

George A. Hay collection of administrative files of the Woman's Medical College of Pennsylvania

R.293

Finding aid prepared by Courtney Smerz.

Last updated on November 17, 2011.

Drexel University, College of Medicine Legacy Center

October 28, 2009

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Summary Information

Repository	Drexel University: College of Medicine Legacy Center
Creator	Hay, George A.
Title	George A. Hay collection of administrative files of the Woman's Medical College of Pennsylvania
Call number	R.293
Date [bulk]	1925-1965
Date [inclusive]	1890-1970
Extent	4.25 linear feet (8 document boxes; 1 half size document box)
Language	English
Abstract	<p>From 1925 to 1970, the Woman's Medical College of Pennsylvania (WMC) underwent significant change, adapting to both survive and prosper in a transforming society. Administrative change was brought about and explored to spark institutional growth and/or to mollify financial stress. Among the more significant events in the College's history was the 1930 move to new and larger facilities in East Falls, and an administrative reorganization in 1942. In the 1940s and 1960s, WMC also explored the financial and administrative benefits of merging with other institutions in the Philadelphia area; Kensington Women's Hospital and the Woman's Hospital of Philadelphia and Jefferson Medical College. Amidst all of the change, WMC continued to honor its traditions and celebrate milestones, especially its Centennial Anniversary in 1950. In 1970, the College made the decision to admit male students for the first time and change its name to the Medical College of Pennsylvania. The George A. Hay collection of administrative files is a assemblage of records created by</p>

various administrators of the Woman's College of Medicine from 1925 to 1965. Creators of the records include: George A. Hay, comptroller; Sarah Logan Wister Starr, president of the Board of Corporators; Vida Hunt Francis, secretary; Dr. Ellen Culver Potter, a member of the faculty as well as acting president in the 1940s; and others. In addition, there is a small sampling of very early administrative records, that are dated 1796, and from 1861 to 1928. Those files include a deed to land in East Falls in Philadelphia, report cards, correspondence and other materials. Generally speaking, the records housed in this collection evidence the day to day administration of the college, especially relating to its finances; financial planning; fundraising; future needs of the college; and a few significant landmarks in institutional history, the 1942 administrative reorganization, the 1950 Centennial Celebration, and explored institutional mergers with Jefferson Medical College, Kensington Women's Hospital and Woman's Hospital of Philadelphia.

Cite as:

George A. Hay collection of administrative files of the Woman's Medical College of Pennsylvania, 1890-1970, bulk 1925-1965. Drexel University College of Medicine, Legacy Center: Archives and Special Collections on Women in Medicine and Homeopathy

Biography/History

From 1925 to 1970, the Woman's Medical College of Pennsylvania overcame significant obstacles, adapting to both survive and prosper in a dramatically evolving society. In 1930, the school and hospital moved to a new and larger facility in East Falls, then a burgeoning middleclass neighborhood in northwest Philadelphia. The excitement and optimism resulting from the move was quickly tempered, however, by the Great Depression, which left the institution in financial turmoil. Added to that, in 1935, an inspection of the school, hospital and its governance conducted by the Council on Medical Education and Hospitals of the American Medical Association cost WMC its membership in the Association of American Medical Colleges temporarily. The College also explored the financial and administrative

benefits of merging with at least two women's hospitals in the Philadelphia area; Kensington Women's Hospital and the Woman's Hospital of Philadelphia.

George A. Hay served as comptroller for WMC during the mid-twentieth century, participating in major administrative decisions, particularly in the early 1940s and 1960s. Hay was involved in a massive administrative reorganization in 1942, exploring the benefit of mergers with Kensington Women's Hospital and the Woman's Hospital of Philadelphia, and he served on the Committee on Admissions Policies, which decided in 1970 that WMC should admit male students and change its name to Medical College of Pennsylvania.

