.** - [19--]. - 30 photographs : col. ; 10 x 15 cm.
Contents: contains snapshots of people from K-W Extend-A-Family, all individuals are unidentified.
- Subject: K-W Extend-A-Family - People; Kitchener and Waterloo Community Foundation - Public relations*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Social workers - Ontario - Kitchener
- File 310 **Food Bank** - [19--]. - 20 photographs : b&w and col. ; 20 x 25 cm. - 21 negatives : b&w ; 35 mm.
Contents: contains snapshots of unidentified individuals working in a food bank, and portraits of a group of unidentified ballet dancers, and office workers.
- Subject: Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Food - Ontario - Kitchener; Ballet dancers - Ontario - Kitchener
- File 311 **Freeport Hospital.** - [19--]. - 5 photographs : col. ; 10 x 15 cm.
Contents: contains snapshots of an unidentified patient and health care worker from Freeport Hospital for a Kitchener and Waterloo Community Foundation publication [possibly the annual report].
- Subject: Freeport Hospital - People; Kitchener and Waterloo Community Foundation - Public relations*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Hospitals - Ontario - Kitchener; Medical personnel - Ontario - Kitchener
- File 312 **Grand River Hospital.** - [19--]. - 1 photograph : b&w. ; 20 x 25 cm. - 2 mounted slides : col. ; 35 mm.
*Contents: contains a portrait and slides of the K-W Health Centre. Includes identifications on the portrait:
Left to right: Cynthia Nash, Heather [an infant].*
- Subject: Grand River Hospital - People; Nash, Cynthia; [?], Heather*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Medical personnel - Ontario - Kitchener; Health care facilities - Ontario - Kitchener; Infants - Ontario - Kitchener

- File 313 **Grand River Trail.** - 1996. - 7 photographs : b&w and col. ; 13 x 18 cm and 10 x 15 cm. - 15 negatives : b&w. ; 35 mm. - 13 slides, mounted : col. ; 35 mm. - 1 contact sheet : b&w. ; 20 x 25 cm.
Contents: contains snapshots, slides, and negatives relating to the Grand River Trail project.
Subject: Kitchener and Waterloo Community Foundation - People
TGM1 terms:Charitable organizations - Ontario - Kitchener; Trails & paths - Ontario - Kitchener
- File 314 **Grants.** - [1990]. - 69 photographs : b&w and col. ; 20 x 25 cm and smaller. - 8 negatives : col. ; 35 mm. - 2 slides, mounted ; col. ; 35 mm.
Contents: contains snapshots, portraits, and formal group portraits of people associated with the Kitchener and Waterloo Community Foundation and of grant recipients and structures built with grant money. Includes some identifications:
Portraits: William Moeser, E.B. Sims, Ron Sills, Merv Lahn, John S. Acheson, Cecil Cornwall.
Formal group portrait, left to right: Audre Moser, Gerry Moser.
Subject: Kitchener and Waterloo Community Foundation - People; Acheson, John S.; Cornwall, Cecil; Lahn, Merv; Moeser, William; Moser, Audre; Moser, Gerry; Sills, Ron; Sims, E.B.
TGM1 terms:Charitable organizations - Ontario - Kitchener; Reading - Ontario - Kitchener; Children - Ontario - Kitchener; Marching bands; Buildings - Ontario - Kitchener
Added Entries: David James Photography - photographer Belair, Kitchener, Ontario - photographer
- File 315 **Grants : miscellaneous.** - [1995]. - 39 photographs : b&w and col. ; 20 x 25 cm and smaller. - 54 negatives : b&w and col. ; 35 mm. - 1 contact sheet: b&w ; 20 x 25 cm.
Contents: contains snapshots, portraits, and negatives of organizations given grants by the Kitchener and Waterloo Community Foundation. Includes identifications on verso of some photographs:
Left to right: Walter Bean, Margaret [?].
Left to right: Sandra Margolese, Tammy Correia.
Portrait: David Uffelmann.
Subject: Kitchener and Waterloo Community Foundation - People; Bean, Walter; Correia, Tammy; Margaret [?]; Margolese, Sandra; Uffelmann, David
TGM1 terms:Charitable organizations - Ontario - Kitchener; Reading - Ontario - Kitchener; Children - Ontario - Kitchener; Theatrical performances - Ontario - Kitchener; Eye examinations - Ontario - Kitchener
Added Entries: Heers Camera Shop, Kitchener, Ontario - photographer Hewson, Ron - photographer
- File 316 **Hope Spring : music therapy.** - [19--]. - 12 photographs : b&w and col. ; 20 x 25 cm and 10 x 15 cm.
Contents: contains snapshots of a music therapy session and portraits of involved social workers. Includes identifications on verso of one of the portraits:
Left to right: Gwen Lipke, Betty Rechia, Pat Carty.
Subject: Kitchener and Waterloo Community Foundation - People; Carty, Pat; Lipke, Gwen; Rechia, Betty
TGM1 terms:Charitable organizations - Ontario - Kitchener; Musical instruments - Ontario - Kitchener
- File 317 **House of Friendship.** - [19--]. - 4 photographs : b&w. ; 12 x 18 cm and 10 x 15 cm. - 4 negatives : b&w. ; 35 mm. - 1 contact sheet : b&w. ; 4 x 20 cm.
Contents: contains snapshots of unidentified House of Friendship staff relating to funds donated by the Kitchener and Waterloo Community Foundation.
Subject: House of Friendship - People; Kitchener and Waterloo Community Foundation - People
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 318 **International Plowing Match : photographs for video.** - [1995-1996?]. - 77 photographs : col. ; 10 x 16 cm and 10 x 15 cm. - 130 negatives : col. ; 35 mm.
Contents: contains snapshots taken for the International Plowing Match video.
Includes several unidentified individuals.
Subject: Kitchener and Waterloo Community Foundation - People - Ontario
TGM1 terms:Charitable organizations - Ontario - Kitchener; Gardening - Ontario - Kitchener; Aged persons - Ontario - Kitchener; Children - Ontario - Kitchener
Added Entries: Crane, David - photographer

