



November 1, 2018

Dear Executive Committee of Executive Council,

Greetings! We hope that this letter finds you well. As you know, earlier this year we discovered a file on the Emery Trust in the UTO office. After discussions with David Copley and Kurt Barnes, the UTO Board with support from the UTO Staff (since the UTO Coordinator/Staff Officer is listed as the person to determine the use of the funds) determined that a better use of these funds would be to support an ongoing retreat for the missionaries instead of a Christmas gift or furlough. The UTO Board requested that the Emery Trust original language still be allowed (see attached), particularly for 2018, so that the items from the former Emery Lounge could be restored and preserved as indicated in the trust language.

Enclosed is a grant award of \$36,000 for your final approval to the Archives of the Episcopal Church from the Emery Trust "for the furnishing, equipping, and re-equipping of the Emery Room (which then became the Emery Lounge) at National Headquarters" (Emery Trust February 20, 1958) and "that the Emery Rest Rooms for women missionaries at headquarters be established from the income of this fund" (1923). When the Emery Room was closed, the Archives dutifully packed up all of the UTO materials and took them to Austin. These items are not accessible in their current format. Through this grant, the Emery Trust will support the Archives in establishing a "Digital Emery Lounge" (or the re-establishment of the Emery Rest Rooms) where individuals can access historic UTO materials. Additionally, this will repair and preserve the materials in the care of the archives, which were once housed in the Emery Room and under the care of this trust. The remainder of the funds available for 2018 will not be disbursed but returned to the principle.

Finally, we believe that this grant will also allow UTO to address one of the recommendations of INC-055, which is to develop leaders through storytelling. The creation of the digital Emery Lounge will allow us a space to share the history of UTO, addressing two of the recommendations from INC-055: "to publish a history of UTO" and to find ways to "honor and celebrate regularly the history of UTO and the accomplishment of women in ministry."

Thank you for your support of our awarding of the Emery Trust for 2018.

Sincerely,

A handwritten signature in cursive script that reads "Sherri Dietrich".

Sherri Dietrich, UTO Board President

UNITED THANK OFFERING

United Thank Offering of the Episcopal Church
815 Second Avenue, New York, NY 10017

episcopalchurch.org/uto



**United Thank Offering (UTO)
Grant Proposal
November 1, 2018**

Purpose

The Archives of the Episcopal Church submits this grant proposal of \$36,000 to the Board of the United Thank Offering to carry out preservation treatment of historical records and memorabilia of the UTO. This includes restoration work on the Julia Chester Emery portrait, digitization of official records related to the development of the United Thank Offering as an outgrowth of women in ministry in the Episcopal Church, and digital conversion/treatment of audio-video records of UTO-funded outreach projects from the 1970s and early 1980s. Preservation costs are based on estimates from past digitization and preservation projects and estimates obtained from trusted vendors serving the archival preservation community. Due to the nature and relative age of the items, final costs may require adjustment as detailed specifications and change orders are processed.

Scope of Work

Restoration of the Julia Chester Emery Portrait

Framed oil on canvas, approximately 20.5" x 24.5"

Preservation to include restoration of flecked paint and age-related miniature pin holes; cleaning of the portrait; re-stretching of canvas; cleaning of the frame; re-framing; and digital imaging

Digital Preservation/Appraisal of UTO Audio and Visual Records

Appraisal and digital transfer of master motion picture film and out take footage from 35 mm reels to archival digital formats for preservation and user access (one 35 mm and approx. 250 reels of raw footage); and approximately 109 audio recordings. Film titles include: Venture (1978), Yes, A Difference (1979), Hope for a New Life (1981), The Next Step (1982). Cost includes metadata creation and appraisal/identification.

UTO Scrapbooks of Historical Publications and Ephemera, ca. 1893-1985

Three loose-leaf scrapbooks binders of historical records known as the "UTO Binders," containing printed material (publications, pamphlets, brochures), artifacts, photos, and clippings. Material to be sorted and arranged before digitization; hand scanning of individual items and metadata creation.

