

# CLG GRANT APPLICATION: FY19

Office of History & Archaeology  
Alaska Department of Natural Resources  
550 West 7<sup>th</sup> Avenue, Suite 1310  
Anchorage, Alaska 99501

## Historic Preservation Fund: Grants for Certified Local Governments

**Deadline: Applications are due by 12:00 noon on Wednesday, July 31, 2019.**

The Certified Local Government (CLG) identified below is applying for a 60-40 Historic Preservation Fund (HPF) matching grant through the State of Alaska, Department of Natural Resources, Office of History and Archaeology.

CLG Name: City and Borough of Sitka

Federal Tax Identification Number: DUNS:

Project Title : Sitka Woman's Club National Register Nomination, Historic Structures Report, Archival Organization

Type of CLG Grant Project: (Check project type below, as applicable)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Survey                       | <input checked="" type="checkbox"/> Public Preservation Education |
| <input type="checkbox"/> Inventory                               | <input checked="" type="checkbox"/> Predevelopment                |
| <input checked="" type="checkbox"/> National Register Nomination | <input type="checkbox"/> Development                              |
| <input type="checkbox"/> Historic Preservation Planning          | <input type="checkbox"/> Acquisition                              |

Project budget required: (Use figures from shaded area on budget form)

a. Estimated Total Project Cost (TPC)	\$ 31,074.00
b. Federal Share (60%)	\$ 18,644.00
c. Sponsor Share (40%)	\$ 12,430.00

Source of applicant (sponsor) share: (Use figures from "Sources" box on budget form)

a. Cash	\$ 5,306.00
b. In-kind Goods and Services	\$ 6,134.00
c. Donated Goods and Services	\$ 990.00

Provide name, title and contact information for the following:

Grant Manager: Robin McNeilley  
Mailing Address: 300 Harbor Drive  
Sitka, AK 99835  
Telephone: 907-752-8575  
E-mail Address: obinray@gmail.com, sitkawomansclub@gmail.com

Preservation Commission Chair: Roberta Littlefield  
Mailing Address: \_\_\_\_\_

Sitka, AK 99835  
\_\_\_\_\_

Telephone: 907-738-4004  
\_\_\_\_\_

E-mail Address: robylittlefield@gci.net  
\_\_\_\_\_

CLG Contact: Amy Ainslie  
Mailing Address: \_\_\_\_\_

100 Lincoln St  
\_\_\_\_\_

Sitka, AK 99835  
\_\_\_\_\_

Telephone: 907-747-1814  
\_\_\_\_\_

E-mail Address: amy.ainslie@cityofsitka.org  
\_\_\_\_\_

\_\_\_\_\_  
Signature: Authorized Local Government Official Date

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Community Name

**Notary Seal**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary for the State of Alaska My commission expires \_\_\_\_\_

## Willingness to Comply with Grant Requirements

1. I understand that this is a 60-40 matching grant application through the Historic Preservation Fund (HPF) administered by the State of Alaska Department of Natural Resources, Office of History and Archaeology.
2. Should this project be awarded, I understand that the State levies an indirect cost which may vary throughout the course of the grant period, but will not exceed the amount stated in the executed grant agreement.
3. If awarded an HPF grant, I understand that it is my responsibility to comply with all pertinent State and Federal regulations, the State-Local Grant Agreement, and requirements outlined in the *Historic Preservation Fund: Certified Local Government Grants Manual*.
4. Should this project be awarded, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been reimbursed I will return an amount equal to the questioned expenditures.
5. I understand that no grant exists until the State Historic Preservation Officer (SHPO) signs the State-Local Grant Agreement, even if the Alaska Historical Commission recommends funds for my project. Any funds expended before the performance period specified on the fully executed grant agreement or before obtaining the SHPO's signature may not be reimbursed without specific approval.

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Signature: Authorized Local Government Official

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Date

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Name and Title (Print or Type)



# CLG GRANT APPLICATION: FY19

**CLG:**

City and Borough of Sitka

**Project Name:** Sitka Woman's Club National Register Nomination, Historic Structures Report, Archival Organization & 2020

## PROJECT INFORMATION

*See [Applying for Certified Local Government Grants: Writing a Successful Application](#) for more detail.*

### 1. PROJECT DESCRIPTION – *If needed, use continuation pages provided at the end of this document.*

- a. Provide a brief introduction to your project including the aim, scope and significance of the project to your community.

