

# **Board of Trustees Records**

## **BMA.24**

**Finding aid prepared by Emily Rafferty**

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Describing Archives: A Content Standard

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Archives and Manuscripts Collections, The Baltimore Museum of Art  
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10 Art Museum Drive  
Baltimore, MD, 21032  
(443) 573-1778  
BMAlibrary@artbma.org

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## Summary Information

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<b>Repository</b>	Archives and Manuscripts Collections, The Baltimore Museum of Art
<b>Creator</b>	Avirett, John W., 2d, 1902-1993
<b>Creator</b>	Randall, Blanchard, 1856-1942
<b>Creator</b>	Treide, Henry E., d. 1969
<b>Title</b>	Board of Trustees Records
<b>Date [bulk]</b>	Bulk, 1923-2005
<b>Date [inclusive]</b>	1914 - 2005
<b>Extent</b>	14.0 Linear feet (35 boxes)
<b>Language</b>	English
<b>Abstract</b>	The Board of Trustees Records reflect the activities of the BMA's Board. The records total 14 linear feet and date from 1914-2005. They consist of meeting minutes, Trustee manuals, Director's reports, correspondence, financial information, amendments to bylaws, and the papers of Board Presidents. The records were created by both BMA staff such as Directors, Assistant Directors, and administrative personnel; and Board Presidents, Treasurers, and Secretaries.

### Preferred Citation

Board of Trustees Records, Archives and Manuscripts Collections, The Baltimore Museum of Art

## Scope and Contents

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The Board of Trustees Records reflect the activities of the BMA's Board. The records total 14 linear feet and date from 1914-2005. They consist of meeting minutes, Trustee manuals, Director's reports, correspondence, financial information, amendments to bylaws, and the papers of Board Presidents. The records were created by both BMA staff such as Directors, Assistant Directors, and administrative personnel; and Board Presidents, Treasurers, and Secretaries.

The earliest records outline important moments in the Museum's history such as its incorporation, the search for a temporary home, the fight to secure a permanent site, and the construction of the John Russell Pope building. Other significant materials include the 1949 Trustee Census on Contemporary vs. Traditional Art, in which Board members were asked to write statements about to which side the Museum should focus its exhibitions.

The records also include the papers of several Board Presidents: Blanchard Randall, Henry E. Treide, and John W. Avirett, Jr. Blanchard Randall was the first Board President, serving from 1941-1937 and his records document not only the founding of the Museum, but also the building of the John Russell Pope building. Henry E. Treide followed Randall as Board President from 1937-1942 and his records relate to his activities on the Board, in particular from 1937 through 1939 -- the period when Treide and an Administrative Committee of Trustees were leading the Museum. A small amount of additional papers document the tenure of John W. Avirett, Jr. as Board President from 1962 to 1968 and major donations such as the Wurtzburger Memorial Garden and Entrance in 1966.

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## Arrangement

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Arranged into six series: 1. Minutes. 2. Trustee Manuals. 3. Director's Reports. 4. Blanchard Randall 5. Henry Treide 6. John W. Avirett, Jr. Within the series, the majority of the material is in chronological order.

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## Administrative Information

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### Publication Information

Archives and Manuscripts Collections, The Baltimore Museum of Art 2013

## Ownership and Copyright

The materials are the physical property of the Archives and Manuscripts Collections, The Baltimore Museum of Art. Copyright, except in cases where material has passed into the public domain, belongs to the authors or their legal heirs and assigns. The Board of Trustees Records are closed to outside researchers for 25 years from the date of creation unless otherwise indicated in the Archives Access Policy. For further information, consult a Library staff member.

## Provenance

The majority of the minutes, Director's reports, and Trustee manuals were transferred from the Development Department from 2007-2012. The Slack Donation of Blanchard Randall's records was given in 1988. The remaining material was found in either the Library or Archives storage.

## Processing Information

Unless otherwise noted, the material was processed by Emily Rafferty in 2013.

