

**GUIDE TO THE VILLAGE WELFARE SOCIETY /
PORT WASHINGTON COMMUNITY SERVICES/
VISITING NURSE SERVICES COLLECTION**

Collection Abstract:

This collection contains minutes, financial records, annual reports, handbooks, scrapbooks and photographs documenting the history of the Village Welfare Society (later known as Port Washington Community Services). Also included are some records pertaining to the Visiting Nurse Service of the North Shore, Inc., and the Visiting Home Health Services of Nassau, Inc.

**Collection Title: THE VILLAGE WELFARE SOCIETY COLLECTION/PORT
WASHINGTON COMMUNITY SERVICES/VISITING NURSE SERVICES**

Inclusive Dates: 1909-1988 (bulk dates 1909-1967)

Size: 12 Boxes (5 l.f.)

Source: Gift of Port Washington Community Services, 1982; 1988

Prepared by: Camille Croce Dee, 2003

Repository: Port Washington Public Library Local History Center

**THE VILLAGE WELFARE SOCIETY/
PORT WASHINGTON COMMUNITY SERVICES/
VISITING NURSE SERVICES COLLECTION**

INTRODUCTION:

The bulk of the records of Village Welfare Society/Port Washington Community Services were donated to the Port Washington Public Library in 1982.* The Collection totals approximately five linear feet. This collection contains the minutes, financial records, annual reports, handbooks, and a number of documents belonging to the organization. There also some administrative records relating to the Visiting Nurse Service. The research possibilities include the history of public health in the early part of the 20th century, the formation and growth of a community service organization, women's history, and of the Visiting Nurse Service in Port Washington. The suggested citation for the collection is "The Port Washington Public Library Local History Center (Village Welfare Society Collection/Port Washington Community Services)."

Organization History

Port Washington Community Services originated in 1909 as the Sisterhood Club, which consisted of 16 club members, led by Mrs. Richard Sweezy, its first president, to provide for the needs of their less fortunate neighbors. The members met weekly in each others' homes to sew clothing for infant layettes and dresses and pants for school children; subsequently, the group met in a room at the Bank of North Hempstead (286 Main Street), then at a house at 81 Webster Avenue. Within 2 years, the scope of their work had expanded to include furnishing rubbish cans for the length of Main Street, weekly story hours for pre-school children, and free lectures on the value of cleanliness and "the danger of flies." Some of the local residents who were active in the organization's early years included: Mrs. J.W. Mitchell, Mrs. A. Kilduff, Miss Sands, Mrs. MacLean, Mrs. W. Patten, Mrs. Arthur Vance, Mrs. W. Patten, Mrs. Forbes Hawkes, Mrs. C.S. Baxter, Miss Vanderverter, Mrs. Charles Norris, Mrs. George Thayer, Mrs. Elizabeth Perry, Mrs. H.B. Laidlaw, Miss Underhill, Mrs. J.E. Lynch, and many others.

The Village Welfare Society (VWS) engaged in numerous charitable activities, including providing assistance to women and children in need. The society provided clothing, shoes, maternity bags, Christmas dinners, and assisted with money to pay debts when necessary. The society ran many cooking, sewing and dressmaking classes for girls. It also held "Baby Days" and other clinics on personal hygiene. The Village Welfare Society actively assisted the Camp Fire Girls and the Boys' Club.

In 1911, the club changed its name to the Village Welfare Society and was incorporated in 1915. When the need for a professional nurse became apparent, the Village Welfare Society sponsored a District Nurse Tea in June 1916; within one month the Port

*with additional items donated in 1979 and 1988.

Washington Visiting Nurse Association was formed and Mrs. Forbes Hawkes was elected Chair of the Executive Committee. During World War I, the Village Welfare Society, Inc. sent relief articles of clothing to Belgian refugees. It cooperated with the Red Cross on many occasions.

On May 17, 1920, the Port Washington Visiting Nurse Association became part of the Village Welfare Society, with a commitment to nursing as well as family service. The agency's increasing activities required larger quarters, and in 1922, VWS moved from Webster Avenue to a large Victorian house at 225 Main Street, where it remained until 1973.

