

MARGARET & LOUISE KEANY (from Scrapbooks in computer)

"Addendum: It was voted to raise the salary of Miss Margaret P. Keany, our Club secretary, to \$75 every 6 mos., (from \$65)."

(Minutes of Council meeting, 16 May 1967. Min2, p150, item 153)

"It was decided that, due to illness of the Club typist, Miss Margaret P. Keany, it would be best to ask Thos. Todd Co. to address, stamp and stuff the mailing envelopes for the 1972 Year Book."

(Minutes of Council meeting, 16 May 1972. Min3, p80, item 73)

"The Secretary pointed out that Miss Margaret P. Keany had done an excellent job as Club stenographer for many years. Since May 1967 her salary has been \$75.00 twice a year plus \$25. At Christmas. The Council voted to increase her salary to \$85. twice a year, starting immediately."

(Minutes of Council meeting, 12 December 1972. Min3 p91 item 83)

"The death on February 23, 1975 of our faithful part-time Club stenographer and secretary, Miss Margaret P. Keany, was noted with great regret. She had given the Harvard Travellers Club conscientious and excellent services for nearly 40 years. Her sister, Miss Louise Keany, had assisted her during her terminal illness, and it was voted to pay Miss Louise Keany the \$95. which we would have owed to Miss Margaret P. Keany on May 1, 1975. Also it was voted to pay Miss Louise Keany an extra \$50. for carrying on her sister's work for the rest of this season, if agreeable to her."

(Minutes of Council meeting, 18 March 1975. Min3, p155, item 144)

"It was voted to pay Mrs. George Carens \$25 for her work sending out notices for May 27, 1975 meeting, after Miss Louise Keany, our regular secretary, had become ill with a broken hip."

(Minutes of Council meeting, 27 May 1975, Min3 p163, item 152)

NOTARY PUBLIC

Secretary
- Keany

BOX 22 (51)
TELEPHONE CAPITOL 7-3688

MARGARET P. KEANY
COURT REPORTER PUBLIC STENOGRAPHER
SEVEN WATER STREET, BOSTON, MASSACHUSETTS

July 26th, 1962

(51)
Box 22

Dear Dr. Kennard:

Enclosed are samples of the return cards and envelopes. I have nearly 2 boxes of the envelopes and about 700 cards. The envelopes are used only when the bills go out, so I have enough for a couple of years. The cards are used at each meeting, so perhaps you better order some.

Sincerely

MPK

(46)

92 Nov 10

Secretary
- Margaret Keany



MANY
GOOD WISHES FOR A

Merry
Christmas

AND A

Happy
New Year

MARGARET P. KEANY

Dr K

and thanks to the Club
for my Xmas gift and
also the increase in salary.
I appreciate your thought-
fulness -

Sincerely
M.P.K.

Box 26

(46)

HAROLD ORENDORFF (from Scrapbooks in computer)

There were 200 members present at the dinner. After dinner Col. Roosevelt talked without slides. He gave a most interesting and amusing account, from Bombasa to Nairobi desert, the wild zoological part through which the train passed through which carried him up country.

The most salient points brought out by the speaker was the valuable information which could and should be brought out by hunter naturalists. Especially observations in regard to the habits and coloration of various animals.

Wm. Lord Smith
Secretary

By H.E.O.*

Harold E. Orendorff, who was retained by the Club for clerical help.

(Transcript of the Secretary's minutes relative to the talk of Theodore Roosevelt to the Harvard Travellers Club, December 12, 1911. Min4 p211 item 189)

"The employment of Mr. Orendorff to prepare a catalog of the Club Library and to insert bookplates in all the existing books was ratified."

(Minutes of Council Meeting, 30 April 1933. Min1, p9, item 13)

Secretary - overboard

B7X1 D

Funders
Members

✓ Cambridge, Jan. 26, 1913

Dear Dr. Smith;

One of the most esteemed members of the H. T.C. has lately spoken to me regarding a nomination that he made; he feels aggrieved about the action of the Council and about the brevity of the letter which he is informed of the action. The letter is from you, as Secretary for the Council; but the signature is followed by the initials HEO; so whether you have seen the letter and approved its form or not, I do not know.

