

FALKIRK ARCHIVES

Records of Organisations

Business and Professional Women, Grangemouth Club, finding aid

BPW Grangemouth club was founded in June 1952 at The Lea Park Hotel, Grangemouth, to meet the needs of business and professional women in the area. The club is part of the wider organisation, BPW International, which was begun in 1930 by Dr. Lena Madeson Phillips, and had its origins in the first international meeting of BPW USA, founded in 1919.

The aim of BPW International is to promote equal opportunities for women in economic, civil and political life, free from discrimination. Women are encouraged to realise their responsibilities within the community, in a local, national and international context. The aim of the organisation is to educate members to maintain high standards in business and professional life. Today, BPW International is affiliated with The United Nations, UNICEF and UNESCO. BPW UK was founded in 1938 and shares the aims of BPW International. The main aim of the organisation is to help women achieve their full potential in all aspects of life. It also monitors and acts on issues relevant to women and is a non-political party which lobbies government. BPW UK is a member of the European Women's Lobby and is a founder member of the Women's National Commission. The first Scottish branch was opened in Edinburgh, 1939.

Considerable interest surrounded the creation of BPW Grangemouth as clubs already existed in surrounding areas of Falkirk and Larbert. The first meeting attracted 93 founder members and a further 17 joined that evening under President, Mrs. E. Reid, and created a record in Great Britain and Northern Ireland

<i>Accession No</i>	<i>Primary Prod Date</i>	<i>Brief Description</i>
A1506.001	Jun 1959-May 1965	Minute book, containing minutes of executive committee, AGM and club meetings.
A1506.002	May 1965-May 1970	Minute book, containing minutes of committee meeting, AGM and club meetings.
A1506.003	Jun 1970-May 1972	Minute book, containing minutes of committee meeting, AGM, club meetings.
A1506.004	May 1972-Jan 1974	Minute book, containing minutes of committee meeting, club meetings and draft club constitution.
A1506.005	Jan 1974-Dec 1975	Minute book, containing minutes of committee meeting, club meetings and AGM.
A1506.006	Jan 1976-Dec 1978	Minute book, containing minutes of committee meeting, club meetings, AGM.
A1506.007	Sep 1952-Jun 1955	Register of members and visitors, list of speakers, summary of attendance, fees paid.
A1506.008	Sep 1955-May 1963	Register of members and visitors, list of speakers, summary of attendance, fees paid.
A1506.009	Sep 1963-May 1972	Register of members and visitors, list of speakers, summary of attendance, fees paid.
A1506.010	Sep 1972-Jan 1986	Register of members and visitors, list of speakers, summary of attendance, fees paid, (incorrect date on the cover, 1985).

A1506.011	Jan 1986-Oct 1999	Register of members and visitors, list of speakers, summary of attendance, fees paid.
A1506.012	Jan 1991-Jan 2000	Register of members and vote of thanks, summary of attendance with occupations and addresses of members (Jan 1991-Jan 2000), vote of thanks (Feb 1990-Nov 1995) and syllabus (Jan-Dec 1995). (Incorrect date on the cover of 1999).
A1506.013	Jun 1952-Mar 1986	Membership forms along with two change of club forms and three undated membership forms.
A1506.014	Sep 1952-Dec 2004	Syllabuses/programmes along with birthday lunch menus and programmes (1992-1999) and International Events menus and programmes (1992-2003)
A1506.015	May 1952-Mar 1957	Press scrapbook (cover has incorrect dates of June 1952-March 1957), includes syllabuses, press cuttings, amateur theatre programmes, photographs, invitations.
A1506.016	Jan 1958-May 1965	Press scrapbook (dates incorrect, should be Jan 1958-May 1965), includes leaflets, press cuttings, invitations, menus and programmes, magazine adverts and syllabuses.
A1506.017	Jan 1966-Apr 1974	Press scrapbook, includes press cuttings, greeting card, menus and programmes, handwritten accounts of events, amateur theatre programmes, syllabuses, telegrams and invitation.
A1506.018	Jan 1975-Jan 1981	Press scrapbook (cover has incorrect dates of Jan 1975-Dec 1980), includes photographs, event programmes, press cuttings, amateur theatre programmes, invitation and club programmes.
A1506.019	Feb 1981-Dec 1990	Press scrapbook, includes club programmes, press cuttings, photographs, business card, event programmes and menus.
A1506.020	Jan 1991-Dec 1999	Press scrapbook, includes press reports, event menus and programmes, balance sheets and photographs.
A1506.021	Nov 2001-Mar 2002	Loose press cuttings.
A1506.022	Sep 2002-Dec 2002	Convenor's file, Grangemouth Club's 50th Anniversary, 23 Nov 2002. Includes letter, 26 Sep 2002, Falkirk Council Director of Law and Administration to Convenor, BPW, with cheque for costs ;thank-you letter, 07 Nov 2002, Convenor, BPW, to Provost, with dinner invitation; envelope containing BPW headed note paper, 2 drafts of Gala Dinner invitation, draft and original Gala Dinner programme, note of layout; letter of invitation, Co-ordinator to BPW members; 2 events letters, 13 Nov 2002, Convenor to members; letters of invitation to members, Oct 02-Nov 02 and replies; registration form for Public Speaking Competition, Nov 02; 50th birthday cards; 4 photographs, Gala Dinner; thank you letter, Dec 2002, Convenor to Provost; thank you card from member.
A1506.023	Sep 1993	BPW UK Ltd information. Procedural Guidelines
A1506.024	1982	BPW UK Ltd information. Pamphlet: Club and Social Procedure