The Sitka Woman's Club (SWC) has three goals for this project: 1) A National Register of Historic Places nomination for its historic clubhouse; 2) Develop a Historic Structures Report for their clubhouse; and 3) Gather and organize from around the community the Club's documents for archiving and use in the National Register nomination and 2020 presentations celebrating the 100th anniversary of a woman's right to vote.

The first aim and scope of this project is to nominate the Cottage by the Sea/Sitka Woman's Clubhouse to the National Register of Historic Places in recognition as the home of the longest running club in Sitka. The property was first cataloged in the Inventory of Historic Sites and Structures, City and Borough of Sitka, Alaska (Vanguard Research, 1995) and given Alaska Heritage Resource Survey number SIT-0226. This 1995 inventory was conducted with the assistance of local historians for the Sitka Historic Preservation Commission and the City and Borough of Sitka to comply with their new-found status as a Certified Local Government (1993). Although it has been 22 years since the building was first identified as contributing to Sitka's historic properties inventory, there has been little change to its appearance and footprint, as shown in the 1951 and 2019 photos attached. The contractor will be required to conduct at least one public meeting in support of the National Register nomination.

As the building is used for a commercial endeavor, the Club is experiencing pressure to adapt it to support the needs of the tenant, and as the Club has no records of a structural inspection, the second component of this project is to undertake a historic structures report. Without thoughtful and appropriate planning, alterations may compromise the ability of the property to convey the deep seeded history of Sitka's oldest social club. This report will serve to protect and preserve this historically significant building by providing an assessment of its condition and prioritize and directing activities in consideration of the Secretary of the Interior's Standards for the Treatment of Historic Properties. The report will direct improvement as inappropriate repairs or landscaping may compromise historic features and diminish the importance as some of Sitka's finest cultural resource assets.

The final component of this project is in recognition that the Sitka Woman's Club and its generous history couldn't be more relevant today. It is of particular importance to immediately undertake this project as our community and country looks forward to celebrating the 100th anniversary of a woman's right to vote and women's suffrage in the United States. It is no doubt the gathering of these early female pioneers for the purpose of scholarly reading and humanitarian works also prompted the exchange of ideas regarding current events. Was it a coincidence that the Friendly Society was organized shortly thereafter the National Women's Party formed in 1913? As many entities and organizations, such as the National Trust for Historic Preservation and the Alaska State Museum, prepare for the 2020 celebration of ratification of the 19th amendment to the American constitution, and a woman's right to vote, the Sitka Woman's Club also wishes to celebrate their contributions shaping of Sitka. It is also a wonder, with women such as Mrs. Florence Mills, Mrs. Elizabeth Patton-Brady, and Mrs. Elizabeth DeArmond leading the Club in their respective periods, if they also a political influence in Alaska state politics of the time. It is the records, especially minutes, of the organization that will tell this story and that the current membership of the Club would like to collect and develop into a presentation to be shared during Alaska Day events 2020 in Sitka. Per Alaska State Museum Curator Anjuli Grantham, this information will also be a welcome contribution to the intended state museum exhibit to recognize the 100th anniversary celebration.

As positions within the Club have always been voluntary, and since the Clubhouse has been used as a rental property rather than a clubhouse since the 1960s, many of the Clubs' records have been scattered amongst the homes of its former and current members. It is a goal of this project to gather from those members, Club materials and documents and properly organize and archive, as appropriate, the records for housing at the Sitka Historical Museum. This gathering of the Club's historical documents will also contribute needed information to the National Register nomination. The SWC has already discussed with Alaska State Museum Curator and Archivist regarding the materials and methods of managing and storing our club documents (see attached).

(See continuation page 1)

b. List any previous HPF grants this project has received. (*Cite HPF # or grant name*)

None

c. Briefly describe the relationship of this project to past, present, or future preservation work.