Although forced to curtail many of its services during the Great Depression, the Village Welfare Society worked closely with the Port Washington Citizens [sic] Unemployment Committee, helping over 200 people find jobs, and distributing milk and clothing within the community. During World War II, the Village Welfare Society provided temporary headquarters for the Community Defense Council, conducted home nursing classes, and helped organize and staff an evacuation hospital.

The Village Welfare Society became Port Washington Community Services in 1950, to better describe its four distinct operations: Family Services, the Visiting Nurse Service, Littig House, and the Community House at 225 Main Street. By 1963, the agency began to streamline its activities and joined five other Nassau County Visiting Nurse Associations to form the Visiting Home Health Services of Nassau, Inc., which is still in existence. As of 2002, Port Washington Community Services runs an Outreach Dental Program providing dental care to the children of the community.

Sources: Canter, Carol M. "Community Service Marks 65 Years," *Port Washington News*, January 3, 1980, p.7. History: Port Washington Community Services, Inc...., pamphlet, ca. 1978 (4 pp.) found in Local History Vertical Files.

Note: Additional materials relating to Port Washington Community Services/Village Welfare Society may be found in the Wysong Collection and in the Local History Vertical Files.

SCOPE AND CONTENT:

This collection contains 7 series, the first 5 of which mostly pertain to the Village Welfare Society: Organization documents found in the law offices of Vincent R. Balletta and Leonard Weintraub, Minutes of the Executive Committee and Board of Directors, Ledgers, Scrapbooks, and Photographs; Series 6 contains Port Washington Community Services Administrative Records and Series 7 consists of Visiting Nurse Service of the North Shore, Inc. Administrative Records.

ORGANIZATION:

The collection is arranged into [7] series:

- SERIES I: Organization Documents and Papers**
- SERIES II: Minutes**
- SERIES III: Ledgers and Contributions File Cards**
- SERIES IV: Scrapbooks**
- SERIES V: Photographs**
- SERIES VI: Port Washington Community Services**
- SERIES VII: Visiting Nurse Service of the North Shore, Inc.**

SERIES DESCRIPTIONS:

Series I: Organization Documents and Papers, [1911-1949; 1960s; 1979-1980; 1988]
(2 folders)

This series consists of documents for the Village Welfare Society found in the law offices of Vincent R. Balletta and Leonard Weintraub, that were returned to the organization in 1966 and include contracts, property surveys, and financial papers. It also includes miscellaneous papers and clippings related to the organization, including a poem handwritten by Mrs. C. S. Baxter in 1911, on the Sisterhood. The papers are arranged chronologically.

Series II: Minutes, Bound and Unbound, [1909-1939] (5 folders)

This series contains 18 books of minutes, mostly bound, of the Village Welfare Society, and its forerunner, The Sisterhood Club. These minutes comprise the bulk of the collection. Minutes for the organization's earliest years are handwritten and some are unbound. Some annual reports are also included. The minutes are arranged chronologically.

Series III. Ledgers and Contributions File Cards [1931-1967] (4 folders)

This series includes 2 ledger books and loose ledger sheets for general fund, employment and earnings, budgets and accounts. Box 2, Folder 1 containing the General Fund Ledger, October 1931, is housed with Series II (Minutes) due to size considerations. Also included is a Contributions File of approximately 150 loose 4" x 6" index cards with contact information on major donors. The ledgers are arranged by topic; the Contributions File is in the original order, which is mostly alphabetical.

Series IV. Scrapbooks [1913-1962] (5 folders)

This series contains 4 scrapbooks of clippings and 1 folder of loose clippings on the Village Welfare Society's activities. The scrapbooks are arranged chronologically.