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## Controlled Access Headings

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### Genre(s)

- Correspondence
- Financial records

### Personal Name(s)

- Boas, George, 1891-1980
- Bolger, Doreen, 1949-
- Cheek, Leslie, 1908-
- Elder, William Voss
- Freudenheim, Tom L.
- Garrett, Alice Warder
- Lehman, Arnold L.
- Levy, Florence N., (Florence Nightingale), 1870-1947
- Parkhurst, Charles
- White, Virginia Purviance Bonsal, 1869-1955

**Subject(s)**

- Art museum directors
- Art museums -- Administration
- Baltimore Museum of Art
- Minutes
- Museum trustees

## Collection Inventory

### Corporate Documents 1914 - 1929 0.1 Linear feet (.25 box)

#### Scope and Contents

This series contains originals and copies of corporate documents such as the BMA's bylaws and leases and agreements. Leases include those for the 101 W. Monument Street building in the early 1920s. Later bylaws and revisions to them not found in this series can be found in the Minutes series filed with the minutes for the meeting at which they were approved or distributed.

#### Box

Bylaws 1914 - 1938

1

Leases and Agreements 1922 - 1925

1

### Correspondence 1924 - 1938 0.1 Linear feet (.25 box)

#### Scope and Contents

The Correspondence series contains communications to and from members of the Board other than the Chair or President. The majority dates from the 1920s and 1930s.

#### Box

1924 - 1938

1

1966

1

**Minutes****Minutes****Scope and Contents**

This series includes minutes from the Board of Trustees, Executive Board, Senior Board, and various committees. Minutes may also include associated reports, memos, correspondence, amendments to the bylaws, votes by mail, and resolutions. Some Executive Board and Board of Trustees minutes were not found at the time of processing and lists of the missing minutes are included in the scope and contents note for those subseries.

**Executive Board and Board of Directors****Box**

1911 - 1922

2

**Executive Committee / Executive Board****Scope and Contents**

Missing Executive Committee / Executive Board minutes:

1930 (August - December), 1931, 1940 (May - December), 1941, 1942, 1943, 1944, 1963 (March - December), 1964, 1965, 1966, 1967 (January - May, July - December) 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979 (January - August).

**Box**

1923 - 1927

2

1928 - 1930 Jul

2



## Executive Committee / Executive Board

1932 - 1937 Jun	2
1937 Jun - Dec	2
<b>Existence and Location of Originals</b>	
Photocopies of originals from Henry Treide series.	
1938 Jan - 1940 Apr	2
<b>Existence and Location of Originals</b>	
Photocopies of originals From Henry Treide series.	
1945 Mar - Dec	2
1946 Jan - Nov	2
1947 Jan - Dec	2
1948 Feb - Nov	2
1949 Jan - Nov	3
1950 Jan - Jul	3
1950 Sep - Nov	3
1951 Jan - Oct	3

Executive Committee / Executive Board

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1952 Feb - Nov	3
1953 Jan - Dec	3
1954 Jan - Dec	3
1955 Jan - Nov	3
1956 Jan - Nov	4
1957 Jan - Nov	4
1958 Jan - Nov	4
1959 - 1963 Feb	4
1967 Jun	4
1979 Sep 17 - 1982 Jul 19	4
1982 Sep 20 - 1984 Nov 19	4
1984 Dec 17 - 1986 Dec 15	4
1987 Jan 19 - 1990 Apr 16	4
1990 May 21 - 1991 Jan 14	5

## Board of Trustees

1991 Feb 6 - 1991 Oct 28	5
1991 Nov - 1992 Jun	5
1992 Sep - 1993 Jun	5
1993 Sep - 1994 Jun	5
1994 Sep - 1996 Feb	5
1996 Apr - 1997 May	6
1997 Sep - 1999 May	6
1999 Sep 21 - 2001 Apr 24	6
2001 May 14 - 2003 Oct 21	6

**Board of Trustees****Scope and Contents**

From 1940 - 1946, this subseries includes meeting minutes of the Senior Board of Trustees (no minutes for the Junior Board of Trustees have been located). Some files contain reports and agendas, but no minutes.

Missing Board of Trustees minutes:

1930, 1931, 1932 (January - April), 1933 (July - December), 1952 (all missing but attendance sheet for April meeting), 1954 (June - December), 1959, 1960, 1961 (January - October), 1962 (January - April), 1963 (April, October - December), 1964, 1965, 1966, 1967 (April 17), 1969 (January 20), 1970 (January

Board of Trustees

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19), 1970 (June 22), 1971 (October 18), 1972 (January), 1972 (April 24), 1973 (January 22), 1974, 1975, 1976, 1977, 1978, 1979 (January - August).