Sarah Logan Wister Starr was a local socialite and philanthropist, born into Philadelphia's famous Wister family, who served as president of WMC's Board of Corporators until 1941. Together with Dean Martha Tracy and Vida Hunt Francis, an administrator, Starr led the institution through both periods of growth and financial difficulty. A dedicated benefactor, Starr spearheaded fundraising campaigns to finance WMC's 1930 relocation to East Falls, a newly developed neighborhood in northwest Philadelphia, and to suppress the financial effects of the Great Depression.

Doctor Ellen Culver Potter graduated from WMC in 1905 and went on to a distinguished career. Potter devoted time to missions in New York City's Chinatown and Norwich, Connecticut, opened a private practice in Germantown in Philadelphia and, in 1920, became the head of Pennsylvania's Child Health Division. In 1923, she was appointed Secretary of Welfare in the Commonwealth of Pennsylvania. Potter eventually returned to WMC to join the faculty and served as acting president in the 1940s.

Bibliography:

Peitzman, Steven J, MD. *A New and Untried Course: Woman's Medical College and Medical College of Pennsylvania, 1850-1998*. New Brunswick, NJ: Rutgers University Press, 2000.

Pioneer-Pacesetter-Innovator: *The Story of the Medical College of Pennsylvania*. Princeton: The Newcomen Society in North America, 1971.

Scope and Contents

The George A. Hay collection of administrative files is an assemblage of records created by various administrators of the Woman's College of Medicine from 1925 to 1965. Creators of the records include: George A. Hay, comptroller; Sarah Logan Wister Starr, president of the Board of Corporators; Vida Hunt Francis, secretary; Dr. Ellen Culver Potter, a member of the faculty as well as acting president in the 1940s; and others. In addition, there is a small sampling of very early administrative records, that are dated 1796, and from 1861 to 1928. Those files include a deed to land in East Falls in Philadelphia, report cards, correspondence and other materials.

Generally speaking, the records housed in this collection evidence the day to day administration of the college, especially relating to its finances; financial planning; fundraising; future needs of the college; and a few significant landmarks in institutional history, the 1942 administrative reorganization, the 1950

Centennial Celebration, and explored institutional mergers with Jefferson Medical College, Kensington Women's Hospital and Woman's Hospital of Philadelphia. Across the collection, researchers will find correspondence, planning materials, official reports, financial records and other materials. While there is a lot of useful information to be found in this collection, none of the topics represented are completely documented. Researchers are advised to completely read the scope and content note and to peruse the box and folder lists for more details, paying close attention to dates and date ranges.

The collection is divided into the following series, reflecting either the individual or administrative body that created the records: "George A. Hay Files," "Vida Hunt Francis Files," "Ellen C. Potter Files," "Sarah Logan Wister Files," "Office of the President," "Auxiliary of the Woman's Medical College," "Centennial Committee of the Woman's Medical College," "Massachusetts Committee of the Woman's Medical College," and "Historic Records." The "George Hay Files" series makes up approximately one third of the collection. It is divided into three subseries: Financial Records, Financial Reports and Proposed Mergers, which together offer information on institutional finances, administrative meetings, scholarships, the 1942 administrative reorganization and explored mergers with Kensington Women's Hospital and the Woman's Hospital of Philadelphia in the 1940s and 1960s.

The next three series, "Vida Hunt Francis Files," "Ellen Culver Potter Files" and "Sarah Logan Wister Starr Files," are interrelated and together date from 1920 to 1955. For most of those years, these three women worked together, managing the general affairs of the Woman's Medical College and, though there is not a large sampling of any of their records, the files contained in the series reflect those relationships, informing aspects of institutional history. In Francis' records there is official and personal correspondence with Ellen Culver Potter, with and about Dean Martha Tracy, Catherine MacFarlane and others, financial materials, committee records, especially a Building Committee file from 1930, and information about events. Also filed in Francis' records is a transcript of a radio interview with Martha Tracy and a memoir written about Martha Tracy by Catherine MacFarlane. In Potter's records, researchers will find information pertaining to college finances, presidents' reports and files on future planning. In addition, there is information about a proposed merger with Jefferson Medical College and the 1941 resolution regarding the WMC's loss of status with the Council of Medical Education and Hospitals of the American Medical Association. In Starr's records, researchers will find financial records, an annotated history of the WMC, information on the Harton Scholarship and correspondence about college finances.

