Arrangement & Description: Fundamentals

Arrangement: Corporate records

Exercise # 2

**Background Information**

**Frognot Historical Society**

The Frognot Historical Society was founded in 1932 to promote the preservation and appreciation of Frognot and Collin County, Texas history. The Society’s first constitution provided for a president, a secretary, a treasurer and five additional directors, all elected for one-year terms at the annual business meeting of the Society. In 1937, the society purchased the home of Jack B. Nimble, governor of the state from 1888 to 1894, which now operates as a house museum.

The house, built in 1877 when Nimble became president of the Stop and Go Railroad, had been the site of the first organized frog hunt. To raise funds to restore and maintain the house, the Society began to host an annual Frog Ball in 1970. At the $500 per person gala, that has become a major social event in the county, two members, chosen for their outstanding contributions to the Society, reign as Frog King and Queen.

In 1971, three permanent committees were created for the society. The House Committee is responsible for maintaining the property, acquiring furniture and other objects for the house, and training and scheduling the volunteer docents who provide tours of the house dressed in period costumes. The Publicity Committee, which handles all press releases and publishes the annual membership directory, began publishing a quarterly newsletter in 1975. The Frog Ball Committee plans and stages the annual event.

Identify the potential series and subseries from the following inventory:

Box 1:

 Application for tax-exempt status (1972, 1979, 1984)

 Charter (1932)

 Constitution and by-Laws (1972)

 AASLH Docent Workshop (1975)

 AASLH Docent Workshop (1983)

 Costume patterns

 Docent schedules (1946-2001)

 Training manuals (1956-1987)

 Furniture acquisitions: Apple press-Whatnot

 Repairs, 1974

Box 2:

 Board of Directors minutes, 1955-1999

 Press releases (including photographs), 1972-2006

Box 3:

 Quarterly financial reports, 1932-2006

Box 4:

 Tax returns, 1972-1987

 Bank statements, 1964-present

Box 5:

 Furniture acquisition log (1937-2001)

Box 6:

 Frog Ball Planning Committee files, 1971-2006

Oversized: Scrapbooks (20 volumes)