	<b>Box</b>
1923	7
1924	7
1925	7
1926	7
1927	7
1928	7
1929	7
1932 May - Dec	7
1933 Jan - Jun	7
1934	7
1935	7
1936	7

Board of Trustees

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1937	7
1938	7
1939	7
1940	7
1941	7
1942	7
Meeting Attendance 1937 - 1942	7
1943	7
1944	7
1945	7
1946	7
1947	7
1948	7
1949	8

Board of Trustees

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Trustee Census of Contemporary vs. Traditional Art 1949	8
1950	8
1951	8
1952 Apr	8
1953	8
1954 Apr	8
1955	8
1956	8
1957	8
1958	8
1961 Dec	8
1962 Jun - Oct	8
1963 Jan, Jun	8
1967	8

Board of Trustees

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1968	8
1969	9
1970	9
1971	9
1972 Jun - Oct	9
1973 Jan	9
1979 Sep 24 - 1981 Apr 27	10
1981 Jun 22 - 1982 Jun 28	10
1982 Oct 4 - 1984 Dec 3	10
1985 Feb 11 - 1986 Feb 10	10
1986 Apr 28 - 1988 Apr 25	10
1988 Jun 13 - 1989 Dec 4	10
1990 Feb 5 - 1991 Jun 17	10
1991 Oct 14 - 1993 Apr 12	11

## Indexes to Board of Trustees and Executive Committee Minutes,

1993 Jun 14 - 1995 Oct 9	11
1995 Dec 1 - 1997 Jun 2	11
1997 Oct 14 - 1999 Mar 15	11
1999 Jun 9 - 2000 Oct 16	11
2000 Dec 11 - 2002 Oct 22	11
2002 Dec 17 - 2005 May 15	11

**Indexes to Board of Trustees and Executive Committee Minutes, 1937 - 1988****Scope and Contents**

Contains two indexes to the Board of Trustees minutes and the Executive Board minutes. Both are written on index cards and stored in metal card boxes. One dates mainly from 1979-1984 and the other from 1937 to 1984 although there is some crossover. Broad topics such as "Museum Policy," "Bequests," and "Insurance" are included as well as the names of individuals. The location of the topic in the minutes is noted with the date and an "x" for Executive Committee and "T" for Board of Trustees.

**Box**

Board of Trustees & Executive Committee Minutes from 1979 -- . 1979 - 1984	12
Index of Minutes, Board of Trustees and Executive Committee of The Baltimore Museum of Art. 1937 - 1984	13



## Trustee Manuals

**Trustee Manuals****Scope and Contents**

Trustee Manuals contain copies of BMA's mission, code of ethics, bylaws, and strategic plan, as well as lists of staff, trustees, trustee committees, facts about the Museum, and organizational charts. As of 2007 the manuals are distributed to Trustees in electronic format online.

	<b>Box</b>
1970	14
1972 - 1973	14
1973 - 1974	14
1974 - 1975	14
1975 - 1976	14
1976 - 1977	14
1977 - 1978	14
1978 - 1979	14
1979 - 1980	14
1980 - 1981	14

Trustee Manuals

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1981 - 1982	14
1982 - 1983	15
1983 - 1984	15
1984 - 1985	15
1985 - 1986	15
1986 - 1987	15
1987 - 1988	15
1988 - 1989	15
1989 - 1990	16
1990 - 1991	16
1991 - 1992	16
1992 - 1993	16
1993 - 1994	16
1994 - 1995	16

## Director's Reports

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1995 - 1996	16
1996 - 1997	17
1997 - 1998	17
1998 - 1999	17
1999 - 2000	17
2000 - 2001	17
<p><b>Director's Reports</b></p> <p><b>Scope and Contents</b></p> <p>The Director's Reports series contains reports presented by the Director of the BMA to the Board outlining the activities of the departments, exhibitions, and programs, as well as major successes and challenges. In general the reports are quarterly with one annual report in June.</p>	
	<b>Box</b>
1929 - 1930, 1939 - 1940, 1944, 1950, 1952, 1956 - 1958	18
1959 - 1962	18
1963 - 1964	18
1965	18

**Blanchard Randall**

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1966	18
1967 - 1968	18
1969	18
1970 - 1971	18
1972 - 1974	18
1975 - 1978	18
2000 - 2002	18
FY 2003 - 2004	18

**Blanchard Randall 1910-1969 0.8 Linear feet (2 boxes)****Scope and Contents**

The Blanchard Randall series contains correspondence and other materials related to the founding of the Baltimore Museum of Art, Randall's role in its operation, and the construction of the 1929 John Russell Pope building.