The nomination was made nearly a year ago. The blank on which it was made states:- "Membership is not limited to Harvard students or graduates, or to travellers; but is open to men who are interested in the object of the Club..... It is not necessary that a candidate should have travelled to qualify him for membership."

The letter from the Secretary, dated Jan. 24, 1913, ten months after the nomination was made, is as follows:-

"Dear Sir;

The Council requests that you withdraw the nomination of Mr. -----, for lack of suitable qualifications to become a member of the Harvard Travellers Club".

In view of the printed statements on the nomination blank, and the very definite statement of "lack of qualifications" in the letter, the member who made the nomination can hardly avoid the conclusion that the Council has some personal objections to his nominee; and that gives him, in my opinion, good ground for dissatisfaction.

I do not think that the Council can have had any personal objection to the nominee - he is an excellent fellow, very likable, and very popular among his many friends. I presume the action of the council is based on the plan of selecting for election men who have actually made a record in travelling, instead of (as originally) every good fellow whom we could induce to join us.

But unfortunately, the continued use of the old form of nomination blank (the sentences above, not being even crossed out with a pen) misleads our members; and when they have made a nomination that is perfectly in accordance with the printed statements on a blank that must have come from the Secretary, it is disconcerting, not to say affronting, to receive a very brief letter from the Secretary, in the form above quoted; and with no explanation whatever of the existing policy of the Club.

I do not for a moment believe that you would intentionally offend a single member of the H.T.C.; but I beg leave to draw your attention to the inevitable misunderstandings that must arise from the conditions as presented above. If other letters have lately gone out, of form similar to the one quoted here, would it not be well to follow them with a fuller, explanatory statement of existing practice? And should not all nomination blanks either be corrected by crossing out the obsolete phrases, or by printing new ones? Details of this sort certainly deserve close attention. I hope you will receive this letter in the friendly spirit in which it is written.

Sincerely yours, *Wm Davis*

Secretary
- Overdorff

Box 1 B

ORIC BATES
Care of the Royal Geographical Society
Kensington Gore, London

CURATOR OF WORKS ON NORTH AFRICA
HARVARD COLLEGE LIBRARY, CAMBRIDGE, MASS.

February 4, 1914.

My dear Lyman

I returned to Cairo from two months survey etc. in the north Libyan desert to find your form for the H. J. Club year book. It is no great matter that I am too late to send it in for revision, but I am in revolt because my name - my front one - gives your secretary such qualms. I am not Orris, Orrie, Orice, nor - pardon me - Urick!

Nor have I the dignity of a middle name.

Yours faithfully

Oric Bates.

Secretary
Orendorff

Box 1 L

JEFFERSON PHYSICAL LABORATORY,
HARVARD UNIVERSITY,
CAMBRIDGE, MASS.

See Bates
with notes
1/21

February 20, 1914.

Mr. Harold Orendorff,
17 Court Street,
Boston, Mass.

My dear Mr. Orendorff:

The enclosed letter
explains itself. Pray try to be
more careful with Mr. Bates' name
in future.

Very truly yours,

T. Lyman,

President.

Per *mmw.*

- Secretary
- Orendorff

Box 1 D

Indication of
new election
members will
be coming all
from Orendorff

ROLAND B. DIXON
HARVARD UNIVERSITY
CAMBRIDGE, MASS.

Oct. 12th 1914.

My dear Mr Orendorff;-

At last I have succeeded in getting a meeting of the Council. We had a preliminary meeting, but will need to have another so if you will send notices for a meeting at the Harvard Club at 6.30 on the day of the meeting (Oct. 30).

Please make out the usual form for the resignation of James F Curtis. Should I sign this, or can you sign it for Mr Fay as Secretary? You have the regular form for the acceptance of a resignation I suppose.

The case of Mr Bacon we will take up personally and nothing should be done in the matter. Mr Castle (Wm. R.) as he has not paid dues etc for two years automatically drops out, so no more notices should be sent him, and his name should be dropped from the list.

Have you the list or papers of nomination of persons who have already been considered or proposed for membership? If so please send them all to me, so that the Council can look them over at the meeting. Also two or three blanks.

Please send the usual notice of election to Mr W. S. Brooks, Milton. He was elected at this last meeting of the Council.

In sending out the notices for this coming meeting, please add after the statements of speaker, subject place etc. the following;- In response to enquiries in regard to the number of words to the page in the proposed Handbook,

Museum of Comparative Zoölogy,

CAMBRIDGE, MASS.

