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 Abbott 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!
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 Clipperings 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 Fall 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 Geber/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

   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.

   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
   g. Chicago Tribune news clippings
   a. 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

   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.

   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 Archive
   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
   c. OutLines December 2, 1998
   e. Gay 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
g. Draft of Increased Membership ideas
h. Jerry Pritikin written to about the auction

30 Charges/Checks

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
   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
   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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