- File 319 **John Howard Society.** - [19--]. - 6 photographs : col. ; 10 x 15 cm.
Contents: contains snapshots of two unidentified women giving a puppet show.
- Subject: Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Puppet shows - Ontario - Kitchener
- File 320 **Jr. Achievement.** - [19--]. - 1 photograph : b&w. ; 20 x 25 cm.
Contents: contains a portrait relating to the Jr. Achievement Award. Includes identifications:
Left to right: Dana [?], Don Spencer.
- Subject: Kitchener and Waterloo Community Foundation - People; Dana [?]; Spencer, Don*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Awards
- File 321 **K-W Big Brothers : scholarship fund.** - [19--]. - 4 photographs : b&w and col. ; 20 x 25 cm and 10 x 15 cm.
Contents: contains snapshots and portraits relating to the Kitchener and Waterloo Community Foundation and K-W Big Brothers. Includes partial identifications on verso of some photographs:
Left to right: Matthew [?], Jeff [?].
Left to right: Jane Humphries, Donna [?].
- Subject: Kitchener and Waterloo Community Foundation - People; Big Brothers of Kitchener Waterloo - People; Donna [?]; Humphries, Jane; Jeff [?]; Matthew [?]*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Children fishing - Ontario - Kitchener
- File 322 **K-W Civitan Club.** - 1996. - 1 photograph : b&w. ; 20 x 25 cm.
Contents: contains a portrait of members of the K-W Civitan Club for the Kitchener and Waterloo Community Foundation 1996 annual report. Includes identifications on verso:
Left to right: John Askin (President) and Murray Grose (Treasurer).
- Subject: K-W Civitan Club - People; Kitchener and Waterloo Community Foundation - Public relations; Askin, John; Grose, Murray*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 323 **K-W Counselling.** - [1992]. - 29 photographs : col. ; 10 x 15 cm.
Contents: contains snapshots relating to K-W Counselling. Includes identifications on verso of one snapshot:
Left to right: Jane Humphries, Bernard Porlier.
- Subject: K-W Counselling Services Inc. - People; Kitchener and Waterloo Community Foundation - People; Humphries, Jane; Porlier, Bernard*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Group counseling - Ontario - Kitchener
- File 324 **K-W Little Theatre.** - [1995]. - 10 photographs : b&w and col. ; 10 x 15 cm.
Contents: contains snapshots of unidentified members of the K-W Little Theatre to be used in the Kitchener and Waterloo Community Foundation annual report.
- Subject: K-W Little Theatre - People; Kitchener and Waterloo Community Foundation - Public relations*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Theatrical productions - Ontario - Kitchener
- File 325 **K-W Opera.** - [1996]. - 1 photograph : col. ; 20 x 25 cm.
Contents: contains a photograph of two unidentified individuals from K-W Opera to be used in the Kitchener and Waterloo Community Foundation 1996 annual report.
- Subject: K-W Opera - People - Ontario*
TGM1 terms:Charitable organizations; Opera singers
Added Entries: Kitchener - Waterloo Record - photographer

- File 326 **K-W Symphony.** - [19--]. - 16 photographs : b&w and col. ; 20 x 25 and smaller. - 1 slide, mounted : col. ; 35 mm.
Contents: contains snapshots and portraits of the Kitchener-Waterloo Symphony relating to the Kitchener and Waterloo Community Foundation's Symphony fund. Includes identifications on some portraits:
Portrait: John Cowperthwaite.
Portrait: John Buckley.
Group Portrait, left to right: Rich Hobson, Margarite Brooke.
- Subject: Kitchener-Waterloo Symphony - People; Kitchener and Waterloo Community Foundation; Brooke, Margarite; Buckley, John; Cowperthwaite, John; Hobson, Rich*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Musical instruments - Ontario - Kitchener
- File 327 **Kitchen snapshots [loose photographs].** - [19--]. - 6 photographs : b&w ; 13 x 18 cm.
Contents: contains snapshots of an unidentified kitchen.
- Subject: Kitchener and Waterloo Community Foundation - Facilities*
TGM1 terms:Kitchens - Ontario - Kitchener
- File 328 **Kitchener and Waterloo Community Foundation display : International Plowing Match dinner, 1995.** - 1995-1996. - 49 photographs : b&w and col. ; 20 x 25 cm and smaller. - 61 negatives : b&w and col. ; 35 mm. - 2 contact sheets : b&w ; 20 x 25 cm and 12 x 20 cm.
Contents: contains portraits and snapshots of the International Plowing Match display and dinner. Includes 2 pamphlets, and identifications on verso of one snapshot:
Left to right: Rosemary Smith, Mary D'Alton, Jane Humphries.
- Subject: Kitchener and Waterloo Community Foundation - Exhibitions & displays; Kitchener and Waterloo Community Foundation - People; D'Alton, Mary; Humphries, Jane; Smith, Rosemary*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Exhibitions - Ontario - Ayr
Added Entries: Crane, David - photographer
- File 329 **Kitchener and Waterloo Community Foundation : Forde Studio negatives.** - [19--]. - 4 negatives : col. ; 6 x 6 cm.
Contents: contains negatives of group portraits of Kitchener and Waterloo Community Foundation staff.
- Subject: Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Forde Studio, Kitchener - photographer
- File 330 **Kitchener and Waterloo Community Foundation : Past Presidents [loose material].** - [19--]. - 1 photograph : col. ; 10 x 15 cm. - 26 negatives : col. ; 35 mm.
Contents: contains portraits and a snapshot of Past Presidents of the Kitchener and Waterloo Community Foundation. Does not include identifications.
- Subject: Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 331 **Kitchener and Waterloo Community Foundation staff.** - [1998]. - 10 photographs : b&w and col. ; 13 x 18 cm and 10 x 15 cm. - 8 negatives : col. ; 35 mm.
Contents: contains snapshots and portraits of Kitchener and Waterloo Community Foundation staff members. Includes identifications of some individuals on verso of snapshots, and a snapshot of the Kitchener Downtown Community Health Centre.
- Subject: Kitchener and Waterloo Community Foundation - People; Humphries, Jane; Lackenbaur, Owen; Nichols, Peggy; Robertson, Lloyd; Sehl, Dr. Jack; Taylor, Moira*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Hospitals - Ontario - Kitchener; Children playing musical instruments - Ontario - Kitchener; Violins; Television news anchors