Nov. 10th, 1915.

Harold E. Orendorff, Esq.,
Concord,
Mass.

Dear Mr. Orendorff:

I saw in the paper this morning the notice of your father's death, and received your letter confirming this sad news. I wish to extend to you my sincerest personal sympathy, as well as that of the many officers and members of the Club who know you and your good work for us. We appreciate very heartily the painstaking care with which you have managed so many affairs for the Club, and we sympathize with you heartily at this time.

It seems very unbecoming for me to add anything to this, but as I am just going away to be gone until the middle of next week, I felt that I must write and tell you that evidently some mistake was made regarding Dr. Strong. I was present at the meeting when the revised^{list} of fellows was made up, and I know his name was on it, and more than that, he evidently heard at the time that he had been elected a fellow, as he spoke the other day of looking forward to the Forbes dinner. I think under the circumstances that I am perfectly justified in taking the responsibility of asking you to add his name to the list of

Concord, Jan. 25, 1916

A. D. Haddy, Esq.,
36 Bromfield St.,
Boston, Mass.,

Dear Sir:

There is to be a meeting of the Harvard Travellers Club on Friday evening, January 28th at eight o'clock. Will you take care of it as usual at the Harvard Club of Boston.

Also there is to be a Dinner of the Fellows at the Harvard Club on Tuesday Feb. 8th. at 7 o'clock.

My address from now on is 41 Walden St. Concord, Mass. Will you please send all communications to that address.

Very truly yours,

File - H.I.C
#1

Permt. Ador.
Library, Museum, Cambridge, Mass.
Until March 25,
359 S. Wilson Ave. Pasadena, Calif.
Jan. 23, ~~1931~~ 1931

Secret
- Overhoff

Dear Mr. Lyon;

Altho my residence in California prevents my attendance at the Harvard Travellers Club meetings, I rejoice to know that they are going on; and I enjoy especially the explanatory notice you have papered for the dinner meeting of Jan. 27.

But you are continuing a method against which I have already once raised my voice and against which I now raise it again. You in one line ask members to send you suggestions, etc. and in a later line you give your address in Concord. I take it that the Concord address is that of the paid sub-secretary of the Club, who has evidently been faithful as he has held his place so many years, almost since the Club's beginning. But, after soliciting suggestions, as you do so warmly, it strikes me as somewhat left-handed to go on and ask to have them sent not direct to yourself, but to your paid assistant. That takes the personal touch right out of your solicitation. Perhaps the addition of your telephone number is meant to indicate your readiness for immediate conference; but if so, why say, later, "Address all communications to, etc." Could you not say: "Address all letters concerning formal matters to...Concord"; and all personal matters to your own Boston address?

I hope you will regard this as a "constructive idea" and hence permissible from a distant member. Very truly yours,

W. W. Davis

Feb. 10, 1921.

William B. Davis, Esq.,
359 South Wilson Avenue,
Pasadena, California.

Dear Mr. Davis:

I apologize for the delay in replying to your letter of January 22rd. It was most pleasant to hear from you and to receive your comments and I think that they are very well taken.

It is unfortunate that Mr. Orendorff who has been so faithful in his services to the Harvard Travellers Club should live in Concord. He is at present without any job but has in prospect something in Boston. If this materializes it will be much easier for everybody concerned. There is a great deal of detail in connection with this Club and if I had to take care of all of it I would have time for very little else. The present arrangement of giving my telephone number on the notices but having most of the mail sent to Concord is about the best that can be arranged for the time being.

I believe that our meetings this year have been very successful and that the Club is in a healthy condition and beginning to show signs of growth that are promising. In this connection I might say that Dr. Clover Allen has undertaken to write a brief history of the Club from its inception and we hope that you will jot down some of your reminiscences of the earlier days to be included in this work of his.

I trust that you will let me know when you get home and that you will come to the Club meetings whenever you are able to.

Very truly yours,

George A. Lyon.

GAL-KAC

Secretaries
- Overdraft

FOLDER 6

(46B)

41 WALDEN STREET
CONCORD, MASSACHUSETTS

March 21, 1931.

Mr. George A. Lyon
P.O.Box 2287
Boston, Massachusetts.