Series V. Photographs [1930-1961 and undated] (3 folders)

This series consists of black and white photographs of the Village Welfare Society and the Visiting Nurse Services and their activities, including photographs of the Home Hygiene Class, demonstrations by Visiting Nurses, organization functions and personnel, and youth outings. Some photographs were taken by the Mason Studio and M.C. Reibman. The photographs are arranged chronologically.

Series VI. Port Washington Community Services [1934-1979] (36 folders)

This series contains administrative records of the organization that evolved from the Village Welfare Society. It includes: Constitution and By-laws, Handbooks and Mission Statement, Minutes of Board of Directors' and Executive Committee Meetings, Committee Minutes and Papers, Annual Reports, Financial Statements, Other Organizations (Port Alert, Inc., Community Action Council), Miscellaneous Papers, and Ledgers.

Series VII. Visiting Nurse Service of the North Shore, Inc. [1916; 1960-1980; 1988] (9 folders)

This series consists of 9 folders of administrative records for the Visiting Nurse Service, and contains: Incorporation/By-Laws, Board of Directors Monthly Meeting Minutes, Nursing Committee Minutes, Reports (Monthly Service Reports and Annual Nursing Report). Series 5 (Photographs), Box 8 includes some photographs of Visiting Nurse activities. A handwritten letter from Visiting Nurse Mary E. Tobin, re: prices to charge for Visiting Nurse services, ca. 1916, is also included.

BOX LIST:

Box Folder Content

Box 1

Folder 1 - **Organization Documents, 1921-1949; 1966**
Contents: documents for Village Welfare Society found in the law offices of Vincent R. Balletta and Leonard Weintraub, letter dated 12/8/1966; includes papers re:

Contract for property between Interboro Security Company to Elizabeth H.C. Thayer, Mildred B. Mitchell, Belle R. Vande Venter [sic], Clara S. Gaillard, Luella W. Cummings, and Virginia S. Witmer for VWS building, 10/27/1921

Release of dower by Catherine A. Brown to The Village Welfare Society of Port Washington, N.Y., 10/17/1922; Executors' Deed – Williamson U. Vreeland et al, Executors to The Village Welfare Society of Port Washington, Inc. for VWS land and building, 11/1/1922

Deed from Williamson U. Vreeland and others as Executors to The Village Welfare Society of Port Washington, Inc. for land and building, 11/1/1922

Bill of sale (carbon copy) – The Village Welfare Society of Port Washington, Inc. to Mildred C. Moore, 11/24/1922

Receipts (5) from Bank of North Hempstead dated 1/26/1932 (2), 2/5/1932, and 2/18/1932

Assignment of checking account and reduction of funds in the bank of North Hempstead by The Women's Exchange, 2/24/1933

Papers re: Charles H. Mason Estate bequest to Village Welfare Society of Port Washington, 12/23/1938, notice of probate of will and envelope dated 3/29/1935 containing handwritten notes: "Bequest to the Society, not sufficient funds in the estate to pay the bequest"

Agreement between Henry A. Alker and Village Welfare Society of Port Washington re: creation of trust fund (2 copies), 10/20/1938

Agreement between The Port Washington National bank and Trust Company and The Village Welfare Society of Port Washington, Inc., 6/17/1945 re: mortgage extension

Survey of property (blueprint) at 225 Main Street, belonging to the Village Welfare Society of Port Washington (2 copies), 6/22/1945

Agreement between Henry A. Alker and the Village Welfare Society of Port Washington re: cancellation of trust, 4/1948

Certification of Satisfaction of Mortgage by The Village Welfare Society of Port Washington, Inc. to William U. Vreeland, William G. Burt and Harry Furness as executors, etc., 7/19/1949

Folder 2 – **Miscellaneous Papers, 1911; ca. 1938; ca. 1941; 1944; 1946; 1960s; 1980; 1988**

Contents:

Poem (handwritten) by Mrs. C. S. Baxter, "To Our Friends," re: the Sisterhood, 1911

Pamphlet describing The Village Welfare Society, listing officers and board members (2 copies), ca. 1938

Booklet (16pp.), "On Guard over Homes," published by Your Village Welfare, ca. 1941