The "Office of the President" series dates from 1931 to 1956. Its primary contributors were WMC President Burgess Gordon and Gladys Dascam, who served WMC in various capacities throughout her tenure. Researchers will find correspondence, financial records regarding institutional development and fundraising, information on public relations and press releases.

The next three series pertain to the "Auxiliary of the WMC," from 1942 to 1959; the "Centennial Committee," from 1948 to 1951; and the "Massachusetts Committee," from 1957 to 1961. Each series typically houses correspondence related to the work of each administrative body as well as financial materials and information on scheduled events.

The final series in the collection, "Historic Records," houses a wide breadth of materials dating from 1796 to 1928 (bulk: 1861 to 1928), which generally predate the tenures of all the administrators otherwise represented in the collection. It includes student report cards, correspondence and other administrative records, and a 1796 deed to land in East Falls on which the Woman's Medical College eventually stood. Of note are files pertaining to the relationship and proposed merger with the Woman's Hospital of

Philadelphia from around the turn of the twentieth century. A particularly interesting file entitled, "Louise Wright "Incident"," details a student's efforts and publicized fight against her suspension from WMC in 1891.

Administrative Information

Drexel University, College of Medicine Legacy Center

October 28, 2009

Finding aid prepared by Courtney Smerz.

Sponsor

The processing of this collection was made possible through generous funding from The Andrew W. Mellon Foundation, administered through the Council on Library and Information Resources' "Cataloging Hidden Special Collections and Archives" Project.

Access Restrictions

The collection is open for research use.

Use Restrictions

Copyright restrictions may apply. Please contact the Drexel University College of Medicine, Legacy Center: Archives and Special Collections on Women in Medicine and Homeopathy with requests for copying and for authorization to publish, quote or reproduce the material.

Custodial History note

Gift of George A. Hay.

Processing Information note

The processing of this collection was made possible through generous funding from The Andrew W. Mellon Foundation, administered through the Council on Library and Information Resources' "Cataloging Hidden Special Collections and Archives" Project.

This collection was *minimally processed* in 2009-2011, as part of an experimental project conducted under the auspices of the Philadelphia Area Consortium of Special Collections Libraries to help eliminate processing backlog in Philadelphia repositories. A minimally processed collection is one processed at a less intensive rate than traditionally thought necessary to make a collection ready for use by researchers.

When citing sources from this collection, researchers are advised to defer to folder titles provided in the finding aid rather than those provided on the physical folder.

Employing processing strategies outlined in Mark Greene's and Dennis Meissner's 2005 article, *More Product, Less Process: Revamping Traditional Processing Approaches to Deal With Late 20th-Century Collections*, the project team tested the limits of minimal processing on collections of all types and ages, in 23 Philadelphia area repositories. A primary goal of the project, the team processed at an average rate of 2-3 hours per linear foot of records, a fraction of the time ordinarily reserved for the arrangement and description of collections. Among other time saving strategies, the project team did not extensively review the content of the collections, replace acidic folders or complete any preservation work.

Controlled Access Headings

Corporate Name(s)

- Jefferson Medical College.
- Kensington Women's Hospital.
- Woman's Medical College of Pennsylvania.

Form/Genre(s)

- Administrative records
- Biographies
- Bylaws
- Correspondence
- Financial records
- Minutes
- Reports
- School records

Geographic Name(s)

- Philadelphia (Pa.)