#3

Dear Mr. Lyon

Here is a summary of my business experience.

After graduating from the Concord High School, I spent three years in Boston in a real estate and insurance office which had the care of property in East Boston, South Boston and the South End. My work consisted of collecting rents and superintending the repairs.

In 1910 I went to the Old Colony Trust Company where I remained until 1916. While there, I had the opportunity of studying the bookkeeping, statement, paying tellers and transit departments. In 1916 I was offered a position in the Concord National Bank, which I accepted as my father had died the previous year, leaving my mother at home alone.

I received my certificate from the American Institute of Banking in 1914 for the completion of courses in negotiable instruments, business law and practical banking.

During the war the Concord National Bank was the medium by which the Liberty Loan Committees of the towns of Acton, Maynard, Sudbury, Carlisle, Bedford and Lincoln obtained their bonds. The detail work fell to me and during the most of 1918 and 1919 I had two assistants under me. Over \$3,000,000. passed through the Bank.

In 1925 I was made assistant-cashier. The Bank then decided to build a \$25,000. vault addition. I had the checking of the specifications and the supervision of the contractors.

In addition to my work at the Bank, in 1926 I became treasurer of the Emerson Hospital Aid Society, which had the raising of over \$100,000. endowment fund so that Concord and the surrounding towns could have a hospital.

41 WALDEN STREET
CONCORD, MASSACHUSETTS

G.A.L.2.

The following year I was elected Treasurer of the Hospital Corporation, which position I now hold.

Since 1922 I have been on the Town Finance Committee, being chairman for three years.

Last May I resigned from the Concord National Bank because outside interests had obtained the controlling management and because my doctor advised a long delayed sinus operation which necessitated an extended vacation.

My work at the Bank consisted of every phase of banking that would arise in a small institution.

In closing I might say that during the past six months I have been studying accounting and have read the following biographies that have recently come out; Abraham Lincoln, William H. Taft, Col. House ~~and~~ Myron Herrick, and Charles W. Eliot.

Very truly yours,

Harold E. Alexander

Secretaries
- Orendorff

FOLDER 6 (46)
A

901 FIFTH AVENUE

File # 3 H.T.C.

March 31, 1931

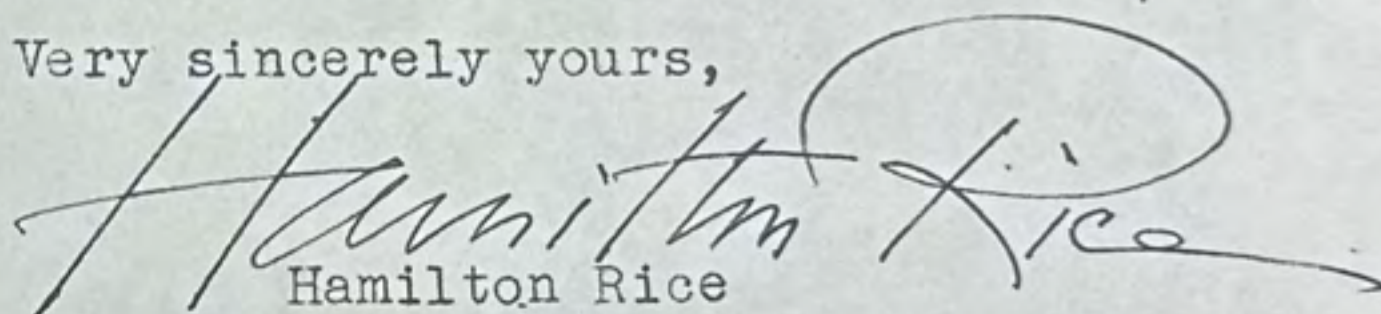
My dear Harold:

To acknowledge your communication of March 26th re Mr. Harold Orendorff and the possibility of some kind of work for him in the new building.

It is impossible for me to give you any definite answer at this time, the best I can do is to bear it in mind and to see later on if there is any position available.

I am returning the communication of Mr. Orendorff to Mr. Lyon as it may be of some further use to Mr. Orendorff.

Very sincerely yours,


Hamilton Rice

Harold J. Coolidge, Jr., Esq.
Cambridge, Mass.