Pamphlet, "Community Protection: Give More in '44, Village Welfare," 1944

Newsletter, *The Home Front*, volume IV, number 3, May 1946

Photocopy of Community Services' income and expenses, 1963-1967

Certificate of Approval as a Home Health Agency, State of New York,
Department of Health to Port Washington Community Services, Inc., 8/2/1966

Booklet (unpaged), Port Washington Community Services: Founded 1909
(2 copies), ca. 1960s

Newspaper clipping, "Community Services Marks 65 Years" by Carol M. Canter,
The Port Washington News, 1/3/1980, (1 leaf)

Catalog cards, Library of Congress, Descriptive Cataloging Division, Manuscripts
Section with cataloging information on Port Washington Community Services,
Inc. (N.Y.) for records 1909-1966 (3 copies); includes cross reference information
(2 cards)

Souvenir booklet, "75 Years of Caring, VNA: Visiting Nurse Association of
Long Island, Inc.," 1988 (unpaged)

Folder 3 – **Minutes of The Executive Committee (Village Welfare
Society), April 1913-January 1915**

Contents: Handwritten minutes taken by A. MacLean, Mrs.
Burgess Johnson, C.W. Johnson, Mrs. J.W. Mitchell; topics
discussed include proposed members, donations made, securing a
facility, and arranging details of their building (23 leaves)

Minutes, Bound and Unbound, 1909-1939

Contents: 4 bound notebooks and 4 unbound notebooks of minutes
of The Sisterhood Club (forerunner of The Village Welfare
Society); list (typed) describing contents of Book I – February 4,
1909-February 5, 1912

Book I – The Sisterhood Club – Minutes: February 4, 1909 thru February 5, 1912
(152pp.), bound; handwritten

Book II – The Village Welfare Society – Minutes: February 12, 1912 thru
March 24, 1913 (153pp.), bound; handwritten

Book III – The Village Welfare Society – Minutes: February 2, 1914 thru
October 2, 1916 (193pp.), bound; handwritten

Book IV – Minute Book – Port Washington Visiting Nurses [sic] Association;

Minutes of Organization Committee, incl. Secretary's expenses, also by-laws (1916 thru 1920) (292pp.), bound; handwritten; by-laws (typed) attached to back cover

Book V – Trustees' Minutes of Village Welfare Society from May 9, 1921 to April 19, 1926; (unpaged), unbound (tied with ribbons), typed

Book VI– Trustees' Minutes of Village Welfare Society, from May 24, 1926 to April 14, 1930; (unpaged), unbound (tied with ribbons), handwritten; includes 1 loose sheet

Book VII – Trustees' Meetings, May 1932-April 1933; (33pp.), unbound (tied with string), typed

Book VIII – Trustees' Meetings, May 8, 1933 thru Nov. 13, 1933; (20pp.—pp.34-52), unbound (tied with string), typed

Book IX – Trustees' Minutes, December 1933 thru December 1934; (32pp.—pp.53-83, with 1 unpagged leaf), unbound (tied with string) typed

Book X – Trustees' Meeting [sic], May 1930 thru April 11, 1932; (unpaged), unbound (tied with string), typed

Book XI – Trustees' meetings, January 14, 1935 thru December 11, 1939; (mostly unpagged), unbound (tied with string), handwritten and typed

Box 2

Folder 1 - **General Fund Ledger, October 1931-November 1938**

Contents: 1 ledger book, (300pp.) bound, handwritten

Folder 2 - **Minutes of Meetings, May 1921 thru May 1923**

Contents: 1 three-ring binder containing minutes, (unpagged),

typed; "1B" written on label

Folder 3 - **Minutes of Meetings, May 1923 thru April 1928**

Contents: 1 three-ring binder containing minutes, (unpagged)

handwritten and typed; "2B" written on label

Box 3

Folder 1- **Minutes of Meetings, 1928 thru April 1934**

Contents: 1 three-ring binder containing minutes, (unpaged), typed; "1C" written on label