- File 332 **Kitchener Conestoga Rotary Dream Home Fund.** - [1996]. - 3 photographs : col. ; 10 x 15 cm. - 1 slide, mounted : col. ; 35 mm.
Contents: contains three snapshots of several unidentified individuals with Jane Humphries outside the Rotary dream home. Includes a slide of a drawing advertising the dream home and an advertising brochure.
- Subject: Kitchener Conestoga Rotary Club - People; Kitchener and Waterloo Community Foundation - People; Humphries, Jane*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Lotteries - Ontario - Kitchener
- File 333 **Kiwanis Music Festival.** - [1996]. - 6 photographs : b&w and col. ; 20 x 25 cm and smaller.
Contents: contains snapshots and portraits relating to the Kiwanis Music Festival and for the 1996 annual report. Includes identifications on the verso of some portraits:
Portrait: Jeremy Hutton.
Group portrait: Left to right: Owen Lackenbaur, Jane Humphries.
Group portrait: Left to right: Jane Humphries, Donna [?].
- Subject: Kitchener and Waterloo Community Foundation - People; Donna [?]; Humphries, Jane; Lackenbaur, Owen*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Music festivals - Ontario - Kitchener
- File 334 **Literacy Council of Kitchener-Waterloo [untitled, loose material].** - [19--]. - 8 photographs : b&w ; 9 x 13 cm. - 9 negatives : b&w ; 35 mm.
Contents: contains snapshots of an unidentified woman teaching another unidentified woman to read. Includes an advertisement for the Literacy Council of Kitchener-Waterloo in the background.
- Subject: Literacy Council of Kitchener-Waterloo - People*
TGM1 terms:Literacy - Ontario - Kitchener
- File 335 **Living younger / hardy hearts.** - [19--]. - 23 photographs : col. ; 10 x 15 cm.
Contents: contains snapshots of participants in the Kitchener and Waterloo Community Foundation's involvement in the "Living younger : hardy hearts" program. Includes identification of some individuals:
Left to right: Brigid Loveday, Joyce Stormont, Jane Humphries.
- Subject: Kitchener and Waterloo Community Foundation - People; Humphries, Jane; Loueday, Brigid; Stormont, Joyce*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Physical fitness - Ontario - Kitchener
- File 336 **Lutherwood CODA : Betty Thompson Youth Centre.** - [19--]. - 3 photographs : col. ; 20 x 25 cm and 13 x 13 cm.
Contents: contains three snapshots of two unidentified individuals playing pool.
- Subject: Lutherwood CODA - People; Kitchener and Waterloo Community Foundation*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Billiards - Ontario - Kitchener
- File 337 **M.A.D.D.** - [1996].
1 photograph : b&w ; 20 x 25 cm
Contents: contains a portrait of the M.A.D.D. President, Sharon Lee Wideman.
- Subject: M.A.D.D. - People; Kitchener and Waterloo Community Foundation; Wideman, Sharon Lee*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 338 **Negatives [loose material].** - [19--]. - 119 negatives : col. ; 35 mm.
Contents: contains negatives of various Foundation activities (unidentified).
- Subject: Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 339 **Notre Dame of St. Agatha Childrens Centre.** - [19--]. - 1 photograph : b&w ; 20 x 25 cm.
Contents: contains a portait of an unidentified child and a woman identified as Marlene Cullen.
- Subject: Notre Dame of St. Agatha Childrens Centre - People; Kitchener and Waterloo Community Foundation - Public relations; Cullen, Marlene*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Children - Ontario - Kitchener

- File 340 **Our Place.** - [1996]. - 1 photograph : b&w ; 20 x 25 cm.
*Contents: contains a portrait with identifications:
Left to right: Sue McMullen, Susan Said.*
- Subject: Our Place - People; Kitchener and Waterloo Community Foundation - Public relations; McMullen, Sue; Said, Susan*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Stuffed animals (Toys)
- File 341 **Portrait : Astley, Robert M. : Board of Directors, 1995-1996.** - [1992]. - 2 photographs : b&w and col. ; 13 x 18 cm and 10 x 15 cm.
Contents: contains portraits of Robert M. Astley. Includes a formal portrait and an informal snapshot of him working at his desk.
- Subject: Kitchener and Waterloo Community Foundation - People; Astley, Robert M.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 342 **Portrait : Bean, Walter : Board of Directors, 1995-1996.** - [1985-1996]. - 12 photographs : b&w and col. ; 20 x 25 cm and smaller.
- Subject: Kitchener and Waterloo Community Foundation - People; Bean, Walter*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Charles Belair Studio Limited - photographer
- File 343 **Portrait : Brock, Douglas G. : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : col. ; 20 x 25 cm.
Contents: contains a portrait of Douglas G. Brock, and part of a brochure on Douglas G. Brock.
- Subject: Kitchener and Waterloo Community Foundation - People; Brock, Douglas G.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 344 **Portrait : Caldwell, Robert : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : b&w. ; 6 x 8 cm. - 4 negatives : col. ; 35 mm.
- Subject: Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Law Photography, Cambridge, Ontario
- File 345 **Portrait : D'Alton, Mary : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : b&w. ; 3 x 4 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; D'Alton, Mary*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 346 **Portrait : Dodds, Douglas W. : Board of Directors, 1995-1996.** - 1993-1999. - 2 photographs : b&w. ; 13 x 18 cm and 6 x 9 cm.
Contents: contains 2 portraits of Douglas W. Dodds. The portraits were between two pieces of cardboard labelled "For Annual Report, 1999."
- Subject: Kitchener and Waterloo Community Foundation - People; Dodds, Douglas W.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Caton, Peter - photographer Gerald Campbell Studios, Toronto, Ontario - photographer
- File 347 **Portrait : Harper, Jack M. : Board of Directors, 1995-1996.** - [1995-1996]. - 2 photographs : b&w. ; 6 x 8 cm and 10 x 15 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Harper, Jack M.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 348 **Portrait : Hasse, Murray J. : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : b&w. ; 6 x 8 cm. - 10 negatives : col. ; 35 mm.
Contents: contains portraits of Murray J. Hasse. Includes a negative of an unidentified individual.
- Subject: Kitchener and Waterloo Community Foundation - People; Hasse, Murray J.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Personal Studio, Waterloo, Ontario - photographer