Frequent correspondents include Henry Walters, Thomas C. Corner, A.R.L. Dohme, and John Russell Pope. When faced with a museum-related dilemma, Randall wrote to administrators at other U.S. museums for information and advice. The materials contain several groups of such letters which shed light not only on the conditions at the BMA, but also at the responding museums. The decision about where the BMA should be built -- Druid Hill Park, Wyman Park or Mount Vernon -- engendered strong

**Slack Gift**

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opinions from Baltimore's citizens and Randall received many letters as a result. The materials also contain numerous newspaper clippings, mainly from *The Baltimore Sun*, that discuss the BMA.

A small number of materials created after Randall's death such as his obituary and several gift acknowledgements to Mrs. Harry R. Slack from the BMA are also included.

**Provenance**

The Slack Gift materials were given by W. Cameron Slack in 1988. An additional group of material was found in the Library in 2003.

**Biographical Information**

Blanchard Randall was born in Annapolis in 1856. A grain broker and banker, he was a leader in Baltimore's business world in the early part of the twentieth century. He served as President of The Baltimore Museum of Art from 1914 to 1937 and played a large role in the Museum's early success and the funding and building of the 1929 John Russell Pope building. He was also a trustee of The Johns Hopkins University, president of the National Board of Trade for several years, president of the Baltimore Chamber of Commerce in 1907, and was active in the Episcopal Church. He died in Baltimore in 1942.

**Processing Information**

The Slack Gift was processed by Library staff prior to 2000. The remainder was processed in 2013.

**Arrangement**

The original order of the Slack Gift is unknown. Any order that may have been imposed on the materials during processing has been retained. Most correspondence is files chronologically with files for specific subjects at the end.

The series is arranged in two subseries: 1. Slack Gift 2. Museum Planning and Administration.

**Slack Gift****Box**

## Slack Gift

1914	19
1915	19
1916 Feb - Mar	19
1916 Apr - Jul	19
1916 Aug - Dec	19
1917	19
1919	19
1920	19
1922	19
<b>Contents</b>	
<p>The August 15, 1922 letter from Blanchard Randall to Henry W. Kent of the Metropolitan Museum of Art contains a detailed description of the layout and features of the Garrett mansion at 101 W. Monument St. that would become the BMA's first home.</p>	
1923 Jan - Apr	19
1923 May - Dec	19

Slack Gift

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1924 Jan - Jul	19
1924 Aug - Dec	19
1925 Jan - Sep	19
1925 Oct	19
1925 Nov	19
1925 Dec	19
Committee on Site. 1925	19
Lease and Agreement. 1925	19
1926 Jan - Aug	19
1926 Sep - Dec	19
1927	19
1928	19
1929	19
1930	19

## Slack Gift

Report on Audit Accounts - BMA. 1930	19
Scheme for Future Expansion of the BMA. 1934	19
1936	19
1937	19
1939	19
1942 - 1969	19
Articles 1953, Undated	19
BMA - News and Catalogues. 1924, 1936, 1941 - 1942, 1947, 1949 - 1950, 1953, Undated	19
Facts about the BMA. Between 1923 and 1929	19
Collection of Mary Frick Jacobs. 1938	19
<b>Contents</b>	
1 copy of <i>The Collection of Mary Frick Jacobs</i> inscribed to Blanchard Randall from Henry Barton Jacobs.	
Gifts to the Museum. 1926 - 1939	19



## Museum Planning and Administration

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Personal Letters Concerning the Museum. 1930 - 1942	19
Minneapolis Institute of Arts. Undated	19
Southwest Museum. Undated	19
<b>Museum Planning and Administration</b>	
<b>Arrangement</b>	
This material had very little original order. During processing it was arranged either generally by date or by subject and then chronologically.	
	<b>Box</b>
1915 - 1922	20
1923 - 1925	20
1926 - 1931	20
Bylaws, Amended. 1928 - 1930	20
Chestertown Room. 1931 - 1932	20
Clippings. 1925	20
John Russell Pope. 1926 - 1928	20