Folder 2 – **Minutes of Meetings, 1934 thru Dec. 1939**

Contents: 1 three-ring binder containing minutes, (unpaged), handwritten and typed; "2C" written on label

Folder 3 – **Minutes of Meetings, January 1940 thru December 1945**

Contents: 1 three-ring binder containing minutes, (unpaged), handwritten and typed; "3C" written on label; includes code letters and definitions for client need priority

Box 4

Folder 1 – **Minutes of Meetings, January 1946 thru December 1952**

Contents: 1 three-ring binder containing minutes, (unpaged), typed; includes two loose sheets inserted (1 fragile), 4/20/1948

Folder 2 – **Minutes of Meetings (Executive & Board) 1953 thru December 1958**

Contents: 1 three-ring binder containing minutes, (unpaged), typed

Box 5

Folder 1 – **Ledger – Records of Employment and Earnings, 1959-1967**

Contents: loose ledger sheets in binder covering 1959-1967, handwritten; includes scrap of paper re: earnings records for Julia Nelson Tucker, 7/31/1972

Folder 2 – **Ledger – Budgets, 1940-1950**

Contents: loose ledger sheets with alphabetical arrangement for budget items, handwritten

Folder 3 – Ledger – Accounts, 1941; 1946-1958

Contents: ledger book (612pp.) divided topically; includes assets, liabilities, reserves, surplus, expenses, administrative expenses, nursing, house, and general

Folder 4 – Contributions File, 1941-1946

Contents: paper fragment on which is written “Village Welfare Society File of Larger Contributions, 1941 and Thereafter;” second paper fragment is marked “Cards of V.W.S. Larger

Contributions;” includes some 150 index cards (4" x 6") containing names and addresses of contributors, amount donated, year of donation, and a number preceded by “PW.” Contributors include Bernard M. Baruch, Mrs. C.W. Copp, M/M Charles D. Cox, M/M T.C. Davis, M/M John J. Dempsey, M/M Leroy Grumman, M/M Harry Guggenheim, M/M S.R.Guggenheim, M/M W. Averill Harriman, Mrs. Forbes Hawkes, Mrs. Samuel Hewlett, M/M Charles E. Hyde, M/M Nicholas Schenck, Miss Jane P. Sousa, M/M Francis K. Thayer, M/M Seth Thayer, M/M George Vanderbilt, M/M Alison Wysong, and M/M C.N. Wysong

Box 6

Folder 1 - Scrapbook, 1913-1917

Contents: 1 scrapbook (unpaged) of newspaper clippings, labeled “Village Welfare Society, Newspaper Publicity 1913-1917,” covering VWS activities

Folder 2 - Scrapbook, 1919-1936

Contents: 1 scrapbook (unpaged) of newspapers clippings, labeled “Village Welfare Society Notes,” which includes clippings on VWS activities, 1919-1936

Folder 3 - Clippings, 1941 and ca. 1940s

Contents: 5 loose clippings from scrapbook, mostly undated, but probably all from the 1940s, on Henry Street Visiting Nurses, Long Island Air Raid and Blackout Test, and the role of women during World War II

Folder 4 - **Scrapbook, 1958-1962**

Contents: scrapbook (unpaged) of newspapers clippings covering VWS activities, 1958-1962

Box 7

Folder 1 - **Scrapbook, 1940-1947**

Contents: scrapbook (unpaged) of newspaper clippings covering VWS activities 1940-1947; fragile condition; includes loose clippings, and envelope labeled "VWS Campaign Forms & Publicity, 1941", including papers

Box 8

Folder 1 - **Photographs – “Older Photos” – Village Welfare/Visiting Nurse, 1930; ca. 1930s**

Contents: 6 b/w photographs, including 5 8" x 10" prints and 1 5" x 7" print of the graduates of the Home Hygiene Class, conducted under the auspices of the Village Welfare Society; 1 print identified by newspaper clipping, 9/12/1930; the others are undated, but are probably from the 1930s; includes 1 photograph taken by S. Mason