Secretans
- Orendorff

FOUNDER 6 (45)

#3

File →

Harvard Travellers Club
Annual Statement
May 1, 1930 to May, 1931

Receipts

Cash on hand May 1, 1930	\$148.69
Club Dinners	249.00
Dues	960.00
Initiation fees	105.00
Interest from Life membership fund	38.27
	<hr/>
	\$1498.96

Payments

Postage	\$ 63.75
Harvard Club of Boston	607.16
Thomas Todd Co.	123.30
A.D. Handy	50.00
University Film Foundation	31.50
Expense of Speakers	200.00
Miscellaneous	3.56
Harold E. Orendorff Services May. 1 1930 to May 1, 1931	75.00
Cash on hand April 30, 1931	294.69
	<hr/>
	\$1498.96

Life Membership Fund.

Deposited in the Provident Institution for
Savings of Boston, book No. 317327 \$1701.98

Secretaries
- Orendorff

FOLDER 6 (47)

XXXXXXXXXXXX 209 Newton St.,
Brookline, Mass.

April 15, 1931.

Harold E. Orendorff, Esq.,
41 Walden Street,
Concord, Mass.

Dear Mr. Orendorff:

Replying to your letter of this morning I enclose herewith the savings bank book for Mr. Emerson's perusal. Please return it to me as soon as it has been thus used. I want to get out the notice for the next meeting as soon as possible after next week's meeting and have the matter off my mind so please get your figures as of May 1st lined up promptly and postpone the payment of bills as far as possible until after that time.

The other potential possibility of a job for you is in the new Research Biological Institute at Harvard and I suggest that you write directly to Prof. George H. Parker, c/o the Biological Dept., Museum of Comparative Zoology, Cambridge, Mass. and tell him of your connection with the Harvard Travellers Club and that you are placing your name before him for consideration at my suggestion and that of Harold J. Coolidge, Jr. I believe it would be wise for you to outline to him your general qualifications as covered in your recent letter to me and if you are ready to accept almost any sort of a job I would say so on the basis that once getting a foothold may provide you with an opportunity to advance into possibly more congenial work. Of course, I do not know what is offered in this opening.

Yours very truly,

George A. Lyon.

GAL-KAC

Oct. 13, 1931.

Prof. George H. Parker,
Museum of Comparative Zoology,
Cambridge, Mass.

Dear Prof. Parker:

I am writing in behalf of Harold E. Orendorff who has applied to you for a position in the new Museum and I sincerely hope that you will be able to employ him. He has for many years been extremely useful to the Harvard Travellers Club, of which I am the secretary, and he was for some time the representative of the Old Colony Trust Co. in Concord in charge of their branch there. I think he is well equipped to do the kind of work at which I understand you would use him and as he is in much need of employment I trust you will at least give him a trial.

Prof. Weston told me that he was going to speak to you about Mr. Orendorff and Dr. Richard Strong also expressed his readiness to do so. As you are a member of the Harvard Travellers Club I know you will have an interest in that side of it.

Very truly yours,

GAL-KAC

George A. Lyon.

Secretaries
- Orendorff

Oct. 13, 1931.

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Very truly yours,

GAL-KAC

George A. Lyon.

Oct. 15, 1931.

Prof. William H. Weston, Jr.,
Farlow Herbarium,
20 Divinity Street,
Cambridge, Massachusetts.

Dear Prof. Weston:

I am writing to remind you that you offered to do something toward helping Harold E. Orendorff to get a job with Prof. George H. Parker at the Museum of Comparative Zoology and I hope you will do so.

I think it would be nice if we could get Dr. Fairchild's son to come to the meeting of the Club on October 27th to hear his father speak. Would you follow this up for me?

Sincerely yours,

George A. Lyon.

GAL-KAC

Secretary
— Oswaldorff

Folder 12 (12)



41 Walden Street
Concord, Massachusetts
November 12, 1931.

Mr. George A. Lyon
10 Post Office Square
Boston, Massachusetts

Dear Mr. Lyon

The notices will be printed at once and mailed
Friday evening.

I am interested in the job at the Zoological
Museum and have written Mr. Coolidge for an
appointment next Monday.

Enclosed are two checks for your signature.
Also a note from Prof. Davis which I thought you
might like to answer yourself.

Paid to
May 1st 1928

The cash on hand Nov. 1 was \$733.35.
We took in \$110.00 for the last dinner and the
bill came to \$103.60.