## Henry E. Treide.

Olmsted Brothers. 1910, 1914, 1916, 1927 20

Photographs and Floor Plans of Museums. 1925 20

Plans of Art Museums. 1925 20

Spring House. 1931 20

**Henry E. Treide. 1937 - 1942 (Bulk, 1937-1939) 5.8 Linear feet (13 boxes)**

**Biographical Information**

Henry Ernest Treide (circa 1884 - 1969) was known for his involvement in many organizations around the city of Baltimore, including his notable role as President of The Baltimore Museum of Art from 1937 - 1942. Treide, whose last name "rhymes with tidy" according to a 1938 article in *Time Magazine*, was only 53 when he took on the job and handled it with an enormous amount of enthusiasm and hard work, even coordinating the running of the Museum after Director Roland McKinney left in 1938. A graduate of Johns Hopkins University, Treide worked with his father's dry goods business, Henry Treide & Sons, selling hosiery and underwear until 1924. He went on to serve as president of Davison Chemical Company, vice president of the Baltimore Mail Line, president of the Baltimore Association of Credit Men, and president of the Presbyterian Eye, Nose and Throat Hospital. Treide also served on the board of the Maryland Institute and on the Mayor's Art Commission.

Treide married Bell Baker in 1912 and they had one daughter, Elizabeth McGehee Harvey. Treide died in Baltimore in 1969.

**Scope and Contents**

This series contains the papers of Henry E. Treide, Board President from 1937-1942, that relate to his activities on the Board. Some additional personal materials are also included. Most materials date from 1937 through 1939 -- the period when Treide and an Administrative Committee of Trustees were leading the Museum. A considerable amount of this material is devoted to Treide's creation and implementation

John W. Avirett, Jr.

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of Museum Committees formed from employees and members of various Baltimore industries and organizations. These Committees were to meet and discuss what they wanted the BMA to do for them. Several important museum exhibitions such *Labor in Art* and *Contemporary Negro Art* were the result of this collaboration.

Treide's papers contain correspondence, clippings and publications related to the BMA and its exhibitions, internal reports on the Museum's activities, publicity materials, documentation of the Museum Committees, minutes of the Board of Trustees, and memos and lists of activities.

### **Provenance**

Found in the Library in 2003.

### **Processing Information**

Processed by Emily Rafferty in 2005.

### **Arrangement**

The series is arranged in seven subseries: 1. Correspondence 2. Clippings and Publications 3. Reports 4. Committees 5. Publicity 6. Board of Trustees 7. Miscellaneous.

## **John W. Avirett, Jr. 1963-1968 0.6 Linear feet (2 boxes)**

### **Scope and Contents**

This series contains papers documenting the tenure of John W. Avirett, Jr. as Board President from 1962 to 1968. It includes material about issues such as potential and actual bequests, the campaign to acquire the Willowbrook Room for the Museum, a failed proposal to construct a roof over the Antioch Court, and the final Christmas Greens show in 1963. The Remarks on Various Occasions file contains copies of remarks and introductions made by Avirett and others at events such as the 1914 exhibition opening in 1964, Greek Ambassador Alexander Anthony Matsas' "Travel With Art" talk at the 1965, the Italian Festival of Fashion in 1966, and about collector Dr. Mason Faulconer Lord.

### **Biographical Information**

**John W. Avirett, Jr.**

John W. Avirett, Jr. the sixth President of the Board of Trustees at the BMA served in that role from 1962 to 1967. Avirett was a lawyer and partner at Piper & Marbury in Baltimore and was also involved many local organizations such as the Maryland Society for the Prevention of Blindness, Hammond Harwood House, and Maryland Society for Medical Research. Avirett had an ongoing interest in public safety, fighting for the passage of laws regarding fireworks and shatter-proof glass in schoolbuses.

Avirett married Barbara Brooke Dennis Rawlins in 1947. He died in Baltimore in 1993.

**Provenance**

Found in the Archives in 2012.

**Arrangement**

The material is arranged in its original order by subject.

**Box**

Charter and Bylaws. 1966 - 1973

34

Fund Raising Programs. 1964

34

Janal Foundation, Inc. - Sculpture Garden. 1963 - 1966

34

Remarks on Various Occasions. 1963 - 1966

34

Turner Watercolors. 1968

34

White House Project - Kernewood. 1966

35