Folder 2 - **Photographs – Visiting Nurse/Community Services, 1953-1957**

Contents: 12 b/w photographs, Visiting Nurse/Community Services activities and staff; includes some photographs by Mason Studio, United Labs and M.C. Reibman of:

Mrs. Vincent S. Welch, Harriet B. Littig and Horace Davis at 80th birthday dinner for Harriet B. Littig at North Hempstead Country Club, 1/5/1953

Photo of meeting (?), Community House, 6/25/1953

Robert E. Nowlan, Pres., Port Washington Community Services,

(2 copies), ca. 1954

Mental Health Week display, May 1954

Unidentified woman on steps of Community House, 9/1955

Brownie troop on steps of Community House, 1955 or 1956

Unidentified men with fan, 1957

Farewell luncheon – Miss Story (?) – Board, Committees and Staff, Strathmore Village and Bath Club, 5/1956 (2 photographs)

Demonstration (?) bandaging patient's head, 5/1956

Teens and unidentified man in front of Port Washington Community Services bulletin board, 4/2/1957

**Folder 3 - Photographs - Visiting Nurse/Community Services, 1960s
and undated**

Contents: 30 b/w photographs of Visiting Nurse/Community activities; includes some photographs by Mason Studio (Val Gelo, photographer) of:

Mrs. Sue Mittelstaedt, V.N., demonstrating bathing a baby (2 copies), ca. 1960

Bargain Cupboard Thrift Shop, ca. 1960 (4 photos)

Children from Littig House leaving for daily Bar Beach trip with Mr. Presti in newly purchased station wagon, 7/1961

Jim McLernon taking children back to Littig House after Bar Beach trip, 7/1961

Unidentified children near Community Services van, (probably Bar Beach trip), (2 copies), 7/1961

Unidentified bus trip with teen group (possibly a dance) (3 photos, including 1 duplicate), 7/1961

Trip to Sagamore Hill, Oyster Bay, 8/1961

Teen group sitting on wall, 8/1961

Barbecue and dance at Littig House, 8/10/1961

Teens from Litting House at Bar Beach, (2 copies), 8/1961

Children being examined by doctor, 8/1961 (also negative)

Luncheon, 10/1/1963

Santa Claus with unidentified children, [n.d.]

Bargain Cupboard Committee, [n.d.]

Mrs. Muriel Borin interviewing a client in her office (2 copies), Mason Studio (Val Gelo, photographer) [n.d.]

Unidentified woman on steps of Community Services building, Mason Studio (Val Gelo, photographer) [n.d.]

Unidentified man and 2 women on dais, Stanley Gerard Mason, photographer (2 copies), [n.d.]

Demonstration of lifting baby from cradle with "The 4 Corners of a Square Meal" poster on wall [n.d.]

Unidentified Board of Directors meetings (2 photographs) 1 by
Mason Studio (Val Gelo, photographer) [n.d.]

Box 9

**Port Washington Community Services – Administrative
Records**

Folder 1 - Contents: Constitution and By-Laws, ca. 1975; 1979

Folder 2 - Contents: Summary of Purposes, 1965

Folder 3 - Contents: Handbook, revised, 1958

Folder 4 - Contents: Handbook, revised, 1963

Folder 5 - Contents: Handbook, revised, 1969

Folder 6 - Contents: Minutes, Board of Directors & Exec. Committee, 1952;
1956

Folder 7 - Contents: Minutes, Board of Directors & Exec. Committee, 1957-
1959 (includes some duplicates; some missing)

Folder 8 - Contents: Minutes, Board of Directors & Exec. Committee, 1960

Folder 9 - Contents: Minutes, Board of Directors & Exec. Committee, 1961-
1962

Folder 10 - Contents: Minutes, Board of Directors & Exec. Committee, 1963-
1964

Box 10

**Port Washington Community Services – Administrative
Records**

Folder 1 - Contents: Minutes, Board of Directors & Exec. Committee, 1970-
1971 (Includes Annual Meetings 4/6/1970, 4/5/1971)