Personal Name(s)

- Daskam, Gladys
- Francis, Vida Hunt
- Gordon, Burgess L. (Burgess Lee), b. 1892
- Hay, George A.
- Potter, Ellen Culver, 1871-1958
- Starr, Sarah Logan Wister
- Tracy, Martha, 1876-1942

Subject(s)

- Medicine--History

Series I. George A. Hay Files

Collection Inventory

Series I. George A. Hay Files, 1924-1965 (Bulk, 1940-1965) .	Box	Folder
	1	
	2	
	3	
	8	
 Subseries a. Financial Records, 1924-1965.		
	Box	Folder
Administrative Board Meetings, 1951-1952.	1	1
Administrative Board Meetings, 1952-1953.	1	2
Administrative Board Meetings, 1953-1954.	1	3
Administrative Board Meetings, 1954-1955.	1	4
Administrative Board Meetings, 1955-1956.	1	5
Executive Committee Meetings, 1924-1930.	1	6
Financial Committee Meetings, 1943-1944.	1	7
Medical Board Meetings, 1964-1965.	1	8
Administrative Reorganization, 1942.	1	9-10
Annual Giving, 1944.	1	11
Bulletin of the Woman's Medical College (Annotated), 1963-1964.	1	12

Subseries b. Financial Reports

By laws of the Woman's Medical College, 1941-1942, 1963-1965.	1	13
Correspondence regarding the post-war needs of the Woman's Medical College and Hospital, 1944.	1	14
Correspondence, general (four files), 1942-1944, 1963-1965.	1	15-18
Endowment fund, 1943.	8	1
Fundraising, 1955, 1965.	1	19
Insurance, 1949.	1	20
Presentation of the History, the Program and Needs of the Woman's Medical College of Pennsylvania, undated.	1	21

Subseries b. Financial Reports, 1863-1964 (Bulk, 1923-1943) .

	Box	Folder
College and/or Hospital "Ledger" (financial reports), 1923-1932.	2	1-5
Summary funds of the Woman's Hospital of Philadelphia, 1965 March 5.	2	6
"Dean's Cash Book" (financial report), 1931 March 31.	2	7
Lutheran Scholarships, 1943.	2	8
Establishment of funds, scholarships and bequests to Woman's Medical College from 1863 to 1942, circa 1942.	2	9
Guarantors funds, circa 1928.	2	10
Check stubs, 1960-1964.	2	11

Subseries c. Proposed Hospital Mergers

Combined Account, 1951.	8	2
Reports of Examination of Trust Accounts Under Plan for Common Administration of Funds (intermittent annual reports), 1943-1964.	8	3-7

Subseries c. Proposed Hospital Mergers, 1947-1965.**See also**

George A. Hay collection of administrative files of the Woman's Medical College of Pennsylvania/
Series: Historical Records / Files: Act of Incorporation of the Woman's Hospital of Philadelphia, 1880;
Correspondence regarding the relations between the Woman's College of Medicine and the Woman's
Hospital of Philadelphia, the gynecology department of Woman's Hospital of Philadelphia and finances,
1901-1902, 1933; Proposed merger with Woman's Hospital of Philadelphia, 1901-1902

	Box	Folder
Kensington Hospital for Women - financial records, 1947-1958.	3	1
Kensington Hospital for Women - Supreme Court of Pennsylvania Record in the matter of the Kensington Hospital for Women, 1948.	3	2
Kensington Hospital for Women - Supreme Court of Pennsylvania Brief for Episcopal Hospital in Regards to the Charter of the Kensington Hospital for Women, 1948.	3	3
Woman's Hospital of Philadelphia - Audit report, 1949.	3	4
Woman's Hospital of Philadelphia - Committee reports, 1949.	3	5
Woman's Hospital of Philadelphia - Affiliation negotiations, 1957.	3	6
Woman's Hospital of Philadelphia - Financial records, 1963.	3	7
Woman's Hospital of Philadelphia - Financial reports and analysis, 1964.	3	8

Series II. Vida Hunt Francis Files

Woman's Hospital of Philadelphia - Legal and financial records, 1961-1966.	8	8-9
Woman's Hospital of Philadelphia - Correspondence, 1913-1964 (Bulk, 1947-1964) .	3	9-15
Woman's Hospital of Philadelphia - Newspaper clippings, 1963-1965.	3	16