- File 349 **Portrait : Humphries, Jane : Board of Directors, 1995-1996.** - [1995-1996]. - 9 photographs : b&w and col. ; 20 x 25 cm and smaller. - 19 slides, unmounted : col. ; 35 mm. - 1 slide, mounted : col. ; 35 mm.
Contents: contains portraits, snapshots, and slides of Jane Humphries. Includes unidentified individuals in some of the photographs.
- Subject: Kitchener and Waterloo Community Foundation - People; Humphries, Jane*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 350 **Portrait : Jasper, Howard W. : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : b&w. ; 10 x 13 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Jasper, Howard W.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Forde Studio Inc., Kitchener, Ontario - photographer
- File 351 **Portrait : Lackenbauer, Owen : Board of Directors, 1995-1996.** - 1993. - 1 photograph : b&w. ; 10 x 13 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Lackenbauer, Owen*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 352 **Portrait : Meunier, Richard G., Q.C. : Board of Directors, 1995-1996** - 1994. - 1 photograph : b&w. ; 5 x 7 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Meunier, Richard G.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Heers Camera Shop Inc., Kitchener, Ontario - photographer
- File 353a **Portrait : Mitchell, Paul D. : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : b&w. ; 10 x 12 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Mitchell, Paul D.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Forde Studio Inc., Kitchener, Ontario - photographer
- File 353b **Portrait : Motz, Paul J. : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : b&w. ; 18 x 13 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Motz, Paul J.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 354 **Portrait : Ormston, Charles M.W. : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : b&w. ; 10 x 13 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Ormston, Charles M.W.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Personal Studio, Waterloo, Ontario - photographer
- File 355 **Portrait : Ormston, Charles M.W. : Board of Directors, 1995-1996 : Vice President, Kitchener and Waterloo Community Foundation : President, C.M.W. Ormston Holdings Inc.** - [1995-1996]. - 3 photographs : b&w and col. ; 13 x 18 cm and 11 x 16 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Ormston, Charles M.W.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: David James Photography, Waterloo, Ontario - photographer
- File 356 **Portrait : Reid, Sandra : Board of Directors, 1995-1996.** - [1995-1996]. - 3 photographs : b&w and col. ; 20 x 25 cm and smaller. - 5 negatives : col. ; 35 mm.
- Subject: Kitchener and Waterloo Community Foundation - People; Reid, Sandra*
TGM1 terms:Charitable organizations - Ontario - Kitchener

- File 357 **Portrait : Robertson, James F. : Board of Directors, 1995-1996.** - [1995-1996]. - 1 photograph : b&w. ; 6 x 9 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Robertson, James F.*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Belair, Kitchener - photographer
- File 358 **Portrait : Uffelmann, David : Board of Directors, 1995-1996 : Past President, Kitchener and Waterloo Community Foundation : Vice President, Krug Furniture.** - [1989]. - 1 photograph : b&w. ; 6 x 6 cm. - 1 negative : col. ; 35 mm.
- Subject: Kitchener and Waterloo Community Foundation - People; Uffelmann, David*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 359 **Portraits : Carney, Sonja : Board of Directors, 1995-1996.** - [1995-1996]. - 9 photographs : col. ; 13 x 13 cm. - 9 negatives : col. ; 6 x 6 cm.
- Subject: Kitchener and Waterloo Community Foundation - People; Carney, Sonja*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 360 **Portraits [loose photographs].** - [19--]. - 8 photographs : b&w ; 13 x 18 and smaller.
Contents: contains portraits of various individuals. Includes some partial identifications: Portraits: Shantz, Osbourne, Moeser, Murray, and Sills.
- Subject: Kitchener and Waterloo Community Foundation - People; Moeser; Murray; Osbourne; Shantz; Sills*
TGM1 terms:Charitable organizations
Added Entries: Belair, Kitchener, Ontario - photographer Personal Studio, Waterloo, Ontario - photographer
- File 361 **Professional advisor's kit.** - [19--]. - 1 photograph : b&w ; 12 x 16 cm.
Contents: contains a photograph of a professional advisor's kit put together by the Kitchener and Waterloo Community Foundation.
- Subject: Kitchener and Waterloo Community Foundation - Equipment & supplies*
TGM1 terms:Advertising - Ontario - Kitchener
- File 362 **The Record literacy fund.** - [19--]. - 1 photograph : col. ; 21 x 28 cm.
Contents: contains a group portrait of members of The Record staff. Includes identifications on verso: Left to right: Wayne Macdonald (Publisher), Carolyne Rittinger (Editor).
- Subject: Kitchener-Waterloo Record - People; Macdonald, Wayne; Rittinger, Carolyne*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Newspapers - Ontario - Kitchener
Added Entries: Kitchener-Waterloo Record - photographer
- File 363 **Rotary** - [19--]. - 2 photographs : b&w and col. ; 10 x 15 cm and 20 x 20 cm. - 4 slides, mounted : col. ; 35 mm.
Contents: contains snapshots and slides of Rotary Club fundraising activities (all unidentified).
- Subject: Kitchener Conestoga Rotary Club - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Construction - Ontario - Kitchener; Children playing - Ontario - Kitchener
- File 364 **Rotary Lifeline.** - [19--]. - 2 photographs : b&w ; 13 x 18 cm.
Contents: contains two group portraits of unidentified individuals.
- Subject: Kitchener Conestoga Rotary Club - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Aged persons - Ontario - Kitchener
- File 365 **Scouts Canada.** - [1993]. - 45 photographs : b&w and col. ; 20 x 25 cm. - 22 negatives : col. ; 35 mm.
Contents: contains snapshots and portraits of Boy Scouts. Includes identifications on verso of a group portrait: Left to right: Brad Koegler, Paul Goldsworthy.
- Subject: Scouts Canada - People; Kitchener and Waterloo Community Foundation - Public relations; Goldsworthy, Paul; Koegler, Brad*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Children - Ontario - Kitchener