- Folder 2 - Contents: Minutes, Board of Directors & Exec. Committee, 1972
- Folder 3 - Contents: Minutes, Board of Directors & Exec. Committee, 1973
- Folder 4 - Contents: Minutes, Board of Directors & Exec. Committee, 1974
- Folder 5 - Contents: Minutes, Board of Directors & Exec. Committee, 1975
- Folder 6 - Contents: Minutes, Board of Directors & Exec. Committee, 1976
- Folder 7 - Contents: Committee Minutes and papers, 1961-1964; 1 undated
- Folder 8 - Contents: Annual Reports, 1934/1935 – 1940
- Folder 9 - Contents: Annual Reports, 1941 – 1944
- Folder 10 - Contents: Annual Reports, 1944 – 1947
- Folder 11 - Contents: Annual Reports, 1948 – 1950
- Folder 12 - Contents: Annual Reports, 1951 – 1953
- Folder 13 - Contents: Annual Reports, 1954 – 1958
- Folder 14 - Contents: Annual Reports, 1959 – 1962
- Folder 15 - Contents: Annual Reports, 1963 – 1965
- Folder 16 - Contents: Annual Reports, 1969 – 1972
- Folder 17 - Contents: Annual Reports, 1975 – 1976

Box 11**Port Washington Community Services – Administrative Records**

- Folder 1 - Contents: Financial Statements, 1959-1963
- Folder 2 - Contents: Annual Reports, 1964-1967
- Folder 3 - Contents: Board of Directors & Committee lists, 1950-1957
- Folder 4 - Contents: Board of Directors & Committee lists, 1958-1962
- Folder 5 - Contents: Community Action Council, 1966-1970
- Folder 6 - Contents: Port Alert, Inc., 1970-1972 (Includes correspondence, floor plans, financial sheet, minutes of board meeting, 10/1971)
- Folder 7 - Contents: Miscellaneous papers (Includes lists of officers, materials relating to premises at 1 Herbert Avenue, Port Washington)
- Folder 8 - Contents: Ledger, 1961/1962 (75 pp.)
- Folder 9 - Contents: Ledger, 1963/1964 (75 pp.)

Box 12**Visiting Nurse Services**

- Folder 1 - Contents: Incorporation & By-Laws, 1960; 1967-1968; 1973; 1975; 1980 (Contains Certificate of Amendment of the Certificate of Incorporation of Visiting Nurse Service of the North Shore, Inc. and By-Laws of Visiting Home Health Services of Nassau, Inc.)
- Folder 2 - Minutes, Board of Directors, 2/1972; 2/1973
- Folder 3 - Minutes, Nursing Committee, 1962-1964

- Folder 4 - Minutes, Nursing Committee, 1965-1968; 1973; undated
- Folder 5 - Minutes, Nursing Committee, 1966-1967
- Folder 6 - Monthly Reports, 1968 – 1973 (Includes Annual Nursing Report, 7/1/1967 – 4/31/1968)
- Folder 7 - Annual President's Report, 1970 -1971; 1974/1975
- Folder 8 - Annual Nursing Report, 1969/1970 – 1974/1975
- Folder 9 - Miscellaneous, 1916; 1963 – ca. 1967; 1979; 1980; 1988
Contents: Letter (handwritten) to Miss Edna Copeland from Mary E. Tobin, asking advice re: prices she should charge for Visiting Nurse services, ca. 1916; Newspaper clipping, "The Visiting Nurse: One of the North Shore's Blessings," *Community*, October 1963 (also photocopied), (2 leaves), Personnel Code, Pamphlet, "History: Port Washington Community Services, Inc...the Visiting Nurses in Port!" (1 original and 1 photocopy), ca. 1979, Agenda of first meeting of VNS of the North Shore, Inc., and Board of Directors list 1/1980; Pamphlet, "History: Port Washington Community Services, Inc...the Visiting Nurses in Port!" (1 original and 1 photocopy), ca. 1979)