Series II. Vida Hunt Francis Files, 1924-1944.Box
4

Box

Committees - Building Committee meeting, 1930.	4	1
Committees - Committee on Admissions report, 1939.	4	2
Committees - Executive Committee meetings notes and correspondence (2 files), 1926-1935.	4	3-4
Correspondence, general, 1935-1944.	4	5
Correspondence with Mrs. L.W. Bartlett, 1931.	4	6
Correspondence regarding CIBA Pharmaceutical Products advertisement, 1940-1941.	4	7
Correspondence regarding civic service, 1928.	4	8
Events - Annual Commencement, 1944.	4	9
Events - Ellen C. Potter portrait unveiling event, 1943 April 28.	4	10
Events - Founder's Day speeches and correspondence, 1934-1935.	4	11

Series III. Ellen C. Potter Files

Financial records - Statement of Accounts, 1938.	4	12
Financial records - laboratory services and fees, 1924-1933.	4	13-14
Financial records - hospital organization and costs, circa 1932.	4	15
Martha Tracy - radio interview transcript, 1938 March 23.	4	16
Martha Tracy - correspondence, 1935-1940.	4	17
Martha Tracy - correspondence, 1935-1944.	4	18
Martha Tracy - memoir about Martha Tracy by Catherine MacFarlane, circa 1940.	4	19
Martha Tracy - testimonial Retirement Dinner held in Tracy's honor on July 1, 1941, 1940-1941.	4	20

Series III. Ellen C. Potter Files, 1932-1944.

	Box	Folder
Consolidation of trust funds, 1942.	4	21
Council of Medical Education and Hospitals of the American Medical Association - resolution regarding Woman's Medical College's loss of status, 1941 February 24.	4	22
Future and financial planning of Woman's Medical College, 1935-1936.	4	23-24
Future Planning Committee, 1944.	4	25-26
Hospital Association of Pennsylvania, 1943.	4	27

Series IV. Sarah Logan Wister Starr Files

Jefferson Medical College - proposed merger, 1946.	4	28
President's Report and reports regarding programs and development at Woman's Medical College, 1936-1942.	4	29
President's Reports and other statements, 1941-1942.	4	30
Martha Tracy - reports written by Tracy regarding scholarships and the needs of Woman's Medical College, 1932-1940.	4	31
Martha Tracy Testimonial Dinner - biographical sketch of Tracy and related correspondence, 1940.	4	32

Series IV. Sarah Logan Wister Starr Files, 1920-1955 (Bulk, 1924-1941) .	Box	Box
	5	8
	Box	Box
Financial records, 1920-1942.	5	1
"Natural Guardians of the Race," a history of the Woman's Medical College of Pennsylvania (annotated), circa 1927.	5	2
Minutes and agenda of the Corporation of the Woman's Medical College of Pennsylvania, 1931, 1941, 1943, 1955.	5	3
Harton (Catholic) Scholarship Fund, 1920-1937.	5	4
Harton (Catholic) Scholarship Fund, circa 1923.	8	10
Correspondence regarding Woman's College of Medicine finances, 1924-1939.	5	5

Series V. Office of the President

Correspondence regarding Mrs. Annie Alexander Mitchell's donation to the Woman's College of Medicine, 1939.	5	6
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Series V. Office of the President, 1931-1956.**See also**

George Hay collection of administrative files of the Woman's Medical College of Pennsylvania;
Massachusetts Committee Files

	Box	Folder
Board meeting agenda, 1948-1952.	5	7
Correspondence, 1931-1944.	5	8
Correspondence, 1946-1954.	5	9
Correspondence, 1947-1954.	5	10
Financial records - Development Fund, circa 1953-1960.	5	11-12
Financial records - fundraising, 1937-1961.	5	13
Massachusetts Committee events, 1957.	5	14
See also		
George A. Hay collection of administrative files of the Woman's Medical College of Pennsylvania/ Series: Massachusetts Committee of the Woman's Medical College of Pennsylvania		
Press Releases, 1956.	6	1
Public relations, 1947-1951.	6	2

Series VI. Auxiliary of the Woman's Medical College of Pennsylvania

Robert N. Whinney Estate, 1955.	6	3
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School of Nursing.	6	4
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Series VI. Auxiliary of the Woman's Medical College of Pennsylvania, 1942-1959.