- File 366 **Slides [loose material].** - [19--]. - 8 slides, mounted : col. ; 35 mm.
Contents: contains slides of unidentified individuals and of Kitchener and Waterloo Community Foundation publications.
- Subject: Kitchener and Waterloo Community Foundation - Public relations; Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 367 **Slides [untitled].** - [19--]. - 16 slides : col. and b&w. ; 35 mm.
- File 368 **St. Mary's.** - [19--]. - 3 photographs : b&w ; 20 x 25 cm and 20 x 20 cm.
Contents: contains portraits relating to St. Mary's General Hospital Foundation, a grant recipient. Includes an identification on verso of a portrait of Robert J. Donelson.
TGM1 terms:Charitable organizations - Ontario - Kitchener; Medical equipment & supplies
Added Entries: St. Mary's Hospital Foundation - People - Ontario - Kitchener Kitchener and Waterloo Community Foundation - Public relations - Ontario - Kitchener Donelson, Robert J.
- File 369 **Steckle homestead.** - [19--]. - 10 photographs : col. ; 10 x 15 cm.
Contents: contains snapshots of a building with an unidentified woman in the foreground.
- Subject: Steckle Homestead - People*
TGM1 terms:Buildings - Ontario - Kitchener
- File 370 **Theatre & Company.** - [19--]. - 2 photographs : col. ; 20 x 25 cm.
Contents: contains group portraits of unidentified Theatre & Company dancers.
- Subject: Theatre & Company - People*
TGM1 terms:Dancers - Ontario - Kitchener
- File 371 **Town Hall Meeting, 1991.** - 1991. - 11 photographs : col. ; 20 x 25 cm and smaller.
Contents: contains snapshots and group portraits relating to the 1991 Town Hall Meeting. Includes identifications on verso of some group portraits:
Group portrait: left to right: David Crane, [?], Jon Rohr, Mary D'Alton, Jane Humphries, Alan Quarry, [?].
Group portrait: left to right: John Panabaker, Nicole Reid, Doug Dodds.
Group portrait: left to right: James F. Robertson, John Panabaker, Howard Jasper, John Acheson.
Group portrait: Back row, left to right: Brian Luby, [?]
Front row, left to right: John H. Panabaker, Doug Dodds, [?].
- Subject: Kitchener and Waterloo Community Foundation - People; Kitchener and Waterloo Community Foundation - Meetings; Acheson, John; Crane, David; Dodds, Doug; D'Alton, Mary; Humphries, Jane; Jasper, Howard; Luby, Brian; Panabaker, John; Reid, Nicole; Robertson, James F.; Rohr, Jon; Quarry, Alan*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Town meetings - Ontario - Kitchener
- File 372 **Town Hall Meeting, 1992.** - [1992]. - 6 photographs : col. ; 10 x 15 cm and 9 x 7 cm.
Contents: contains snapshots of the 1992 Town Hall Meeting, and a portrait identified as Laurie Dusseault.
- Subject: Kitchener and Waterloo Community Foundation - Meetings; Kitchener and Waterloo Community Foundation - People; Dusseault, Laurie*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Town meetings - Ontario - Kitchener
- File 373 **Town meeting, 1993.** - 1993. - 235 slides, unmounted : col. ; 35 mm. - 87 slides : col. ; 35 mm.
Contents: contains material relating to the Kitchener and Waterloo Community Foundation's 1993 town meeting. Includes memoranda, notes, summary of grant applications, seating lists, a technical schedule, and mounted and unmounted slides.
- File 374 **Town Meeting, 1993.** - 1993. - 1 contact sheet : b&w ; 8 x 20 cm. - 11 negatives : b&w ; 35 mm.
Contents: contains snapshots from the 1993 Town Meeting of the Kitchener and Waterloo Community Foundation.
- Subject: Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener

- File 375 **Town Meeting, 1995.** - 1995. - 24 photographs : col. ; 10 x 15 cm.
Contents: contains unidentified snapshots of the Kitchener and Waterloo Community Foundation Town Hall Meeting.
- Subject: Kitchener and Waterloo Community Foundation - People; Kitchener and Waterloo Community Foundation - Meetings*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 376 **Town Meeting 1995 : presentation.** - 1995. - 42 slides : col. ; 35 mm.
Contents: contains slides from the 1995 Kitchener and Waterloo Community Foundation Town Meeting, presentation.
- File 377 **Town meeting pictures, 1996.** - 1996. - 70 photographs : col. ; 10 x 15 cm.
Contents: contains photographs taken at the 1996 Kitchener and Waterloo Community Foundation Town Meeting.
- Subject: Kitchener and Waterloo Community Foundation - Meetings*
Kitchener and Waterloo Community Foundation - People
- File 378 **Town meeting : slide show, 1994.** - 1994. - 127 slides : col. ; 35 mm.
Contents: contains material relating to a town meeting slide show. Includes an agenda, script, technical schedule, seating plan, slide list, notes, meeting minutes, memoranda, correspondence from the Foundation, a sample invitation, event planning notes, and slides.
- File 379 **Track and Ski School.** - [19--]. - 10 photographs : col. ; 10 x 15 cm.
Contents: contains snapshots of unidentified individuals skiing.
- Subject: Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Children skiing - Ontario - Kitchener
- File 380 **United Way : Forever Fund (1995).** - 1995. - 5 photographs : b&w and col. ; 20 x 25 cm and 10 x 15 cm.
Contents: contains snapshots and group portraits of unidentified Kitchener and Waterloo Community Foundation staff and unidentified United Way staff.
- Subject: United Way - People; Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 381 **United Way's Endowment Fund.** - [19--]. - 6 photographs : b&w and col. ; 13 x 18 cm and 10 x 15 cm.
Contents: contains unidentified group portraits of Kitchener and Waterloo Community Foundation and United Way staff.
- Subject: United Way - People; Kitchener and Waterloo Community Foundation - People*
TGM1 terms:Charitable organizations - Ontario - Kitchener
Added Entries: Forde Studio Inc. - photographer
- File 382 **Volunteer Action Centre.** - [1996]. - 22 photographs : b&w and col. ; 20 x 25 cm and smaller.
Contents: contains snapshots and portraits of Kitchener and Waterloo Community Foundation staff and Volunteer Action Centre staff and volunteers. Includes identifications on some portraits:
Left to right: Sara Burrows, Reva Cooper.
Left to right: Jane Humphries, Owen Lackenbaur.
- Subject: Volunteer Action Centre - People; Kitchener and Waterloo Community Foundation; Burrows, Sara; Cooper, Reva; Humphries, Jane; Lackenbaur, Owen*
TGM1 terms:Charitable organizations - Ontario - Kitchener; Community service - Ontario - Kitchener
- File 383 **Volunteer Action Centre [untitled].** - [19--]. - 2 photographs : b&w ; 9 x 13 cm. - 17 negatives : b&w. ; 35 mm.
Contents: contains negatives and snapshots of the Volunteer Action Centre. Includes exterior and interior shots, with people working.
- Subject: Volunteer Action Centre - People; Volunteer Action Centre - Buildings*
TGM1 terms:Women - Employment - Ontario - Kitchener

- File 384 **Volunteers and staff.** - [19--]. - 12 negatives : col. ; 6 x 6 cm. - 2 contact sheets : col. ; 20 x 25 cm and 6 x 20 cm. - 1 slide, mounted : col. ; 35 mm.
Contents: contains portraits and group portraits of Kitchener and Waterloo Community Foundation staff and volunteers. Includes identifications of some individuals on an envelope: Betty Jones, Mary Shafer, Kelly Reimer, [Jane Humphries].
Subject: Kitchener and Waterloo Community Foundation - People; Humphries, Jane; Jones, Betty; Reimer, Kelly; Shafer, Mary
TGM1 terms:Charitable organizations - Ontario - Kitchener
- File 385 **Walter Bean Scholarship, 1992.** - [1992-1997]. - 24 photographs : b&w. and col. ; 20 x 25 cm and smaller.
Contents: contains snapshots and portraits relating to the Walter Bean Scholarship. Includes identifications on verso of two portraits with winners of the scholarship: Left to right: Walter Bean, Kevin Shi. Left to right: Walter Bean, Ruby Kantharjah.
Subject: Kitchener and Waterloo Community Foundation - People; Bean, Walter; Kantharjah, Ruby; Shi, Kevin
TGM1 terms:Charitable organizations - Ontario - Kitchener; Awards - Ontario - Kitchener
- File 386 **Waterloo City Hall ? [untitled, loose material].** - [19--]. - 8 photographs : b&w ; 10 x 15 cm. - 10 negatives : b&w ; 35 mm.
Contents: contains snapshots of the construction of what appears to be part of Waterloo City Hall.
TGM1 terms:City & town halls - Ontario - Waterloo; Construction - Ontario - Waterloo
- File 387 **Waterloo Education Foundation.** - [1999]. - 18 photographs : col. ; 20 x 25 and smaller. - 15 negatives : col. ; 35 mm.
Contents: contains snapshots of children involved in a reading program, and 2 portraits with identification on verso "Susan Brown, University of Waterloo."
Subject: Kitchener and Waterloo Community Foundation - People; Brown, Susan
TGM1 terms:Charitable organizations - Ontario - Kitchener; Children reading & writing - Ontario - Kitchener
- File 388 **Westmount Golf and Country Club Charity Fund.** - [1995]. - 3 photographs : b&w and col. ; 20 x 25 cm and 10 x 15 cm.
Contents: contains material relating to the Westmount Golf and Country Club Charity Fund and the Oktoberfest Charity Pro-Am Tournament Fund. Includes three group portraits and a photocopy of the Westmount Country Club crest. One group portrait includes identifications: Left to right: André Anderson (Past President), Rich Putnam (Chair - Oktoberfest Tournament), Doug Macintyre (President), Rick Smerchinski (Westmount Charity Tournament).
Subject: Westmount Golf and Country Club - People; Anderson, Andre; Macintyre, Doug; Putnam, Rich; Smerchinski, Rick
TGM1 terms:Charitable organizations - Ontario - Kitchener; Golf - Ontario - Kitchener
- File 389 **Wilfrid Laurier University.** - [19--]. - 1 photograph : b&w. ; 13 x 18 cm. - 1 slide, mounted : col. ; 35 mm. - 1 contact sheet : b&w. ; 20 x 20 cm. - 16 negatives : b&w. ; 35 mm.
Contents: contains snapshots and portraits relating to Wilfrid Laurier University, does not include identifications.
Subject: Wilfrid Laurier University - People - Ontario - Waterloo
TGM1 terms:Universities & colleges - Ontario - Waterloo
- File 390 **Woolwich Community Services.** - [1999]. - 3 photographs : col. ; 20 x 25 cm and 13 x 13 cm.
Contents: contains three group portraits of Kitchener and Waterloo Community Foundation staff and people involved with Woolwich Community Services. Includes identifications on verso of group portrait: Front row, left to right: Clint Rohr, Grace Sudden, Arthur Woods, Murray Haight. Back row, left to right: George Hahn, Don Taylor, Margaret Martin, and Inga Rinne.
Subject: Woolwich Community Services - People; Kitchener and Waterloo Community Foundation - People; Hahn, George; Haight, Murray; Martin, Margaret; Rinne, Inga; Rohr, Clint; Sudden, Grace; Taylor, Don; Woods, Arthur
TGM1 terms:Charitable organizations - Ontario - Kitchener; Community service - Ontario - Kitchener