The Sitka Woman's Club has never addressed their clubhouse from a historic preservation perspective. The club has maintained its historic look and feel by default attending to minor just building issues and minimal upkeep. The intention is that this grant will spark an opportunity to address the building's conditional concerns while protecting its legacy. A historic structures report will provide the club with historic property stewardship and building management direction.

In 1977, the W.P. Mills House (SIT-025) received National Register status. This SWC clubhouse is located at the beginning of the causeway to the W.P. Mill House, a distance of 500 feet, and is directly associated with the history of this house and the Mills family. A National Register nomination for the clubhouse compliments this already designated history.

The gathering and organizing of SWC material and the development of the National Register nomination will serve to bring together in current public light the decades of good work accomplished by SWC. It will serve to promote and strengthen the club in their continued service to the community.

## 2. PRESERVATION OBJECTIVES

- a. How does the project relate to [annual CLG grant priorities](#) established for this fiscal year? (*Cite relevant grant priorities and explain how each relates to your project.*)

**Priority 1 - Public awareness:** The Sitka Woman's Club history will be compiled and shared with the public through local and state exhibits and presentations. At a time when the public will be recognizing the 100th anniversary of the woman's right to vote, the SWC legacy naturally fits a state and national discussion. The SWC intends to develop a public presentation based upon the materials gathered to be shared as part of the Alaska Day events in Sitka, 2020.

**Priority 2 - Projects addressing rehab, restoring and preserving defining element:** This project adheres to historic preservation protocols of developing a historic structures report to determine appropriate treatment for historic properties. A historic structure report is the first and imperative step to addressing restoration and rehabilitation efforts, as well as identifying and preserving character defining features.

**Priority 4 - Projects that address survey and evaluation of properties:** Conducting a National Register nomination and historic structures survey, by its nature, meets priority goal four.

- b. How does the project relate to the goals and objectives of the [State Historic Preservation Plan](#). (*Cite relevant goals or objectives and how your project would further them.*)

A National Register nomination, historic structures report for the Sitka Woman's Club and their clubhouse support all goals outlined in *Saving Our Past: Planning for Our Future, Alaska's State Historic Preservation Plan 2018-2023* (OHA, 2018).

A National Register nomination and historic structures report will review the historic context of the property further emphasizing its historical importance in the community and beyond (Goal 1 & 3). The nomination and report will also identify key characteristics and will serve to preserve them during repair and maintenance activities, while the presentation will educate the public of the deep seeded legacy of humanitarian works of the Sitka Woman's Club (Goal 1, 2, 3, 4, & 5). The undertaking will serve to strengthen the presence of the Club in the community and serve as an excellent example of appropriate stewardship and the funding opportunities available to owners of private historic property. These examples and appropriate stewardship also serve to strengthen the Sitka Historic Preservation Commission's role in the community and the economic benefit of historic preservation (Goal 5, 6, & 7).

As both the Sitka Woman's Club building was identified in the 1997 City and Borough of Sitka Historic Properties inventory, this proposed project is an excellent example of the State, through the Alaska Historical Commission, fulfilling their historic preservation objectives.

c. Describe how the project meets an identified historic preservation priority of your community. Does the project contribute to the implementation of your local historic preservation plan? If so, how?

The last adopted city historic preservation plan from 1993 identifies several community goals, including to encourage local support of historic preservation (CBS, 1993). One of the most important goals for the Commission is to encourage National Register nominations, which this project does.

The 2017 draft plan approved by the Sitka Historic Preservation Commission and remains in draft, but identifies several goals and actions applicable to a National Register nomination and historic structures survey report of the clubhouse. This project supports the plan's goal to *Promote and Increase Public Awareness of Historic Preservation* by providing the public an excellent example of historic property stewardship and educating the community of its own history. Actions to achieve this goal, noted in the plan, include to support appropriate treatments of historic properties. A historic structures survey is the first step to any of these treatments and provides guidance as to the appropriate treatment.

Regarding the CBS preservation plan's goal to *Update Historic Resources Inventory*, actions noted include, support National Register nominations and pursue grant funding to conduct historic surveys (CBS, 2017).

