

S. J. McKee Archives



Business letter writing, applied English and filing : for use in schools, offices and as a general reference book

<http://archives.brandonu.ca/en/permalink/specialcollections754>

Part Of:	MG 2 2.15 George E Thorman Collection
Collection:	George E Thorman School Textbook Collection
Creator:	Warner, E. (Edgar)
Description Level:	Item
Item Number:	Archives 11-999-1-17
Item Number Range:	Archives 11-999-1-17
Responsibility:	by E. Warner
Start Date:	1927
Date Range:	1927
Publication:	Toronto : Sir Isaac Pitman
Physical Description:	219 p. : ill. ; 24 cm
Notes:	"Sixteenth printing."
Subject Access:	Commercial correspondence Filing systems
Storage Location:	Box 1 - Business Education Lesson planner (1 p.) from Wheat City Business College inside cover
Storage Range:	Box 1 - Business Education Lesson planner (1 p.) from Wheat City Business College inside cover



The Canadian penman : a work on Spencerian business writing and ornamental penmanship

<http://archives.brandonu.ca/en/permalink/specialcollections755>

Part Of:	MG 2 2.15 George E Thorman Collection
Collection:	George E Thorman School Textbook Collection
Creator:	Yerex, W. N Williams, R. F
Description Level:	Item
Item Number:	Archives 11-999-1-18
Item Number Range:	Archives 11-999-1-18
Responsibility:	by W. N. Yerex, R. F. Williams
Start Date:	1877
Date Range:	1877
Publication:	London, Ont. : Advertiser Steam Presses
Physical Description:	30 p. : ill. ; 20 cm
Subject Access:	Commercial correspondence Penmanship
Storage Location:	Box 1 - Business Education
Storage Range:	Box 1 - Business Education



MPE B 9 Correspondence

<http://archives.brandonu.ca/en/permalink/descriptions9310>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Sub-series

Series Number: MPE B.9

GMD: textual records

Date Range: 1924-1998

Physical Description: 66 cm

History /

Biographical:

See fonds level description of RG 4 for history/bio of MPE

Scope and Content:

This artificially created sub-series MPE B.9 consists of memos, letters to secretaries of locals, questionnaires, general correspondence, and responses. See Box level entries for B.9 for detailed contents of records.

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Correspondence

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



MPE B 9 Correspondence Box 1

<http://archives.brandonu.ca/en/permalink/descriptions10052>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.9.1

File Number: 1

GMD: textual records

Date Range: 1924-79

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.9

Custodial History:

See custodial history for sub-series B.9

Scope and Content:

This box contains correspondence to the secretaries of locals, memorandums, resolutions, questionnaires and general correspondence. The records include the following:

1. Correspondence to Secretaries of Locals June 30 1924 – July 16 1929
2. Correspondence to Secretaries of Locals July 19 1929 – Sept 28 1931
- 3a. Correspondence to Secretaries of Locals Oct 16 1931 – Jan 26 1940
- 3b. Correspondence to Secretaries of Locals Jan 29 1940 – Nov 26 1942
4. Correspondence to Secretaries of Locals Jan 7 1943 – Nov 3 1948
5. Correspondence to Secretaries of Locals Dec 1948 – August 4 1953
6. Correspondence to Secretaries of Locals Sept 21 1953 – Oct 21 1959
- 7a. Correspondence to Secretaries of Locals Jan 6 1960 – March 2 1964
- 7b. Correspondence to Secretaries of Locals March 11 1964 – Nov 12 1968
- 8a. Correspondence to Secretaries of Locals Sept 23 1968 – Dec 3 1970
- 9a. Correspondence to Secretaries of Locals June 22 1973 – July 11 1975
- 9b. Correspondence to Secretaries of Locals July 25 1975 – Dec 1979
10. Memorandums 1926 – 1974
11. Resolutions 1927 – 1956
12. Resolutions 1957 – 1974
13. Questionnaires 1941; 1949; 1954; 1963; 1967
- 14a. General Correspondence Feb 14 1925 – May 7 1931
- 14b. General Correspondence July 3 1931 – Dec 1954

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Correspondence

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



MPE B 9 Correspondence Box 2

<http://archives.brandonu.ca/en/permalink/descriptions10053>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.9.2

File Number: 2

GMD: textual records

Date Range: 1950-1998

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.9

Custodial History:

See custodial history for sub-series B.9

Scope and Content:

This box contains correspondence to the secretaries of locals, memorandums, resolutions, questionnaires and general correspondence. The records include the following:

15. General Correspondence Nov 1 1955 – May 28 1980

16. Miscellaneous Memoranda 1950-1969

Responses for the following local associations from 1990-1998: Alexander; Arborg/Riverton; Arden; Austin; Basswood; Beausejour; Binscarth; Boissevain; Bowsman; Brandon; Burnside; Cartwright; Clanwilliam; Cromer; Crystal City; Dauphin; Deloraine; Domain; Dufresne; Dufrost; Dugald; Elgin/Fairfax; Elie-Benard; Elkhorn; Elm Creek; Erikson; Ethelbert; Fisher Branch/Broad Valley; Fork River; Foxwarren; Franklin; Fredensthal; Gilbert Plains; Glenboro; Goodlands; Graysville; Gregg; Harte; Hartney; Headingly; Holland; Homewood; Kenville; Killamey; La Riviere; Letellier; Libau; Lowe Farm; Manitou; McTavish; Mile 10.6; Minitonas; Morden; Neepawa; Nesbitt; Netley; Ninga; Oakner; Oakville; Pilot Mound; Plum Coulee; Reston; Roblin; Rosburn; Rosser; Ste. Agathe; St. Jean; Sanford; Shoal Lake; Sinclair; Smart; Somerset; Souris; Starbuck; Strathclair; Swan River; Tucker; Virden; Westroc

Responses for the following Sub-districts from 1990-1998: 101-105; 201-205; 301; 304-305; 401-405; 502-503; 505; 601; 604; 702-705; 801-805

Responses to Sub-district Minutes from 1987-1991

Responses to minutes 1987-1992

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Correspondence

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records

Ruth and Archie MacLachlan fonds



<http://archives.brandonu.ca/en/permalink/descriptions10093>

Part Of:	RG 1 Brandon College fonds
Description Level:	Sub-series
Series Number:	MG 2 2.33
Accession Number:	23-2009
GMD:	multiple media
Date Range:	1930-1934
Physical Description:	27 cm textual records 13 b/w photographs
Physical Condition:	Very good. Some of the letters written in pencil are a little faded.

History /

Biographical:

Ruth Alverda Wade was born July 11, 1912 in Brandon, MB to James and Etta Alverda. She had two younger siblings: sister Gwen and brother Sherry. The Wade family resided at 1837 Princess Avenue, Brandon, MB. Ruth graduated from Brandon College with the Class of 1933.

During her time at Brandon College Ruth met Archie MacLachlan. Archibald James MacLachlan was born in Sault Ste. Marie, Michigan in 1907. He had four brothers: Howard, Edgar, Bruce, Curly and Stirling. When Archie was quite young the MacLachlan family moved to Alberta. Archie came to Brandon c. 1930 to attend Brandon College. During the summers of his years at Brandon College Archie held pastoral charges in Alberta. The first two summers were spent in the Peace River Country and the second two in Etzikom in Southern Alberta. This is the period during which the letters in the fonds were written.

Ruth Wade married Archie MacLachlan on September 19, 1934 in Brandon, MB. Following the wedding the couple moved to Hamilton, ON. Archie graduated from McMaster University with his Bachelor of Divinity degree in 1937. During this period their daughter Joann Ruth was born. After his ordination as a Baptist Minister the family moved to North Bay where Archie was minister for four years. The next six years were spent in Vancouver as Archie worked as minister at Fairview Baptist Church in Vancouver. The couple's sons Archibald James and Lachlan Wade were also born during this period.

At the end of the Second World War Archie decided to go back to school. The family travelled to Brandon, where Ruth and the children remained for part of a year while Archie went ahead to Andover Newton to enroll and find a parish that would support him while he went to school. The family was reunited in Penacook, New Hampshire; they lived there for two years while Archie completed his Masters in Sacred Theology. After a brief additional period of study at Harvard University, the MacLachlan family returned to Canada, settling in Toronto while Archie finished his second Masters degree (Psychology) and held positions as interim minister and then assistant minister at York Minster Church. Following the two years in Toronto they moved to Winnipeg.