Nov 1 - 1930 = 739.34

Very truly yours.

Harold E. Oswaldorff

Davis does report.
Comparison of figures

Secretary
- Orendorff

Folder 12

(15)

XXXXXXXXXX 209 Newton St.,
Brookline, Mass.

Nov. 11, 1931.

Mr. Harold E. Orendorff,
41 Walden Street,
Concord, Mass.

Dear Mr. Orendorff:

I enclose the set-up for the next notice. Please follow exactly the form used in the No. 1 meeting for Dr. Fairchild except change Tuesday, Nov. 24th, under schedule of meetings to Monday, the 23rd in the two places where it is required.

Please send me some more paper as I have used up my supply.

There is a job open in the Zoological Museum in Cambridge. It will pay \$50 a month. It does not amount to a great deal but it is a job and it may very easily lead to something more later on. The Club now has a room in the new School of Geography and if you made that your headquarters it is possible that other part time opportunities will develop. If you are interested in this please go to see Mr. Harold Coolidge, Jr. at the Museum of Comparative Zoology as soon as possible.

Yours truly,

George A. Lyon.

GAL-KAC

Secretary
- Overdorff

41 WALDEN STREET
CONCORD, MASSACHUSETTS

Folder 12

(4.3)

#3

Nov 28 1932.

Dear Mr Lyon:-

I have notified Mr Prouty of his election and have sent your books to Dr Strong.

I had quite an upset. I lost 15 pounds in three days. I shall try to get things along as promptly as possible however but have got to be careful for some time. Enclosed are some checks to you.

Very truly yours
Harold E Overdorff

Secretary
- Orendorff

Folder 12 (5)

WINTHROP M. CRANE, JR.
DALTON, MASS.

#3

October 12, 1932.

Dear Tige:

When I received your letter earlier in the week I was very puzzled as to who you were, as I must confess that I have always known of and thought of you as Tige Lyon. Your formal name did not identify itself at all. I even went and looked in my class-book to see if I could find you among my class-mates, but I should have looked in another book instead.

In any case, I have spoken a good word for Mr. Orendorff, and I am sure his name will have careful consideration. There are about a million applications and only a few positions, but I will do what I can.

Brace tells me that his club are to be here over the week-end. I hope you are going to be among them.

Yours very sincerely,

Win Crane

Mr. George A. Lyon,
P. O. Box 2287,
Boston,
Massachusetts.

Secretarium
- Orendorff

Folder 12 (5)

WINTHROP M. CRANE, JR.
DALTON, MASS.

#3

October 12, 1932.

Dear Tige:

When I received your letter earlier in the week I was very puzzled as to who you were, as I must confess that I have always known of and thought of you as Tige Lyon. Your formal name did not identify itself at all. I even went and looked in my class-book to see if I could find you among my class-mates, but I should have looked in another book instead.

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Brace tells me that his club are to be here over the week-end. I hope you are going to be among them.

Yours very sincerely,

Win Crane

Mr. George A. Lyon,
P. O. Box 2287,
Boston,
Massachusetts.

Secretary
- Orendorff

Folder 12 (6)

xxxxxxxxxxxx 209 Newton St.,
Brookline, Mass.

October 13, 1932.

Mr. Harold E. Orendorff,
41 Walden Street,
Concord, Massachusetts.

Dear Mr. Orendorff:

I enclose check covering my dues. Will you please try in the future to send me several copies of the notice when it is prepared and forward one or two now, please.

I hope that you are pressing your matter with the Home Loan Bank as you alone can really land yourself the job. I received another letter from Mr. Crane, from which I quote as follows:

"In any case I have spoken a good word for Mr. Orendorff and I am sure his name will have careful consideration. There are about one million applications and only a few positions, but I will do what I can."

Mr. Crane is the son of the former Governor, Senator from Massachusetts and a very influential republican leader and it would seem as if he should be able to help you a good deal.

Yours very truly,

GAL-KAC

George A. Lyon.

secretary
- Orendorff

Folder 12 (4A)

Nov. 23, 1932.

Mr. Harold E. Orendorff,
41 Walden Street,
Concord, Massachusetts.

Dear Mr. Orendorff:

I hope you have recovered from your illness and that you are around again.

