

IC #3 Houston Academy of Medicine – inventory 2014 June 18

Box 1: Medserv correspondence; Agenda – Executive board 1986; Executive board agenda 1986 continued; Hermann Hospital correspondence; Operating agreements 1, 2, 3, 4, 5

Box 2: Two sets of bound items –

1965: Board of Trustees meeting minutes; correspondence on various subjects; list of assets, lease agreement; Sam Hitt as new director; assessments to member institutions; interlibrary loan information; TALON; grant information; American Library Association meeting in Los Angeles; library board meeting minutes. This appears to be a complete year's material bound together.

1970: Same type of material as above.

Proceedings of the Conference on Orphan Viruses, 1955.

Audit report December 1965-December 1971

Box 3: Two sets of bound items: 1970, 1971

Box 4: Two sets of bound items: 1971, 1972

Copy of lease agreement between TMCL and Houston Academy of Medicine.

Box 5: One set of bound items: 1973

HAM audit report [cash receipts and disbursements] December 1972-December 1974; December 1975-December 1976

Examination of financial statements 1974, 1975, 1977

Minority faculty association; minority faculty association newsletter

Box 6: Two sets of bound items: 1976, parts I and II

Box 7: Executive board agenda 1986;

board of director's retreat (? Appears to be MedServ 1987);

Harris County Academy of Family Practice circa 1979-1983;

MedServ 1985;

Health Service Program Grant, Robert Wood Johnson Foundation, AIDS, 1985-1986

Box 8: Hermann Hospital and HH Estate, circa 1979-1983 (transferred to Hermann collection)

executive board agenda 1986-1988;

Houston AIDS Coalition 1987;

Houston-Galveston Area Consortium (for injury prevention?), circa 1985;

Robert Wood Johnson Foundation 1986

Houston/Galveston Health Promotion Consortium membership 1986

Harris County Medical Society membership committee meeting, circa 1987, and survey using 1979, 1982, 1983, and 1986 information

Board of trustees 1985-1986 (says "correspondence" but has other material)

Board of trustees 1986

Box 9: Harris County Medical Society Health Adventure

1986 Dr. Nixon, President

Board of Trustees correspondence, mostly 1986, small amount of material from 1987 and 1988

Board of Trustees correspondence, mixed 1987, 1983

Bylaws

“9th District 26 March 1987 Del Lago”

Hermann Hospital application for appointment medical staff (transferred to Hermann collection)

Hermann Hospital correspondence and bylaws revisions (transferred to Hermann collection)

Box 10: Annual reports 1970's – circa 1980

Bylaws 1960's

Financial reports 1936-1938

Secondary flood control wall 1980

Box 11: Osler Lectureship booklets.

Box 12: Bound items, 1977; Board of Trustees meeting materials, July, August, and October 1980 (water-damaged).

Box 13: Legal items

13.1: Leases, operating agreement, maintenance, etc., 1973 (scanned; in IC003 control folder).

13.2 – 13.4: Doctor's Club, 1973.

13.5 – 13.6: Doctor's Club, construction of addition to Library, 1973.

13.7: Deed to land (copy), 1952; Restrictions Governing the Medical Center, 1948; parking and traffic agreement (copy), 1962.

13.8 – 13.13: Library addition 1975-1976, including invoices for furniture and supplies.

13.14: Doctor's Club expansion, 1973.

13.15: Doctor's Club lease materials; John T. Armstrong, M.D., 1973-1974.

13.16: Library addition, sewer and Phase II deficiencies

Box 14: Legal items; Library addition 1974

14.1: Library addition, central heat and cooling.

14.2: Library addition 1974, Lockwood, Andrews, and Noonam plant study.

14.3: Library addition 1974, finances, bids, contractors.

14.4: Library addition Phase II, 1974, R.M. Mayfield, contractor; Cameron Fairchild & Associates, architects.

14.5: Library addition Phase II, 1974. Costs.

14.6: Library addition Phase II, 1974. Invoices for building and equipment costs.

14.7: Library addition Phase II, 1974. Invoices for building and equipment costs.

14.8: Library addition Phase II, 1974. Invoices for building and equipment costs.

- 14.9: Donation card, 1970.
- 14.10: Library addition Phase II, 1974. Houston Natural Gas.
- 14.11: Library addition Phase II, 1974. TMC Central Heating and Cooling.
- 14.12: Library addition Phase II, 1974. Cameron Fairchild & Associates, architects.
- 14.13: Library addition Phase II, 1974. Preliminary grant application.
- 14.14: "Format of specifications governing the construction of Phase II of the first addition to the Jesse H. Jones Library building, Project number 1-C05-PE-04323-01 . . ."; Cameron Fairchild and Associates, architects; Walter P. Moore and Associates, structural engineers; Jochen and Henderson, Inc., mechanical and electrical engineers, 1973.

Box 15: Legal

15.1: Operating agreements, memoranda, and amendments involving Texas Medical Center, Baylor, Texas Woman's University, Houston Academy of Medicine, University of Texas institutions at Houston. Copies and drafts of various dates including 1949, 1955, 1958, 1967, 1970, 1973, 1980. Mostly seem to pertain to 1980 operating agreement amendments. [1980 material scanned. PDF's are in IC003 Houston Academy of Medicine IC folder on server.]

15.2: Joint future financial planning committee, 1981 February 9, results of study of the "financial, organizational, and administrative resources of the Harris County Medical Society and the Houston Academy of Medicine . . .".

15.3: Proposed library addition booklets (2), 1966.

15.4: Library addition Phase II, renderings, brochures, Cameron Fairchild and Associates; 1976-1977 annual statistical report.

15.5: Houston Academy of Medicine Memorial Education and Research Foundation, 1969-1970; trustees' resolution to found; articles of incorporation draft; bylaws for board of directors; Texas Woman's University application form and requirements; S.E. Thompson Scholarship Fund outline of operations; scholarship fund contribution form.

15.6: Library organization, staff positions and salaries, job descriptions; 1977 May 11.

15.7: Operating agreements, minutes, related material, 1940's – 1966. [Scanned and in digital control folder.]

15.8: Copy of Houston Academy of Medicine 1964 charter and correspondence related to the Harris County Medical Society's alleged 1981 plan to "appropriate" the Jesse H. Jones Library building and the Academy's assets.

15.9: Material regarding lease agreement with Doctor's Club, 1973.

15.10: Bylaws of HAM and Harris County Medical Society, copies from circa 1967-1970.

15.11: Transcript of special meeting of HCMS Executive Board and Future Planning and Finance Committee with HAM Board of Trustees, 1966 January 19; minutes of Future Planning and Finance Committee 1966 January 27.

15.12: Future Planning minutes 1966 January 27 and letter from James Sammons to Bobby Jones 1966 February 3; original contributions to library; rough draft of "Your Houston Academy of Medicine" by John T. Armstrong, M.D., 1971 May 20; listing of Academy's contributions to library fund 1950-1967; letter from Bobby Jones, M.D., to James Sammons, M.D.,

Box 16: Hermann Hospital emergency room manual