A1506.025	1983	BPW UK Ltd information.Pamphlet: The Federation International Booklet
A1506.026	1994-2003	BPW UK Ltd information. Annual Reviews
A1506.027	2000-2004	BPW UK Ltd information pack. Includes bookmark, leaflet "The International Network for Young Career Women; Mailing List Nov 2004, 1995 Address Book; Training and Development Questionnaire Update; "Action Update" Nov 2004, President's Letter Nov 2004, Club Membership Application Form, list of regions/clubs, 6 posters and 8 issues BPW UK Ltd News;
A1506.028	Circa 1980s	BPW UK Ltd information. Division Extracts
A1506.029	1999	BPW Scotland. Magazine - "Link-Up" (2 issues)
A1506.030	1999	BPW International information. Alternative Candle Lighting Ceremony, Diamond Jubilee, 1990"; International Collect, Nov 1990
A1506.031	Sep 2004	BPW International information. Draft pamphlet for Jubilee Congress Further Education Programme "New Dimensions of Leadership, Further Education and Progress"
A1506.032	1999	BPW International information. Pamphlet, "Increasing Membership: Ideas and Results" by Amalia Ruth Borges Schmidt
A1506.033	1999	Book "Esther W. Hymer: A Bus to 42nd Street" by Sylvia G. Perry and Lina M. Ricci, BPW International, 1999. Annotated "For Anne, Sylvia G. Perry, 21 Sep 1999."
A1506.034	Mar 1973-Mar 2000	Secretary's file on International Events. Includes minutes of international events, letter from club speaker, ticket to international event, list of names for Candle Lighting Ceremonies, balance sheets, financial statement, menus and programmes, table plans, receipts, greeting card and invoice.
A1506.035	Circa 2000 {nd}	Secretary's Powerpoint presentation/slideshow and flash cards. Presentation also includes information on BPW UK Ltd, club history, Grangemouth club history, list of Grangemouth presidents, recent history and BPW today.
A1506.036	2003	Secretary's file for the 50th Anniversary Gala Dinner, 23 Nov 2002. Includes lists of Grangemouth presidents, 1952-2002, for invitation purposes; general UKFBPW invitation card, draft invitation, 2 final copies of invitations, draft programme, 2 final programmes, draft covering letter, Convenor, BPW, to BPW members, final poster, 3 leaflets, 8 regrets, 25 acceptances, list of guests attending morning and evening events and payment, table plan, list of details, list of general points, typed sheet of information on BPW Grangemouth, flash cards for introductory speech, Emblem Grace postcard.
A1506.037	Oct 2003-Nov 2003	Secretary's file for The Public Speaking Competition sponsored by the BPW Grangemouth. Includes programme for Public Speaking Competition 26 Oct 2003, 2 programmes for Public Speaking Competition 28 Oct 2003, registration form for The Scottish Final of the Public

A1506.038	1978	Speaking Competition, 2 posters for The Final Public Speaking Competition 29 Nov 2003 and photograph of The Final Public Speaking Competition, 23 Nov 2002.
A1506.039	Oct 1955	BPW Grangemouth 25th Anniversary Dinner photograph. Two photographs of group of women, possibly Executive Committee.
A1506.040	Jan 1976-Jan 1998	Treasurer's cash book, Jan 1976-Jan 1998, (cover date incorrectly shows Jan 1976-Dec 1997).
A1506.041	Jun 1980-Dec 1980	Treasurer's cash book. Includes details of Special Fund and expenses.
A1506.042	Jan 1998-Mar 2001	Treasurer's cash book, (cover incorrectly shows Jan 1998-Dec 2000).
A1506.043	Jan 2002-Dec 2002	Financial statements for BPW Grangemouth bank account, petty cash account and club events account, 50th Gala Dinner and fundraising.
A1506.044	May 1989-Jan 1994	Letter from Avon Insurance, Jan 1994, concerning cover for the Badge of Office and the insurance policy, May 1989.
A1506.045	Nov 2002-Dec 2003	Event Co-ordinator's file, 50th birthday events at Callendar House, 23 Nov 2002. Includes, e-mail concerning registration and publicity and 14 completed forms. Also includes letter, business card and menu from The Lea Park, Oct 2003 for lunch meeting, 22 Nov 2003.