Eventually Archie left the church ministry and became Chaplain at the Hamilton Psychiatric Hospital. He also continued to train students in Pastoral Education through the courses he had begun at the Divinity College of McMaster University. He remained at the Hospital until his retirement.

During their married life Ruth was kept busy raising the couple's children and with her work as a minister's wife, particularly her work in the community. She sat on a number of community boards, including positions as President of the Baptist Convention of Ontario and Quebec and a member of the Board of Governors for McMaster University's Divinity School.

Ruth MacLachlan died on October 29, 1983 in Mississauga, ON.

Archie married Kathleen Marie (Green) French (b. January 22, 1908, d. June 1, 1998) on June 20, 1987. Archie MacLachlan died in December 1997.

Custodial History:

Records were in the possession of Ruth and Archie MacLachlan until their deaths. At that time the records were inherited by their daughter Joann. Joann MacLachlan donated the records to the McKee Archives on October 24, 2009 at a donation event held as part of Homecoming 2009.

Scope and Content:

Fonds consists of approximately 197 letters written by Ruth and Archie to each other during the spring and summers of 1932, 1933 and 1934. The letters were written during the courtship of the couple and contain details not only on about their lives in Brandon and Alberta but also more personal information about their relationship, families and future plans. Because Ruth and Archie were students at Brandon College during this period the letters also often reflect on events and personalities related to the College, as well as their own personal studies.

Fonds also contains a scrapbook compiled by Ruth during her Brandon College years. It includes photographs, newspaper clippings, graduation cards, event programs, place cards and other ephemera. There are also a few miscellaneous documents - McMaster University examination papers, handwritten sheet music, postcards - that appear to have belonged to Archie. Fonds also contains a graduation photograph of Ruth.

Notes: Description by Christy Henry. History/Bio information taken from Joann MacLachlan's book Ruth and Archie: Brandon and Brandon College 1932-1934.

Name Access: Ruth Wade
Ruth MacLachlan
Archie MacLachlan
Addrene Edwards
Dorreene McGuinness
Brandon
Brandon College
Trochu, Alberta
Etzikom, Alberta
First Baptist Church

Subject Access:	land vehicles Christianity city life rural life convocations Correspondence crime post-secondary education mountains pastoral activities postal service parsons religious officials Radio Broadcasts tennis rail transportation weather social events music clothing theology hobbies liberal arts horses road transportation travels touring depression era
Language Note:	Some of the letters contain German phrases.
Storage Location:	Textual records: 23-2009
Related Material:	Photographs: RG 5 photograph storage drawer Ruth and Archie's daughter Joann edited the letters into a book entitled Ruth and Archie: Brandon and Brandon College 1932-1934. A copy of the book is located in the Rare Book collection of the John E. Robbins Library, Brandon University. William Ridley Sheridan Wade collection (28-2007)
Arrangement:	<p>The letters are arranged in chronological order with all of Archie's letters to Ruth for a particular year grouped together, followed by Ruth's letters to Archie for that same year. For preservation purposes photographs in the scrapbook have been removed and placed in photograph storage, with their corresponding scrapbook page number noted on the back. Because of the fragile condition of the scrapbook a note has been made concerning the original location of many items that have become detached from their original location in the scrapbook. These items remain with the remnants of the scrapbook in one archival housing. Note that Ruth did not place items on every page so the numbering is not sequential for scrapbook items. Some items were loose at the back of the scrapbook and therefore have no corresponding page number.</p>



Standard up-to-date practical letter writer : a comprehensive and practical guide to correspondence, showing the structure, composition, formalities and uses of the various kinds of letters, notes and cards

<http://archives.brandonu.ca/en/permalink/specialcollections791>

Part Of:	MG 2 2.15 George E Thorman Collection
Collection:	George E Thorman School Textbook Collection
Creator:	Strong, E. J. (Edward Jefferson), 1863
Description Level:	Item
Item Number:	Archives 11-999-3-73
Item Number Range:	Archives 11-999-3-73
Responsibility:	by E.J. Strong
Start Date:	1914
Date Range:	1914
Publication:	Chicago : C.C. Thompson Co
Physical Description:	275 p. : ill. ; 20 cm
Notes:	Includes index
Subject Access:	Letter writing Commercial correspondence Etiquette
Storage Location:	Box 3 - English
Storage Range:	Box 3 - English