Will you please attend to the following matters as promptly as possible?

1. Send me two copies of the current Year Book. I sincerely hope that the new book will be out within a very short time, but Dr. Strong and one of the other officers want one of the old ones now.
2. Please send me as soon as possible the monthly resume that we have arranged for.
3. I enclose papers covering Lewis I. Prouty for membership in the Club and he was elected last night. Please send him the usual notices at once.
4. I enclose check of Edward C. Wheeler for \$5 and my personal check for \$5 covering J. Henry Blake's dues for the year, as he paid me in cash last night, and I receipted both bills.

Yours very truly,

George A. Lyon, Sec'y.

GAL-KAC

Secretaries
- Orendorff

(1)

May 23, 1935

Mr. Harold E. Orendorff
41 Walden Street
Concord, Massachusetts

This suggests 1935 was
Orendorff's last year
working for HTC.

Dear Mr. Orendorff:

I understand that Mr. John K. Howard who is expected to be elected Secretary-Treasurer at the Annual Meeting plans to handle all the accounts and correspondence of the Club in his own office. I suggest, therefore, that you get things in shape so that some time after the Annual Meeting you can bring everything into his office, and we can arrange a meeting there to go over with him what we have and explain it to him. You should also bring in the addressograph.

I am sorry that this will deprive you of the small income you have been receiving from the Club, but I dare say the relief from this work may make it easier to find regular employment. Should an occasion arise that you think I can help you in your search for employment, don't hesitate to call on me.

I expect to get out of the hospital today, but will not be able to come in town regularly to the office for a week or more.

Yours very sincerely,

J. M. U.

TDC:MN

940 Old South Building
Boston, Massachusetts
June 30, 1933

Mr. Augustine F. Parker
c/o F. L. Dabney & Company
10 Post Office Square
Boston, Massachusetts

Dear Mr. Parker:

Mr. Harold E. Orendorff, the paid secretary of the Harvard Travellers Club, has asked me to write you. I believe he has applied to your firm for a job.

It would be a great service to the Club if you can find work for him, as he has been unemployed for some time and needs more than the small stipend, (about \$100) which the Club pays him for looking after its records, to live on.

My experience with him is limited as I have only recently been elected secretary of the Club, but his work seems carefully and neatly done, and I think he would be competent to handle any clerical work you can give him.

Yours very sincerely,



Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

November 19, 1935

Mr. George A. Lyon
P. O. Box 2287
Boston, Massachusetts.

Dear George:

I note on the No. 3 notice of the Harvard Travellers Club that the address is given as 2 Divinity Avenue, Cambridge, Massachusetts. This means that I have to send out there for any mail. Would it not be perfectly proper for this to be replaced with my own address so that any mail would come here to me? I take it that the original reason for using the Divinity Avenue address was partly because our former secretary, Mr. Orendorf lived in Concord, whereas you know Mrs. Rice is now carrying on his job. It might be prefaced as Secretary and Treasurer's address so that it would be perfectly clear that the address was not that of the Club.

Sincerely yours,

JH:R

OTHER SECRETARIES (from Scrapbooks in computer)

"It was voted to pay **Mrs. George Carens** \$25 for her work sending out notices for May 27, 1975 meeting, after Miss Louise Keany, our regular secretary, had become ill with a broken hip."
(Minutes of Council meeting, 27 May 1975, Min3 p163, item 152)

Secretarial

(18)

re copy that sixty-tens must
be included

745 Warburton Avenue
Yonkers, New York.
May 1st., 1936.

Mr. John K. Howard
82 Devonshire Street
Boston, Massachusetts.

Dear Mr. Howard:

Enclosed please find my check for fifteen dollars
in payment of my non-resident dues to the Harvard Travellers
Club for the years 1934, 1935, 1936, 1937, 1938 and 1939.

When you want to get money from me you better
mark the outside of your letter "BILL" thus:-

Return in 3 days to
HARVARD TRAVELLERS CLUB
2 DIVINITY AVENUE
CAMBRIDGE, MASS.
BILL.



During the depression I have had to support twenty-
two children and fourteen adults, mostly my Yale cousins. I
usually work twelve to eighteen hours a day and am usually so
busy and so tired that I usually throw at least three-quarters
of all the letters I receive into the furnace unopened unless
I think they contain bills.

