

Box	File	Title	Date	Physical Description	Scope and Content	Notes
1	1	Faculty & Staff Club Minutes	December 1983-December 1984	0.5 cm of textual records	File contains documents from the functioning of the Faculty & Staff Club, including correspondence, records of meetings, and the Club's bulletin; includes also a catering catalogue and photocopied articles collected with some import to the Club and its activities.	
1	2	Faculty & Staff Club Minutes	February-December 1985	0.6 cm of textual records	File contains documents from the functioning of the Faculty & Staff Club, including correspondence, records of meetings, and financial statements; as well as a catering catalogue.	
1	3	Faculty & Staff Club Minutes	January-March 1986	0.3 cm of textual records	File contains documents from the functioning of the Faculty & Staff Club, including records of meetings, handwritten notes, and a copy of a survey given to members about their satisfaction with and use of the Club.	

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1	1	1981-1982 Minutes	September 1981-April 1982	0.2 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors and its Annual General Meeting.	
1	2	1982-1983 Minutes	September 1982-October 1983	0.3 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors and its Annual General Meeting.	
1	3	1984-1986 Minutes	September 1984-November 1986	0.2 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors, as well as its Annual General Meeting and financial statements.	
1	4	1987-1988 Minutes	January 1987-May 1988	0.5 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors, as well as its Annual General Meeting and financial statements.	
1	5	2002-2003 Minutes	September 2002-May 2003	0.6 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors and its Annual General Meeting.	
1	6	2003-2004 Minutes	September 2003-June 2004	0.6 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors and its Annual General Meeting.	
1	7	2004-2005 Minutes	September 2004-June 2005	0.7 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors, as well as contracts signed with the University of Winnipeg and Merrill Food Products, respectively.	
1	8	2005-2006 Minutes	October 2005-June 2006	0.5 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors and its Annual General Meeting.	
1	9	2006-2007 Minutes	September 2006-June 2007	0.3 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors and its Annual General Meeting.	
1	10	2007-2008 Minutes	October 2007-September 2008	0.3 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors.	
1	11	2009-2010 Minutes	June 2009-May 2010	0.2 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors, as well as the results of a survey about members' satisfaction with and use of the Club.	
1	12	2010-2011 Minutes	April 2010-June 2011	1.1 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors, as well as proposals and contracts with catering companies and financial statements.	
1	13	2011-2012 Minutes	August 2011-May 2012	0.5 cm of textual records	File contains records of meetings of the Faculty and Staff Club Board of Directors, as well as the results of a Satisfaction Survey, and financial statements.	
1	14	2012-2013 Minutes	August 2012-May 2013	0.5 cm of textual records	File contains records of meetings of the University of Winnipeg Club's Board of Directors.	
1	15	2013-2014 Minutes	August 2013-May 2014	0.6 cm of textual records	File contains records of meetings of the University of Winnipeg Club's Board of Directors, as well as copies of posters made for Club events and financial statements.	
1	16	2014-2015 Minutes	August 2014-March 2015	0.4 cm of textual records	File contains records of meetings of the University of Winnipeg Club's Board of Directors as well as financial statements.	