Although the clubhouse property had been identified in the Borough-wide historic properties survey inventory (SIT-0226), as it is private property, the SWC did not know of the historic preservation opportunities available. The Sitka Historic Preservation Commission has been instrumental in sharing these opportunities and the importance of a National Register listing to preserve this history.



**3. PROJECT PERSONNEL-** *The Project Manager must have proven experience working on historic preservation projects. If the project is a survey, inventory, development, or National Register nomination the PM must meet the professional qualification standards in 36 CFR 61. If not identified in the application, the Office of History and Archaeology must review selection of Project Manager prior to finalization of the contract with the individual.*

- a. Note who will act as Project Manager (PM). Attach a résumé showing the PM meets the professional qualifications. List any previous HPF Projects the PM has worked on. *(If planning to contract with PM after grant is awarded outline the job qualifications that will be required.)*

The Sitka Woman's Club executive committee will voluntarily serve as the project directors. They will work with professionals meeting the Secretary of the Interior Standards to develop the National Register nomination and historic structure survey report. As the City and Borough of Sitka requires a competitive bid process, individuals and firms were not identified in this grant application, but an example of a *Request for Qualifications* to be used is attached. Two potential firms with qualified personnel meeting the standards in 36 CFR 61 have been identified and their information is attached.

The SWC will also go through a competitive application process to hire an individual to gather, organize, and archive club materials. Because the SWC has been working with the Alaska state curator and archivist to learn how to properly do this work, the volunteer executive committee will work with hired personnel to do this work.

- b. Identify the local government personnel who will act as Grants Manager for the project.

Amber Swedeen, Grant Accountant for the City and Borough of Sitka, will be in the position of pass-through grant manager for this project. (907) 747-1842, [amber.swedeen@cityofsitka.org](mailto:amber.swedeen@cityofsitka.org).

- c. Describe the local historic preservation commission's role in the project. Attach a resolution from the commission supporting the project.

The Sitka Historic Preservation Commission will review and assist the SWC in selecting qualified professionals per City of Sitka procurement policies. As needed, the commission will also assist in the research and development of the National Register nomination and historic structures report. Final products will also be reviewed by the Commission. See attached resolution.

- d. Identify volunteer personnel and their tasks.

President Robin McNeilley will take the lead on the project and serve as the contact for the project. All members of the executive committee will help as needed to facilitate the project.

The SWC will facilitate a public meeting for the contractor during the the compilation of the National Register nomination

Sitka Woman's Club Executive Committee:

President, Robin McNeilley - 907-752-8575, robinray@gmail.com

Vice President, Rachel Ranke - 907-623-7718, rachelranke@yahoo.com

Treasurer, Anne Pollnow - 907-738-074, anne@sealevelsitka.com

Secretary, Kim Gleason - 907-752-6369, seasidenews@gmail.com

- e. Identify any contractors to be used and expected duties. Attach résumés for all qualified historic preservation professionals working on the project.

True North Sustainable Development Solutions is an example of a firm that has experience with National Register nominations as well as historic structures surveys. They conducted a historic survey and National Register nomination narrative for the entire stretch of Lincoln Street, including the downtown corridor (TNSDS, 2014).

Two firms familiar with Sitka's cultural resources pertaining to the built environment are Welsh Whitley of Ketchikan and Northwind Architects of Juneau. Attached are their statements of qualifications and resumes. They will be the type of firm the SWC, with the guidance of the Sitka Historic Preservation Commission, will seek for this project. Both of these firms boast successful examples of this historic structures reporting, as well as demonstrate a professional understanding of the Secretary of the Interior's Standard for the Treatment of Historic Properties.

The request for qualifications will go out to individuals and firms identified in the Alaska Office of History and Archaeology's contractor as appropriate for this project and will be publicly advertised through regional media outlets.

4. **WORK PLAN-** *Ensure you thoroughly address all items necessary for your project type. See [Applying for Certified Local Government Grants: Writing a Successful Application](#) for more detail. Use continuation sheets if needed.*

- a. Explain how the project will be undertaken.