Preservation Scanning: Women's Auxiliary Annual Reports (1940-1961)

Preservation scanning and production of user access copies of Women's Auxiliary Reports containing Triennial Women's Auxiliary Meeting minutes, 1940-1961 (10 vols, approx. 2,500 pages); Executive Board Meeting Minutes, 1919-1957 (22 vols, approx. 2,500 pages)

Project Budget

Requests are based on best estimates from past preservation work and vendor estimates. Any amount exceeding the grant request of \$36,000 will be covered by the budget of The Archives of the Episcopal Church.

Restoration of the Julia Chester Emery Portrait	\$15,000.00
Digital Preservation/Appraisal of UTO Audio and Visual Records	23,585.00
UTO Scrapbooks of Historical Publications and Ephemera	5,000.00
Preservation Scanning: Women's Auxiliary Annual Reports (1940-1961)	5,000.00
Total Project Budget	\$48,585.00
Total Requested from UTO	\$36,000.00
Archives Budget	\$12,585.00

Survey of the UTO Audio and Visual Records

Confirmation that it is mostly 16mm with a count of the reels and determination what was master versus cuts and a high level appraisal of the physical state of the media.

The collection is comprised of:

109 – 1/4" mag audio reels (est. \$40/unit, \$4,360)

203 – 16mm reels ranging from approximately 5-8 inches in diameter (est. \$75/unit, \$15,225)

250 – 16mm reels ranging from 1-3 inches in diameter that appear to be cuts (est. \$40/unit, \$10,000)

Survey notes: “There are 7 transfer cases of reels plus 3 large canisters all of which are in very rough shape. . All the contents appear to have been packed haphazardly and roughly grouped by film title. All of the boxes are labeled as "original negatives." The film itself is not as it is described on the large metal canisters but, in fact, contain multiple smaller reels stored within each canister. Some reels are numbered, some have titles/topics, but without an extensive appraisal, it's very difficult to identify the individual reel's identity with any certainty. The sheer number of reels precluded further review and additional appraisal is required and will be a challenge due to presence of extensive vinegar syndrome and what appeared to be red rot. Regardless of the outcome of this proposal, these materials must be rehoused in more appropriate containers.”

The Project Budget reflects a 20% increase to cover the cost of materials preparation, rudimentary preservation work, rehousing, and Federal Express Overnight shipment of materials to and from the vendor.

Archives Preservation Output Requirements for Audio/Film/Image digitization

Audio

Preservation Master (24-bit/96kHz BWF)

Normalized Master (Noise reduction, volume normalization), (24-bit/96kHz BWF)

Access/Edit Master (16-bit/44.1kHz BWF)

Streaming Copy (MP3 @ 192kbps)

Standard xml technical metadata file

Video

Preservation Master (AVI uncompressed video)

Normalized Master (Noise reduction, volume normalization) AVI uncompressed

Derivative 1, DV50, created from #2, Cleaned Up AVI

Derivative 2, MPEG4/H264 video, created from #2, Cleaned Up AVI

Standard xml technical metadata file

Images/Text

Preservation Master (TIF)

Access derivative 1 (JPG)

Access derivative 2 (PDF -- OCR'd for text search if requested)

Access derivative 3 (TXT -- Plain text files for text search if requested)

Standard xml technical metadata file

RESOLUTION

To: Executive Council
 From: The Joint Standing Committee on Finances for Mission
 Date: April 23, 2018
 Subject: Trust Fund #335 – The Emery Fund for Missionaries Home on Furlough (1921)

Resolved, that the original language of the trust be amended to include usage identified in the following paragraphs, being

Resolved, that annual income derived from The Emery Fund for Missionaries Home on Furlough be made available beginning January 1, 2019 to programs for missionaries appointed by The Episcopal Church; and be it further

Resolved, that such programs provide training or retreats with educational and recreational components not otherwise included in the annual operating budget; and be it further

Resolved, that such programs, designed by Mission Personnel and senior staff, be reviewed and agreed by an appropriate committee of Executive Council; and be it further

Resolved, that any annual income not used be reinvested.