	Box	Folder
Financial reports and notes, 1942-1959.	8	11-13
Correspondence, circa 1949-1953.	8	14

Series VII. Centennial of the Woman's Medical College of Pennsylvania, 1948-1951.

	Box	Folder
Calendar of events, invitations and speech by Doctor Marion Fay, 1946-1950.	8	15
Planning and publicity, 1948-1950.	6	5
Planning, 1949-1950.	6	6
Founder's Day, 1950 March 10-11.	6	7
Alumnae Banquet and meeting, 1950 June 14.	6	8
Commencement, 1950 June 15.	6	9
Opening exercises, 1950 September 13-14.	6	10
Symposium of premedical education, 1950 October 13.	6	11

Series VIII. Massachusetts Committee of the Woman's Medical College of Pen...

Convocation, 1950 October 13-15.	6	12
Honorary degree citations, 1950 July-October.	6	13
Correspondence, 1950 February-October.	6	14
Correspondence regarding publishing proceedings of Centennial Celebration, 1951 January.	6	15

Series VIII. Massachusetts Committee of the Woman's Medical College of Pennsylvania, 1957-1961.**See also**

George A. Hay collection of administrative files of the Woman's Medical College of Pennsylvania/
Series: Office of the Presidents/File: Massachusetts Committee Events

	Box	Folder
Correspondence, 1953-1961.	6	16-19
Correspondence, 1953-1961.	7	1-2
Events - Spring Gala, 1959-1960.	7	3-4
Events - Washington to Boston Ball, 1961.	7	5
Financial records - bank records, 1959-1964.	7	6
Financial records - receipts and bills, 1959-1961.	7	7
General committee information, 1957-1960.	9	1
Newspaper clippings, 1959-1960.	7	8

Series IX. Historical Records

Series IX. Historical Records, 1796-1928.

Box

Box

See also

7

9

George A. Hay collection of administrative files of the Woman's Medical College of Pennsylvania/ Series: George A. Hay Files/ Subseries: Proposed Mergers

Box

Bo

Deed for land on which Woman's Medical College resided (not located by processors, see oversized location), 1796.

b3

Note to Archivist

This item was not located by the processors. Please see oversized location.

Box

Box

Transcription of 1796 deed for land on which Woman's Medical College resided (transcription and correspondence), 1952.

7

9

List of incorporators, board of managers and faculty, circa 1861.

7

10

Act of Incorporation of the Woman's Hospital of Philadelphia, 1880.

7

11

Reports by faculty members about students enrolled [report cards], 1889-1896.

7

12

Louise W. Wright "incident", 1891.

7

13

[Index to corporation minutes from 1891-1921], 1921.

7

14

Alumnae Fellowship Fund, 1900-1903.

7

15

Correspondence regarding the relations between the Woman's College of Medicine and the Woman's Hospital of Philadelphia, the gynecology

7

16

Series IX. Historical Records

**department of Woman's Hospital of Philadelphia and finances,
1901-1902, 1933.**

Related Archival Materials note

See George Hay merger files

Proposed merger with Woman's Hospital of Philadelphia, 1901-1902. 7 17

Related Archival Materials note

See George Hays merger files

Correspondence and contracts regarding completion of [Woman's Medical
College] Hospital building, 1908. 7 18

Recommendation and outstanding pledges, 1909, 1928. 7 19

Woman's Hospital of Philadelphia's agreement to sell steam heating unit to
Woman's Medical College, 1920. 9 2