**Scope of Work**

1. The SWC will begin by hiring an individual to gather materials held by women throughout the community. With guidance from state museum officials, this individual will organize and archive documents.
2. The SWC will advertise a request for qualifications to conduct the National Register nomination and historic structures survey report. The report will follow, at a minimum, the guidelines set-forth by the Alaska Office of History and Archaeology's Historic Preservation Series No. 5, *Guidelines for Preparing a Historic Structures Report* (OHA, 2004), be guided by *Preservation Brief 43: The Preparation and Use of Historic Structures Report* (Slaton, Deborah, NPS, 2004), and other relevant NPS briefs and bulletins, the consultant will:
  1. Devise a schedule that coincides with the deliverables and established payment schedule.
  2. Conduct an on-site investigation and assessment as to the condition of the SWC's clubhouse and landscape.
  3. Draft a National Register nomination and Historic Structures Report for the clubhouse to include:
    - a. Estimated restoration/rehabilitation costs to address deficiencies
    - b. Recommended steps for preservation treatment
    - c. Recommendations for further study
  5. Allow for an up to fourteen-day review and comment period from the SWC and Sitka Historic Preservation Commission
  6. Edit, if necessary, and submit a final report to the SWC and to the Sitka Historic Preservation Commission.

**Funds Management**

Payments will be made on an as negotiated basis and per the City and Borough of Sitka and SWC protocols.

- b. Describe the geographic area encompassed by the proposed project. For survey, inventory, development, and National Register nomination projects, attach maps of the project area. Include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

The building and landscape associated with the Sitka Woman's Club House is located at 300 Harbor Drive, Sitka, Alaska. They are within USGS Survey number SIT A4 and Township 55 South, Range 63 East, Section 01 of the Copper River Meridian. The building is 1176 square feet (see attached) The property consists of the elevated building and concrete walkway from the street to the front door. See map attached.

- c. Cite any planning studies, condition assessments, design drawings, research reports, publications, or other sources of relevant information you plan to use for this project.

The only sketch or drawings discovered during the development of this grant was available through the City of Sitka records, attached. No reports on the building itself were uncovered yet. It is likely that any such documents will surface while hired personnel are gathering documents in the community and during National Register nomination research.

The Sitka Woman's Club has developed a membership brochure that includes the club history. This information was compiled by a former volunteer and photos stored at the Sitka Historical Museum. Brochure attached.

A few very early records are being held at the Sitka Historical Museum in Sitka. These files will be accessed and used to develop the National Register nomination and provide information to the state curator for use in their 2020 exhibit celebrating the woman's right to vote as well as the Sitka Woman's Club 2020 Alaska Day presentation.

Historian Robert DeArmond has also written about clubs in Sitka and will be a useful resource during this research.

d. Provide a work schedule showing months, expected activities, and benchmarks to achieve throughout the grant period of performance.

**Time-line and Deliverables**

**Aug -Sept 2019**

- Hire personnel to gather, organize, and archive SWC materials being held by former and current members in the Sitka community.
- Request for qualifications and contract professionals that will compile a National Register nomination and historic structures report.
- Conduct the on-site building assessment
- Conduct public meeting(s) to discuss the National Register of Historic Places and the historic structures report
- Review and update, or prepare, entries for the local and state (AHRS) inventories.
- Determine findings and conclusions from analyzing the survey and research information, discuss with interested parties, and draft survey report and draft National Register documentation for a Lincoln Street historic district.

**Nov 2019**

- Submit draft structures report to the SWC and the Sitka Historic Preservation Commission, fourteen-day review and comment.
- Consider all comments and revise report as appropriate.
- Submit final report to the SWC and the Sitka Historic Preservation Commission,
- Update the AHRS files at the OHA

**Nov 2019 to April 2020**

- Work with the Alaska State Museum to provide them useful materials and SWC archives for their 2020 exhibit
- SWC will develop a presentation on the club's history and work with the Alaska Day Committee to present during the October 2020 schedule of events

**May 2020**

Submit final grant materials and products to OHA

e. If this is a development project, describe your public outreach component. How and when did you involve the public, any potentially affected agencies, entities, and tribes. List which entities and individuals contacted, dates of involvement, and comments received.