- File 391 **Y.M.C.[sic] Action Team : Y.W.C.[sic] Freedom Fund (Mary's Place).** - [1995]. - 4 photographs : b&w and col. ; 20 x 25 and smaller. - 12 negatives : b&w ; 35 mm. - 1 contact sheet : b&w ; 20 x 25 cm.
Contents: contains snapshots and group portraits relating to the the Y.M.C.A. Action Team and the Y.W.C.A. Freedom Fund (Mary's Place). Identifications are not included.
- Subject: Y.M.C. Action Team - People; Mary's Place - People*
TGM1 terms: Charitable organizations - Ontario - Kitchener; Women's shelters - Ontario - Kitchener; Young Men's Christian associations - Ontario - Kitchener; Young Women's Christian associations - Ontario - Kitchener
- File 392 **Y.W.C.A.** - [1997]. - 16 photographs : b&w and col. ; 20 x 25 cm and smaller. - 6 negatives : col. ; 35 mm.
Contents: contains snapshots, and group portraits relating to the Kitchener and Waterloo Community Foundation's donations to the K-W Y.W.C.A. Includes identifications on verso of some photographs:
Left to right: Pat Cunningham, Jim Robertson.
Left to right: Sheri Dickson, John Tibbits (Conestoga College), Doug Brock (KWCF), and Mac Voisin.
Portrait labeled "Y.W.C.A. of K-W," left to right: Mary Bales (volunteer), Doris M'Timkulu (Executive Director), Pat Cunningham (President).
- Subject: Y.W.C.A. of Kitchener-Waterloo - People; Kitchener and Waterloo Community Foundation - People; Bales, Mary; Brock, Doug; Cunningham, Pat; Dickson, Sheri; M'Timkulu, Doris; Robertson, Jim; Tibbits, John; Voisin, Mac*
TGM1 terms: Charitable organizations - Ontario - Kitchener; Young Women's Christian associations - Ontario - Kitchener

Series 20 : Audio-visual

- Audio-visual.** - 1990. - 174 slides : b&w and col. - 3 audio cassettes - 1 audio reel.
Series consists of material relating to audio-visual presentations prepared by the Kitchener and Waterloo Community Foundation. Includes slides, audio cassettes, audio reels and corresponding scripts. The presentations were prepared to promote the Kitchener and Waterloo Community Foundation.
- File 393 **Kitchener and Waterloo Community Foundation : audio-visual presentation, 1990.** - 1990. - 1 audio cassette. - 60 slides : col. and b&w. ; 35 mm.
Contents: contains slides and an audio cassette for the 1990 audio-visual presentation.
- File 394 **Kitchener and Waterloo Community Foundation : audio-visual presentation, 1990.** - 1990. - 2 audio cassettes. - 63 slides : col. and b&w. ; 35 mm.
Contents: contains slides and audio cassettes for the 1990 audio-visual presentation.
- File 395 **Kitchener and Waterloo Community Foundation : audio-visual presentation, 1990 : audio reel.** - 1990. - 1 audio reel (ca. 5 min) : 38 cm/sec., 2 tracks, mono : 0.7 x 12 cm.
Contents: contains an audio reel labelled "Talent : Brock Dodington" relating to the 1990 audio visual presentation on the Foundation.
- File 396 **Kitchener and Waterloo Community Foundation : audio-visual presentation, 1990 : script.** - 1990.
Contents: contains a script for an audio-visual presentation.
- File 397 **Kitchener and Waterloo Community Foundation : audio visual presentation, 1990 : slides.** - 1990. - 51 slides : col. and b&w. ; 35 mm.
Contents: contains slides for an audio-visual presentation relating to the Kitchener and Waterloo Community Foundation.

Series 21 : Sound Recordings

- Sound Recordings.** - [19--], 1997, 2003. - 16 audio cassettes : ca. 1140 min.
Series consists of audio cassettes for the Kitchener and Waterloo Community Foundation. Includes professional growth cassettes produced by California : Audio Archives International Inc., interviews with Kitchener and Waterloo Community Foundation staff, an excerpt from Jerr Boschee's presentation at the National Leadership Forum, and a radio spot from CKWR FM. The majority of cassettes consist of interviews with past presidents of the Kitchener and Waterloo Community Foundation.
- File 398 **Achieving growth : the benefits and burdens : I70907-300.** - [19--]. - 1 audio cassette.

- File 399 **Grand River Project interview with Dave Uffelmann and Jane Humphries : CHYM FM, June 1997.** - 1997. - 1 audio cassette (ca. 60 min)
- File 400 **Kitchener & Waterloo Community Foundation spot : CKWR FM.** - [19--]. - 1 audio cassette.
- File 401 **Maslow's hierarchy for community foundations : requirements, obligations and ambitions : I70907-430** - [19--]. - 1 audio cassette.
- File 402 **Past President interview : Harper, Jack, July 10, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Harper, Jack
- File 403 **Past President interview : Meunier, Dick, July 25, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Meunier, Richard
- File 404 **Past President interview : Murray, Ken, June 9, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Murray, Kenneth G.
- File 405 **Past President interview : Osbourne, Terry, June 23, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Osbourne, Terence
- File 406 **Past President interview : Panabaker, John, June 12, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Panabaker, John
- File 407 **Past President interview : Reid, Sandra, July 17, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Reid, Sandra
- File 408 **Past President interview : Robertson, Jim, July 10, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Robertson, Jim
- File 409 **Past President interview : Uffelman, David, July 25, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Uffelman, David
- File 410 **Past President interviews : Lackenbauer, Owen, July 11, 2003.** - 2003. - 1 audio cassette : ca. 90 min.
Contents: Past President interview recorded for the archives.
Added Entries: Lackenbauer, Owen
- File 411 **"Social entrepreneurship : the promise and the perils" : Jerr Boschee, President : The National Center for Social Entrepreneurs.** - [19--]. - 2 audio cassettes (ca. 90 minutes)
Contents: contains two audio cassettes "Excerpted from Mr. Boschee's presentation at the National Leadership Forum sponsored by the National Center for Nonprofit Boards.
- File 412 **Wearing all the hats : managing when you are a one, or two, person shop : I70907-420.** - [19--]. - 1 audio cassette.

