

# Gerber/Hart Library and Archives

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## Donald G. Landers Collection, 1998 – 2001

Accession Number: xxxx-13

Fonds/Provenance: **[Donald G. Landers]**

Series Number: -

Title: **Donald G. Landers Collection**

Date Range: 1998 – 2001

Extent: Three linear feet (3 boxes)

Location: C1F (Row C, Bay 1, Shelf F)

### Collection History:

Donald G. Landers was the President of the Gerber/Hart Library-Archive. Among the paper work in the boxes includes budgets, grant proposals, Gay and Lesbian Hall of Fame information and auction donation information. The boxes includes information on the organizations financial records. and board meetings. There is also information about the Uncommon Legacy Foundation and the MacArthur Foundation. There is also G/H donation, responses and appeal in 2000 and finally, Gerber/Hart Unsold certificates.

### Custodial History:

*[No accession forms available.]*

### Scope and Content:

Boxes include papers of correspondence to friends and those in Chicago activist groups. The boxes also contain ephemera about Gerber/Hart budget, grants, big annual fundraisers, policies, and by-Laws.

### Arrangement:

Materials are in original order.

### Series:

Box 1

1 Gerber/Hart Grant-writing

2 Builder's Society

3 Auction Donation Information

4 Karen Sendziak

- 5 Gerber Hart Financial
- 6 Chicago Foundation for Women
- 7 Newsletters
- 8 Gay and Lesbian Hall of Fame
- 9 Broadway Bank Signature Cards
- 10 Bayer Foundation
- 11 Arthur J. Gallagher
- 12 Board Meeting
- 13 Adobe Gifts in Kind
- 14 Abbot t Laboratories Fund
- 15 An Uncommon Legacy Foundation
- 16 Gerber/Hart Library Operations
- 17 MacArthur Foundation
- 18 Third Wave Foundation
- 19 Flyers, newspaper articles, playbills
- 20 Correspondence
- 21 Attendees
- 22 Grand Opening Gerber/Hart
- 23 Granville Avenue
- 24 Gerber/Hart Miscellaneous

#### Box 2

- 1 Pearl Hart's family
- 2 Board of Directors Handbook 2000
- 3 2 - Board of Directors Handbook 2001
- 4 Letter to Judith Ream
- 5 Gerber/Hart Newsletters
- 6 Northwestern Gerber/Hart Event
- 7 Peoples Energy Choice
- 8 Gerber/Hart Membership Applications
- 9 Gerber/Hart Auction/Ad Donation Responses 2000
- 10 Gerber/Hart October 2000 Appeal
- 11 Builders Society
- 12 Gerber/Hart Current Financial
- 13 Gerber/Hart Return Address Labels
- 14 Gerber/Hart Unsold Certificates
- 15 Gerber/Hart Bills
- 16 Correspondence/Flyers

#### Box 3

- 1 Silent Auction Items
- 2 Gerber/Hart Receipts
- 3 Paid Auction Bid Form
- 4 Just Say No!

5 Gerber/Hart Financial  
6 Gerber/Hart General Information  
7 Gerber/Hart Silent Auction Correspondence  
8 Gerber/Hart Meeting 7/9/99  
9 Gerber/Hart Board of Directors  
10 Price of Love  
11 Phone numbers  
12 Ad Information  
13 Mail Lists  
14 Charges and Checks  
15 Gerber/Hart general correspondence  
16 State of Illinois Gaming License Information  
17 Gerber/Hart Grand Opening May 1, 1999  
18 Gerber/Hart Notes  
19 Gerber/Hart Support  
20 Gerber/Hart Silent Auction  
21 Honey West  
22 Gleacher Center  
23 Gerber/Hart silent auction information  
24 Financial  
25 Diana/Bill  
26 Lisa Huff  
27 Joseph Perry  
28 Nicole Cooper  
29 Job Description – Managing Director  
30 Jason Malinowski  
31 Martin Saganski  
32 Mitch White  
33 Todd Light  
34 Robert W. Schultz  
35 Marisan DeLellis  
36 Dale Zigler  
37 Fred “Kevin” Sanchez  
38 Bob Dooman  
39 Gerber/Hart Invoices  
40 Newspapers/Flyers  
41 Fundraisers  
42 Gerber/Hart Charges/Invoices

Container List:

Box 1

## **0. Finding Aid**

### **1. “Donors Forum of Chicago and other explanations of how to write a grant.”**

1. Grant writing instructions and grants
  - a. Donors Forum of Chicago and a grant written for Gerber/Hart
2. Black Ties and Dust Jackets
  - a. An evening fundraiser for Gerber/Hart playbill
3. a. Newspaper Clippings from LGBTQ Chicago newspaper
4. a. Builder's Society flyers
5. a. Auction Donation Information Gerber/Hart Library Date Auction Agreements
6. a. Karen Sendziak letters to Don Landers about the avenue Gerber/Hart was taking
7. a. Gerber/Hart invoices and financial records
8. a. Chicago Foundation of Women The Lavender Fund is one of the largest funder of lesbian programming and services.
9. a. Gerber/Hart Newsletter March/April 2000
10. a. The Chicago Gay and Lesbian Hall of Fame 2000 Kick-off
11. a. Gerber/Hart is pleased to accept the collection of an activist and a gay man named George Buse.
  - b. IRS letter to pay taxes
  - c. Letters and news clippings about fiction and non-fiction books that may be good for Gerber/Hart
- 12. Bayer Foundation**
  - a. How to apply for grants
- 13. Arthur Galagher**
  - a. Consolidated company to Arthur J. Gallagher Risk Management Services
- 14. Board Materials**
  - a. Letter to Don Landers on why Marie Kuda doesn't like Gerber/Hart and her nomination to the Hall of Fame.
  - b. Board Materials about Special Collections running out of room so it may be smart to frame duplicate pictures and prints.
  - c. Gerber/Hart Library Income Log
  - d. Deposit slips to Broadway Bank
- 15. Adobe Gifts in Kind**
  - a. 1999 Product Donation Applications
- 16. Abbott Laboratories Fundraisers**

Grant writing and where the money goes to
- 17. An Evening with Two Divas and Some Tramps**
  - a. Donations from Companies for Fundraisers
  - b. Raffle Guide
- 18. Gerber/Hart Library Operations**
  - a. Invoices from Quill and a catalog of products one can purchase at the store
- 19. MacArthur Foundation**
  - a. Grant writing rules and the list organizations it donates to
- 20. 3Wave Foundation**
  - a. Grant Application and who it donates to
- 21. Playbills**
  - a. Donation to Event
  - b. Newspapers
  - c. Playbills
- 22. Correspondence**

- a. Letters to Donald Landers and from Lande Gerber/Hart that they would rent from Loyola

**26. Gerber/Hart Miscellaneous**

- a. Newsletters
- b. Correspondence
- c. Invoices
- d. Insurance for the building

**Box 2**

**1. Pearl Hart's Family**

- a. Directions from Yahoo from O'Hare to Granville Office

**2. Board of Directors Handbook 2000**

- a. List of Board of Directors
- b. List of Meeting Agenda
- c. New Business
- d. By-Law Updates

**3. Board of Directors Handbook 2001**

- a. General Operations Manager Preamble to the Job Description
- b. Minutes of the General Membership and Board of Directors Meeting
- c. Donors Forum of Chicago Professional – Education Workshops summer 2001
- d. General Operations Manager – Part-Time-Job Description Enclosed
- e. Mission Statement.

**4. Board of Directors Handbook 2001**

- a. Chicago Hotel Concierge Association
- b. Some Quick Facts about Gerber/Hart
- c. Development
- d. Archives Mission
- e. Collecting Objections
- f. Gerber/Hart Library Income Log

**5. Miscellaneous**

- a. Playbill
- b. Gay Chicago Magazine March 8, 2001
- c. ARP Illinois thank you letter to Gerber/Hart
- d. Chicago Special Events Management
- e. Neighborhood direct Invoice
- f. Gerber/Hart Library-Archives 2001 Financial Report
- g. Chicago Tribune news clippings
- Gay Chicago Magazine July 6, 2000
- Letters concerning Event Gala