Sincerely yours,

Prescott L. Swain
Prescott L. Swain.

(18)

*Library
Secretary*

12

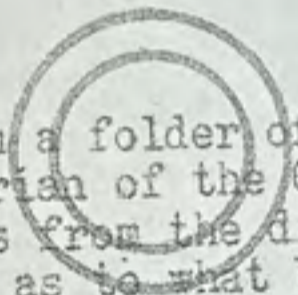
32 Devonshire Street
Boston, Massachusetts.
May 27, 1936

Mr. Roger Scaife
Little, Brown & Co.
34 Beacon Street
Boston, Massachusetts.

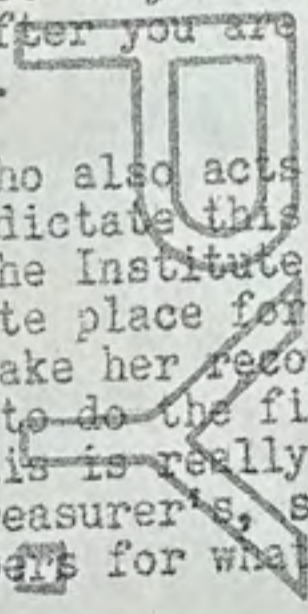


Dear Mr. Scaife:

I am sending you a folder of the correspondence that Weld Arnold had as Librarian of the Club in an attempt to obtain their publications from the different members. There is also some information as to what books are in the Library. If this is of any interest to you use it, though I suppose a good depository for it after you are through is with the other papers here in my office.



My secretary, who also acts as bookkeeper, etc. for the Club, tells me as I dictate this that there is a filing cabinet in our room at the Institute and that she feels that that is a more appropriate place for such files as this than here in the office. I take her recommendation with a grain of salt because she has to do the filing, but I suppose, as a matter of fact that this is really the Librarian's material and not the Secretary-Treasurer's, so perhaps she is right. Anyway, here are the papers for what they are worth.



How about changing your membership to life membership and backing us up in our recommendation? Hope to hear that you will.

Sincerely yours,

John K. Howard, Secretary

Encl.
JKH:R

Secretary
Mildred Welch

BOX 25 (48)

Fac-Simile Letter Company

MILDRED M. WELCH, Owner

TYPEWRITING - MULTIGRAPHING

MIMEOGRAPHING - MAILING

Phone: LA f 3-3851

27 State Street

BOSTON 9, MASS.

Customer's Order No. Phone No. Date 1966

Sold To Dr. H. F. Kennard

Address 246 Dudley Rd

Sold by Cash C.O.D. Charge On Acct. Mdse. Ret. Pd. Out
Newton Centre 02159

QUAN. DESCRIPTION PRICE AMOUNT

Making 35 new plates @ 15¢ pd 11-3-66

(Harvard Traveling Club)

THANK YOU Please keep this copy for reference. TOTAL 5 25

No. 05332 Rec'd by

Secretarial
- Welch

Dear Margaret:

Because of the holiday yesterday we didn't get your order until today (Thursday), but I am sending them to you the quickest way.

Thought I had better let you know that we have enough envelopes for only one more mailing.

Best regards.

Mildred Welch
Facsimile Letter Shop
20 27 State St
Boston

(48)
BOST 25
2/11/54

Secretarial

BOX 25

(48)

secretary
- C. Gillen

Box 25 (47)

LIBERTY 2-9872

CATHERINE T. GILLEN
LETTER SHOP

MULTIGRAPHING . ADDRESSING . MAILING
ELLIOTT STENCIL CUTTING . MIMEOGRAPHING

99 Bedford Street

BOSTON, MASS. 02111

October 14, 1966

To

Harvard Travellers Club
246 Dudley Road
Newton Centre, Mass.

TERMS NET 10 DAYS

Att: Dr. H. E. Kennard

Original and 4 carbons of 4 page list typed	\$ 5.00
Addressed envelopes separated into different categories - name and address typed on dues bills - categories had different amounts of enclosures - inserted - sealed - mailed	\$20.00
3% tax	.75
	<u>\$25.75</u>
Foreign postage on 4 @ .06¢ ea.	.24
	<u>\$25.99</u>

pd. 10-15/66

Please receipt
& return

Paid 10/18/66
E. Mayo

(47)

Box 25