Series 22 : Video Recordings

- Video Recordings.** - [19--], 1985, 1987, 1990, 1993-1995, 1999. - 22 videocassettes (ca. 1410 min.) : VHS ; 13 mm.
Series consists of videocassettes relating to the Kitchener and Waterloo Community Foundation. Includes interviews, commercials, dinners, meetings, instructional videos, presentations, a tribute, and a documentary. Several of the videos were produced by Kitchener : Rogers Community 20 and Kitchener : CKCO-TV.
- File 413 **Community Foundation footage : interviews.** - [19--]. - 1 videocassette (ca. 120 min.) : VHS ; 13 mm.
- File 414 **Gala dinner and town meeting ? : 6/1994.** - 1994. - 1 videocassette (ca. 60 min.) : VHS ; 13 mm.
- File 415 **Getting the word out : the "Our millennium" television commercials.** - 1999. - 1 videocassette (3 min.) : col., VHS ; 13 mm.
Contents: contains a videocassette with four "Our millennium" commercials on it. On label : Forbes Broadcast Services Ltd. : Garneau, Wurstlin, Philp Branding Inc. : Millennium Project, Corporate."
- File 416 **"How to effectively target market and increase commissions : 6, cultivating : segment 1 : cultivating your market.** - 1990. - 1 videocassette (47 min) : VHS ; 13 mm.
- File 417 **John Davidson on volunteering : London Community Foundation.** - [19--]. - 1 videocassette (5 min.); 13mm.
- File 418 **K-W Community Foundation : April, 1987.** - 1987. - 1 videocassette (ca. 60 min.) : VHS ; 13 mm.
- File 419 **K-W Community Foundation presentation : October 5, 1995.** - 1995. - 1 videocassette (ca. 120 min) : VHS ; 13mm.
- File 420 **K-W Community Foundation :Walter Bean tribute.** - [19--]. - 1 videocassette ; 13 mm.
- File 421 **Kitchener and Waterloo Community Foundation : 10th Anniversary Gala Dinner : June 1, 1994.** - 1994. - 1 videocassette (ca. 60 min.) : VHS ; 13 mm.
- File 422 **Kitchener and Waterloo Community Foundation : 10th Anniversary Gala Dinner : O Canada : June 1, 1994.** - 1994. - 1 videocassette (ca. 60 min.) : VHS ; 13 mm.
- File 423 **Kitchener and Waterloo Community Foundation presentation for International Plowing Match : September 17, 1995.** - 1995. - 1 videocassette (ca. 120 min.) : VHS ; 13 mm.
- File 424 **Kitchener and Waterloo Community Foundation : Rogers Community 20 : March, 1995.** - 1995. - 1 videocassette (ca. 20 min.) : VHS ; 13 mm.
- File 425 **Kitchener and Waterloo Community Foundation : Rogers Community 20 [untitled].** - [1994]. - 1 videocassette (ca. 120 min.) : VHS ; 13 mm.
- File 426 **Kitchener and Waterloo Community Foundation : Rogers Community 20 [untitled].** - [1994]. - 1 videocassette (ca. 13 min.) : VHS ; 13 mm.
- File 427 **Kitchener-Waterloo Community Foundation : March, 1985.** - 1985. - 1 videocassette (ca. 120 min.) : VHS ; 13 mm.
On label : length T120, month 3, year 85, number 1585.
- File 428 **Leave a Legacy : Waterloo-Wellington.** - [19--]. - 1 videocassette ; 13mm.
- File 429 **"Life after life".** - [19--]. - 1 videocassette (30 min.) : VHS ; 13 mm.
Contents: contains a copy of a documentary funded by the Kitchener and Waterloo Community Foundation, the United Way of K-W, K-W House Churches, The Mennonite Central Committee, Wilfrid Laurier University : Faculty of Socioal Work, and the Mennonite Coalition for Refugee Support.
- File 430 **Our Millennium video footage.** - 1999. - 1 videocassette (ca. 13:36 min.) : VHS ; 13 mm.
Contents: contains footage of the Our Millennium cross country projects (6:18 min.) and the national launch Toronto event (7:18 min.).

- File 431 **The Rotary Centre : groundbreaking : April 1994.** - 1994. - 1 videocassette (ca. 120 min.) : VHS ; 13 mm.
- File 432 **Untangling the foundation maze series : where's the money? : September 16.** - [19--]. - 1 videocassette (ca. 109 min.) : VHS ; 13 mm.
Contents: contains a segment of a series on foundations taped from PBS.
- File 433 **Vancouver Foundation : 50th Anniversary Dinner : excerpts.** - [1993]. - 1 videocassette (ca. 120 min.) : VHS, mono ; 13 mm.
- File 434 **Vancouver Foundation dinner : 11/22/1993.** - 1993. - 1 videocassette (90 min.) : VHS, mono ; 13 mm.

Series 23 : Artifacts

Artifacts. - 1991-1999.

Series consists of a guest book for the Kitchener and Waterloo Community Foundation. The guest book was used to record guests at town meetings and Our Millennium project between 1991 and 1999.

- File 435 **Guest book : town meetings and "Our Millennium" project.** - 1991-1999.
Contents: contains a guest book with signatures from the 1991, 1992, and 1993 town meetings, and from the "Our Millennium" project in 1999.