**6. Judith Ream - Letter**

- a. Letter from Valerie Taylor to Judith thanking her

**7. Gerber/Hart Newsletter**

- a. Newsletters

**8. Northwestern Gerber/Hart Event**

- a. Invoices

**9. Peoples Energy Choice**

- a. Brochure

**10. Gerber/Hart Membership Applications**

- a. Applications to join Gerber/Hart
- 11. Gerber/Hart October 2000 Appeal**
  - a. Welcomes one to the Library and the Archives
- 12. Builders Society**
  - a. Letter from Chicago Special Events Management thanking Gerber/Hart for being a part of Edgewater Days.
- 13. Gerber/Hart Current Financial**
  - a. Mostly invoices dating from June 2000 to August 2000
- 14. Gerber/Hart Unsold Certificates**
  - a. Invoices and Board Members List**
- 15. G/H Bills**
  - a. Time Sheet for Russell Kracke
- 16. Correspondence and Flyers**
  - a. Flyers for Event Gala
  - b. Board Member Contact Information
  - c. Grant Summary for WPWR Channel 50
  - d. Short Form Return of Organization Exempt From Income Tax
  - e. Board of Director meeting minutes of the October 2, 2000
  - f. Plan Of Community For 2001 Community Solicitation Drive

### **Box 3**

- 1. Fundraising Items**
  - a. Silent auction tickets
  - b. Invoice for the individual auction tickets
  - c. Invitations to the opening of the new Gerber/Hart Library Archinve
  - d. Raffle Item Donation Form
- 2. Gerber/Hart Charges/Invoices**
  - a. Gerber/Hart Attendee and Donation
  - b. Gerber/Hart Library Board of Directors Meetings  
Agenda May 15 1998
  - c. Caterpillar – Photo Exhibit of Trans/Intersex Community
  - d. Board of Directors Minutes April 17, 1998
  - e. David Streitfeld review of Lynn Harris ‘ memoir in the Washington Post about feeling depressed and the help he received about feeling alone
  - f. Information about Conn’s Catering
  - g. Donald Landers resignation from Gerber/Hart
  - h. Invoices for the Gala for the new opening at the Granville location for Gerber/Hart
  - I. Invoices, faxes and letters revolving around the opening of the new Gerber/Hart  
1998 Budget for Gerber/Hart
- 3. Newspapers/Flyers**
  - a. Gerber/Hart playbills for Gala
  - b. Gay Chicago Magazine December 3, 1998
  - c. OutLines December 2, 1998
  - d. Clout! Business Report September 1998
  - e. G ay Chicago Magazine April 16, 1998

- f. Raffle The Night Away December 6, 1996
- g. Windy City Times April 16, 1998
- h. Nightlines April 15, 1998

**4. Invoices**

- a. Invoices for Gala
- b. Letter setting date for Gala
- c. Board of Director's Meeting March 20, 1998
- d. Items needed for the Gala
- e. List of individuals that purchased tickets for Gala

**55. Fred Sanchez**

- a. Fax indicating interest of job at Gerber/Hart

**6. Bob Dooman**

- a. Application for a job At Gerber/Hart

**7. Dale Zigler**

- a. Rejection letter for a job posting

**8. Marsian DeLellis**

- a. Rejection letter for a job posting

**9. Robert Schultz**

- a. Rejection letter for a job posting

**10. Todd Light**

- a. Rejection letter for a job posting

**11. Mitch White**

- a. Rejection letter for a job posting

**12. Martin Saganski**

- a. Rejection letter for a job posting

**13. Jason Malinowski**

- a. Rejection letter for a job posting

**14. Job Description**

- a. Managing Directors

**15. Nicole Cooper**

- a. Phone Number

**16. Diana Bill**

- a. Phone Number

**17. Lisa Huff**

- a. Phone Number

**18. Joseph Perry**

- a. Phone Number

**19. Financial**

- a. Check stubs from 1999

**20. Financial**

- a. Credit card stubs merchant copy
- b. Financial letters and invoices
- c. Playbills
- d. Blank stationary
- e. Auction Donation form
- f. Items not yet claimed from silent auction letter

**21 The University of Chicago Gleacher Center**

- a. Terms and conditions letter for the center
- b. Letter thanking for signing the contract.
- c. Meeting Room Rental Agreements

## **22 Silent Auction**

- a. List of items for auction

## **23 Honey West**

- a. Images
- b. Silent auction list
- c. Honey West A Biography

## **24 Support**

- a. Ads, Pat, Copy
- b. Blank stationary

## **25 Notes**

- a. List of people who paid for the auction
- b. List of silent auction items that need to be solicited