1	17	Annual General Meeting Material	2003, 2009-2014	0.7 cm of textual records	File contains records from the Faculty and Staff Club/University of Winnipeg Club Annual General Meetings, including the membership info and financial reports discussed at the meetings.	
1	18	Promotions 2002-2014	2002-2014	1.0 cm of textual records	File contains ephemera related to events held at the Faculty and Staff Club/University of Winnipeg Club such as themed parties, memorials, open houses, and dinner theatre.	
2	19	Club/UW	1982-2010	0.8 cm of textual records	File contains documents generated through the relationship between the University of Winnipeg and the Faculty and Staff Club: primarily versions of the Club's lease contract, but also including its by-laws, floor plans, and financial statements.	
2	20	By-Laws	1983-1998	0.6 cm of textual records	File contains several versions of By-Law No. 1, essentially the constitution and foundational document for the Faculty and Staff Club.	Copies of the By-Law exist in other files.
2	21	Admin Assistant	1997-2003	0.8 cm of textual records	File contains documents related to the Faculty and Staff Club's Administrative Assistant position. Includes a job description and list of duties, correspondence, forms, form letters, and info from the Club's membership database gathered and used in the position.	
2	22	Board Correspondence	1996-2008	0.2 cm of textual records	File contains correspondence between members of the Faculty and Staff Club/University of Winnipeg Club Board and members, the University, or other organizations, related to official Club business.	
2	23	Club Art Collection	1995-2001	0.1 cm of textual records , 5 photographs : colour prints ; 4R	File contains documents related to art in the Faculty and Staff Club from the University of Winnipeg's Art Collection. Includes photographs and lists of the artworks, correspondence, and a CV of artist Deryk Houston.	
2	24	Club Operator	1978-2001	0.4 cm of textual records	File contains documents related to the Faculty and Staff Club's Manager/Manageress position. Includes the position's employment contracts, correspondence related to the position, and a catering agreement.	
2	25	Club Founding	1971-1975	0.4 cm of textual records	File contains records from the founding of the Faculty and Staff Club, including proposals made to University Administration, correspondence with the Government of Manitoba, and incorporation documents filed with the Province.	
2	26	Corporations Info	1988-2013	0.6 cm of textual records	File contains primarily the annual returns for the Faculty and Staff Club filed under the Province of Manitoba's The Corporation Act, as well as correspondence related to the returns and a 2013 Certificate of Status under the same Act.	Because the returns include the home addresses of Club officials, access to this file is restricted.
2	27	Liquor Licenses	1991-2009	1.5 cm of textual records	File contains the Renewal of License made annually by the Faculty and Staff Club to MLCC, including the Club's membership lists. Also includes correspondence with MLCC related to the Club's liquor license.	Because the membership lists include home addresses and phone numbers, access to this file is restricted.

2	28	Active Members	8 October 2003	8 pp. of textual records	File contains a list of members of the Faculty and Staff Club, including the department of the University in which they worked.	
2	29	Food Services	2010-2014	0.2 cm of textual records	File contains agreements signed with caterers as part of the Faculty and Staff Club/University of Winnipeg Club's food services, as well as a draft Terms of Reference for a Food Services Task Force.	
2	30	Financial Statements	1977-2006	0.3 cm of textual records	File contains the Faculty and Staff Club's annual financial reports.	
2	31	Tropical Party	2007	33 photographs (jpeg). -- 1 p. of textual records	File contains a CD-ROM with pictures from a tropical-themed party at the University of Winnipeg Club. An accompanying note describes the first names of some of the pictured individuals.	
2	32	Faculty + Staff Club	2005-2010	103 MB of textual records	File contains a CD-ROM with a breadth of records produced by the Faculty and Staff Club, including records of the Board's meetings, membership info, lists of activities, and the digital format of ephemera such as posters and tickets. Many of the documents reflect physical records as well as other digital records elsewhere in the fonds.	
2	33	Faculty Club	2006	68 MB of textual records	File contains a CD-ROM with a breadth of records produced by the Faculty and Staff Club, including records of meetings, membership info, correspondence, blank forms, financial statements, and ephemera. Many of the documents reflect physical records as well as other digital records elsewhere in the fonds.	
2	34	F+S Club Files	1998-2007	62 MB of textual records	File contains a CD-ROM with a breadth of records produced by the Faculty and Staff Club, primarily generated from meetings and events: minutes, agendas, posters, and activity lists; as well as financial statements and membership info. Many of the documents reflect physical records as well as other digital records elsewhere in the fonds.	
2	35	Faculty/Staff Club Memberships	1993-1995	1 computer disk ; 9 x 9 cm	File contains a 3.5" floppy disk with documentation of the Faculty and Staff Club's financial activities and memberships.	File formats are largely obsolete, and the files are not able to be viewed.
2	36	Memberships	1995-1996	1 computer disk ; 9 x 9 cm	File contains a 3.5" floppy disk with documentation of the Faculty and Staff Club's financial activities and memberships.	File formats are largely obsolete, and the files are not able to be viewed.

Box	File	Title	Date	Physical Description	Scope and Content	Notes
Map Cabinet drawer 1	1	Faculty Club Renovation	1984	1 technical drawing : blueprint ; 86.0 x 55.0 cm	File contains the original blueprint for the English-style pub renovations to the Faculty and Staff Club, drafted by Professor David Hewlett. The drawing is marked for approval by several City of Winnipeg inspectors. Scale: 1/4" - 1'	