

**Jewett Papers**  
**San Francisco Performing Arts Library & Museum**

INTRODUCTION

Provenance

These papers were donated to S.F. PALM by Mrs. George F. (Lucy) Jewett. It is her personal collection of materials documenting the activities of the San Francisco Ballet Association Board of Directors and Board of Trustees between 1969 and 1982.

Restrictions

Use of these papers is restricted to researchers who have obtained written permission from Mrs. Jewett. This restriction is effective until March 2003.

Publication Rights

Varies with material.

Accession Number

986.001

Size

2 boxes, 1 carton  
2.16 linear ft.

Processed by

Laurie Ratliff; Marianne Carden

Date Completed

May 27, 1994

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SCOPE AND CONTENTS

These papers contain materials relating to the activities of the San Francisco Ballet Association Board of Directors and Board of Trustees as collected by Lucy Jewett. It includes board minutes, reports, and by-laws; correspondence; budgets, financial statements, and ledger sheets; development files on fundraising and long-range planning; personnel files; and promotional materials, such as San Francisco Ballet Association newsletters, photographs, and press releases. Since some of the correspondence and personal notes are of a sensitive nature, access to the collection is restricted. Please see previous page for more details.

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BIOGRAPHICAL INFORMATION

Mrs. George F. (Lucy) Jewett was a member of the Board of Directors of the San Francisco Ballet in 1969 and 1970, Vice-President in 1971, Vice-Chairman in 1972 and 1973, Vice-President/Performances in 1974, Trustee Emeritus from 1975-88, and a member of the Board of Trustees from 1989 to the time of this writing.

ORGANIZATIONAL HISTORY

The San Francisco Ballet Guild was established in 1942 to provide sponsorship for the San Francisco Ballet. At this time, the ballet was overseen by the San Francisco Ballet School, run by Harold and Willam Christensen as a private partnership. The ballet became a California non-profit corporation in 1957. Various auxiliaries of the Guild assisted the corporation by carrying out all fundraising activity for the ballet. In May 1972, the Board of Directors of both the Company and the Guild agreed to merge and to name the combined organization the San Francisco Ballet Association. With this merger, approved on May 24, 1972, the San Francisco Ballet Guild ceased to exist as a separate corporate entity and turned over all of its rights, privileges, and property, as well as its responsibilities and liabilities, to the Company.

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SERIES DESCRIPTION

SERIES I: BOARD ORGANIZATION

2 folders Consists of organizational charts and lists of members of the San Francisco Ballet Association Board of Directors and of various committees of the San Francisco Ballet Association.

Arranged by record type and thereunder by date.

SERIES II: MINUTES AND BY-LAWS

14 folders Includes minutes from meetings of the Board of Directors of the San Francisco Ballet Guild between 1970 and 1971; minutes from the meetings of the Board of Directors of the San Francisco Ballet Association between 1972 and 1974; and minutes from the meetings of the Board of Trustees of the San Francisco Ballet Association between 1975 and 1981. Also contains the by-laws of the San Francisco Ballet Guild and the San Francisco Ballet Association.

Arranged by record type and thereunder by date.

SERIES III: REPORTS

4 folders Contains reports from various board members on promotion and publicity, fundraising and long-range planning, and budgeting procedures. Also includes a comparative feasibility study for three sites for relocation of the San Francisco Ballet Association.

Arranged by author and thereunder by date.

SERIES IV: CORRESPONDENCE

16 folders Consists of correspondence between various board members, as well as personal correspondence between Lucy Jewett and various individuals associated with the ballet.

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SERIES V: BUDGETS

8 folders Includes ledger sheets, cash flow statements, financial statements for the San Francisco Ballet Company, San Francisco Ballet Guild, and San Francisco Ballet School, statements of performance and production costs, and general budgets.

Arranged by record type and thereunder by date.

SERIES VI: DEVELOPMENT

8 folders Contains materials relating to long-range planning for the San Francisco Ballet, such as contribution lists, fundraising reports, and information on various foundations solicited for support.

Arranged by record type and thereunder by date.

SERIES VII: PERSONNEL

3 folders Consists of correspondence, job descriptions, company rosters, and resumes relating to staff appointments/terminations under consideration by the board.

Arranged by record type and thereunder by date.

SERIES VIII: PROMOTION

3 folders Includes San Francisco Ballet Association newsletters, and press materials and photos relating to activities of the San Francisco Ballet.

Arranged by record type and thereunder by date.

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CONTAINER LIST

SERIES I. Board Organization

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Dates</u>
1	1	Charts/lists of Board of Directors	1971-74; 1980
	2	Lists of San Francisco Ballet Association Committees	1970-74

SERIES II. Minutes and By-laws

1	1	Mrs. Jewett's comments	1970-74
	2	Minutes of Board of Directors	1970
	3	Minutes of Board of Directors	1971
	4	Minutes of Board of Directors	1972
	5	Minutes of Board of Directors	1973
	6	Minutes of Board of Directors	1974
	7	Minutes of Board of Trustees	1975
	8	Minutes of Board of Trustees	9/75-8/76
	9	Minutes of Board of Trustees	9/76-8/77
	10	Minutes of Board of Trustees	9/77-8/78
	11	Minutes of Board of Trustees	9/78-8/79
	12	Minutes of Board of Trustees	9/79-8/80
	13	Minutes of Board of Trustees	9/80-8/81
	14	By-laws	1953; 1971-72

SERIES III. Reports

1	1	Baer, William	1972-73
	2	Blum & Middione	1970
	3	Dulin, Garrettson	1974-75
	4	Willis and Associates	1978

SERIES IV. Correspondence

1	1	Bauer, John	1970
	2	Bolles, Peter P.	1981
	3	Carver, Maggie	1973-74
	4	Development Officers	1974-81
	5	Dulin, Garrettson	1975
	6	LeBlond, Richard	1974-82
	7	Ludwig, Jim	1972-74

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<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Dates</u>
	8	Meyer, Lynda	1974
	9	Reger, Edward A.	1972-74
	10	Smith, George Alan	1974
	11	Smuin, Michael	1974;1979-80
1	12	TeRoller, Derk	1969-71
	13	TeRoller, Patricia	1980-81
	14	Wilson, Ruth	1980
	15	Zellerbach, Stephen	1972-74
	16	Personal	1967; 1974

SERIES V. Budget

1	1	Accounts Payable	3/31/94
	2	Balance Sheets	1972
	3	Cash Flow	1973-74
	4	Financial Statements	1969-74
	5	Performance Costs	1973
	6	Production Costs	1973
	7	Production Costs-Nutcracker	1971;1973
	8	General Budgets	1972-73

SERIES VI. Development

2	1	Artistic Dev. Committee	1970-72
	2	Contribution Lists	1969-71
	3	Contribution Lists	1971-74
	4	Foundations	1972-74
	5	Long-Range Plans	1972-75
	6	Long-Range Plans	1982-84
	7	Fundraising	1973-74; 1980
	8	Loans and Contributions	1976-77

SERIES VII. Personnel

3	1	Correspondence	1972-81
	2	Job Descriptions	
	3	Rosters & Resumes	

SERIES VIII. Promotion

3	1	Association & Guild newsletters	1970-73
	2	Press Materials	1970-74; 1980-81
	3	Photos-White House Visit	March 28, 1982