## **26 Fall Fund-raiser Program**

- a. Times of when program runs

## **27 Grand Opening of Granville location**

- a. Letters to those aiding in the grand opening

## **28 State of Illinois Gaming License Information**

- a. Gerber/Hart Newsletter Fall 1999
- b. Balance Sheet As of October 31,1999
- c. Illinois Department of Revenue Charitable Games of License
- d. Letter indicating what games the grand opening will be playing
- e. Charitable Games Application for License
- f. Important reminders for Charitable Games
- g. Computer Disc – No information as to what is on it
- h. Check to the Illinois Department of Revenue \$200
- I. RCG-2 List of Charitable Game Workers

## **29 Gerber/Hart**

- a. List of alcoholic beverages needed for gala
- b. Emergency Department Discharge Instructions Swedish Covenant Hospital
- c. Got a tetanus shot
- d. Gala names and addresses
- e. Russell Kracke resignation
- f. Grants Report for Gerber/Hart March 12, 1999
- g. Draft of Increased Membership ideas
- h. Jerry Pritikin written to about the auction

## **30 Charges/Checks**

- a. “The Future Is Now” Event Recap

## **31 Mail Lists**

- a. Minutes of October 16, 1998 Meeting
- b. Print It! Invoice to Gerber/Hart November 19, 1998
- c. Silent Auction Items as of 11/16/98
- d. Addresses of companies that donated to Silent Auction

## **32 Ad Information**

- a. Gerber/Hart “The Future is Now” Program Book Advertising Agreement



### **33 Gerber/Hart Payment**

- a. Letter to Jerry Pritikin for donating of Harvey Milk photographs
- b. Andy's Music invoice to Gerber/Hart
- c. Gerber/Hart sending out invoices to vendors who need to pay
- d. List of people who paid for the silent auction items

### **34 Price of Love**

- a. Proposal to Lease 1127-31 West Granville
- b. Proposal to obtain "ownership" of the Website [www.outchicago.org](http://www.outchicago.org)
- c. State of Illinois Articles of Incorporation from Jim Edgar – Secretary of State
- d. Lease for Granville location
- e. Gerber/Hart Library Board of Directors Meeting August 21, 1998
- f. Board of Directors Minutes of July 17, 1998 Meeting
- g. Raffle the Night Away! Fundraiser book
- h. 5 photographs of Fundraiser 12/5/1998 at UC
- i. Write Now: Maintaining A Creative Spirit While Homebound and Ill by Susan Dion, Ph.D
- j. Press release: Gerber/Hart Offers Writing Workshop For People Coping With Serious Illness
- k. Board of Directors Minutes of March 12, 1999 Meeting

### **35 Don Landers**

- a. Invitation for Don Landers to join Gerber/Hart as a Board Membership
- b. Gerber/Hart Library A special commemoration 1981-1996
- c. Get Your Friends Involved! Invite your friends to become members of Gerber/Hart
- d. 1998 Gerber/Hart Library Board of Directors 12-15-97
- e. Year end solicitation for money to keep the library/archive active

### **36 Gerber/Hart Meeting 7/9/1999**

- a. Pepsi-Cola General Bottlers, Inc. invoice
- b. Patrons overdue list 7/25/99
- c. Amounts invested at banks and security firms
- d. Financials for Gerber/Hart – Library Income log and receipts
- e. Board of Directors Minutes June 4, 1999
- f. Job Listing for Gerber/Hart

### **37 Silent Auction**

- a. Silent auction forms

### **38 Silent Auction**

- a. Silent auction items Date/Silent Auction

### **39 Gerber Hart Receipts**

- a. Post Office receipt

### **40 Paid**

- a. Silent auction bid form that have been paid

### **41 Just Say No!**

- a. Check written to Lonigan's Catering
- b. Lonigan's Catering invoices
- c. Just Say No! List of people who bought tickets and cost

### **42 Gerber/Hart Financial**

- a. Gerber/Hart Library Income Log
- b. Illinois Department of Revenue letter stating that G/H is organized and operated exclusively for charitable purposes
- c. Copies of checks

d. Balance Sheet as of April 30, 1999

**43 Gerber Hart General Information**

- a. Display case to order for G/H
- b. Board of Directors Minutes August 15, 1999
- c. Board of Directors Minutes September 16, 1999
- d. Board of Directors of July 9, 1999

Separations:

None

Restrictions:

No donor restriction. Standard restrictions apply (see G/H “Confidentiality Agreement” for archives use).

Related Fonds/Series:

None.

Subject Headings:

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