EXPLANATION

The 1919 Woman's Auxiliary resolution giving rise to this trust states that the Emery Fund is to be

for all time a Trust Fund, the interest of which shall be used for women missionaries on furlough in such way as the Executive Committee of the Woman's Auxiliary or its successors shall approve.

The Woman's Auxiliary further resolved that the

income from the Emery Fund [is] understood to care for such items as are not the legitimate responsibility of the Department of Missions in regard to our women missionaries . . . [and] this fund shall be used for recreation, educational courses, summer schools, scholarships and such other benefits as the . . . committee may approve. (Emery Fund Resolution, paragraphs 4 and 5 (emphasis added).)

Over the past 20 years the Emery Fund has been used in various ways which reflected both the wishes of the United Thank Offering and the needs of the missionary program, including Christmas gifts for retired women missionaries, a retreat for missionaries working in Africa, and support for long-term missionaries on furlough.

Because the missionary program has transitioned away from long-term career missionaries to shorter-term placements, largely due to the one-year program of the Young Adult Service Corps, and Episcopal Volunteers in Mission, furlough periods are rare.

Training and retreats for missionaries are in keeping with the original intent of providing “R and R” for missionaries.

EMERY FUND

RESOLUTION UNDER WHICH THE FUND WAS CREATED IN DETROIT

That there shall be created an Emery Fund for Missionaries Home on Furlough, to be given over to the Board of Missions or their successors, to be for all time a Trust Fund, the interest of which shall be used for women missionaries on furlough in such a way as the Executive Board of the Woman's Auxiliary or its successors shall approve.

1. That the Emery Rest Rooms for women Missionaries at Headquarters be established from the income of this Fund. ^{as amended.}

2. That a committee be formed consisting of two members of the Executive Board of the Woman's Auxiliary, and the Executive Secretaries of the Auxiliary and the Department of Missions. This committee be empowered to consider all requests for aid from the income of the Emery Fund and to act on the same. Aye.

3. That the Executive Secretaries of the Auxiliary and the Department of Missions be empowered to draw upon the fund in emergencies. Aye.

4. That the income from the Emery Fund be understood to care for such items as are not the legitimate responsibility of the Department of Missions in regard to our women missionaries. Aye.

This fund shall be used for recreation, educational courses, summer schools, scholarships and such other benefits as the aforesuggested committee may approve. Aye.

5. Requests for grants from the fund may be presented either through the Woman's Auxiliary or the Department of Missions. Aye.

(1) was amended to read "That the Emery rest room for Women Missionaries at Headquarters be established from the income of this fund."

(Extract from February 1923 Minutes)

February 20, 1958

MEMORANDUM TO: MR. RABBAGE

FROM: MARGARET M. SHERMAN

Following is an extract from the Minutes of the February 1958 meeting of the National Executive Board of the Woman's Auxiliary regarding the use of the Emery Fund for Missionaries on Furlough:

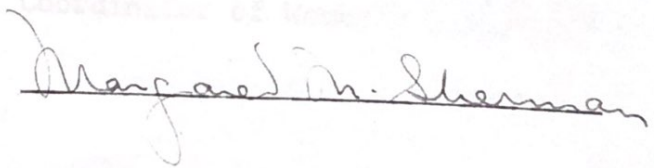
EMERY FUND

The National Executive Board reaffirms the purposes for which the Emery Fund for Missionaries on Furlough shall be used, as follows:

For gifts to women missionaries on furlough; for expenses for women missionaries for such purposes as attendance at summer conferences and the Triennial Meetings; for Christmas gifts to retired women missionaries.

For the furnishing, equipping, and re-equipping of the Emery Room at National Headquarters.

Appropriations from this account may be made upon the authority of the National Executive Board of the Woman's Auxiliary, or between sessions of the Board by the Executive Secretary of the Woman's Auxiliary.


Margaret M. Sherman

MIMS:pc