## 5. FINAL PRODUCTS

- a. Describe publications, workshops, audio-visual materials, reports, websites, brochures, survey materials, nominations, interpretive signs etc., that will be produced as part of the proposed project. Identify the intended audience and where the public will be able to access these materials. Describe how you will inform you community about the project.

Final products will consist of a compilation of Sitka Woman's Club meeting minutes and historical documentation in one place, accessible for research and protected for archival storage.

From the organizing of files, a National Register nomination for the Sitka Woman's Club House on Harbor Drive in Sitka will be drafted.

A historic structures report will also be a final project for this project

These final products will further serve to support the Alaska State Museum in their development of their 2020 exhibit celebrating the 100th anniversary of a woman's right to vote. It will also allow the SWC to voluntarily develop a presentation about its history to be shared in a public forum during Alaska Day festivities 2020.

## 6. ADDITIONAL INFORMATION

- a. Attach letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others. (*Note attachments below.*)

Please see attached

- b. Attach any other relevant information, such as copies of photographs. (*Note attachments below.*)

Please see attached.

## 7. BUDGET: Maximum Federal Request of \$25,000 (includes State indirect cost)

Your budget submittal shall consist of four parts: three tables and one narrative. *See example tables and blank form in Excel, and narrative portion to complete below.*

- a. Budget Details table showing how costs were estimated.
- b. Budget Summary table identifying planned cost share of 60% and 40%.
- c. Matching Share table showing sources of match.
- d. Narrative explaining costs in detail.

**BUDGET NARRATIVE:** Describe activities to be performed under Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

- a. Personal Services: describe work each position/person will perform for the proposed project.

Personnel services include in-kind service by the SWC executive committee to manage all aspects of the project, hire and contract personnel, facilitate hired and contracted personnel with current and former members of the club and meetings with the public and Sitka Historic Preservation Commission.

Personnel will be hired to perform archival services. This will include gathering documents and materials, organizing them, and properly storing them per archival protocols suggested by Alaska State Museum professionals.

The Sitka Historic Preservation Commission will support in-kind work by reviewing work performed the duration of the project and draft and final projects, including the National Register nomination and historic structures report.

b. **Contractual:** List contractor name(s), if known. Describe work each will perform.

The contractor will be a professionally qualified under 36 CFR 61. As this CLG grant falls under the City of Sitka procurement protocols, a contractor has not been selected. However, the wardens and building committee took the initiative to collect the resumes and professional experience information from two Southeast Alaska firms that have engaged in a number of similar historic preservation project in Sitka.

Attached are the resumes and information from Welsh-Whitley of Ketchikan and Northwind Architect of Juneau.

c. **Supplies/Materials:** Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc.

The Sitka Woman's Club has pledged at least \$1000 to provide the hired person organizing and archiving files with adequate supplies to do so. Supplies will be purchased at the direction of the Alaska State Museum archivist.

d. **Travel:** Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

It is most likely that the consultant performing the draft National Register nomination and historic structures reporting will have to travel to Sitka and there are no known firms or individuals in business doing this work in Sitka. It is anticipated that the consultants will perform two full days of survey work. If this budgeted trip does not coincide with reporting at the Sitka Historic Preservation Commission meeting, they may report and participate via teleconference at another time.



- e. Other: Identify other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

### CHECKLIST

Applicant, has your entity:

- maintained current certification under the Certified Local Government program?
- signed and notarized this application?
- signed the form titled: *Willingness to Comply with Grant Requirements?*
- provided the information requested on each page of the application package?
- included a public outreach component?
- attached maps showing location of project?
- attached photographs or clear photocopies showing overall character of properties for survey, inventory, National Register nomination, predevelopment and development projects?
- attached letters of support from the community and, if needed, property owners?
- attached a resolution from the City or Borough's governing body (or indicate one has been requested prior to the Alaska Historical Commission meeting to recommend awards.)
- explained historic preservation commission involvement in the project, and addressed its role in the review process?
- checked your budget for accuracy?

**Deadline: Applications are due by 12:00 pm on Wednesday, July 31, 2019.**  
Only complete, signed, dated, notarized applications will be considered.

Submit applications (and questions) to the following email: [HPF.Grant.Applications@alaska.gov](mailto:HPF.Grant.Applications@alaska.gov)

## Continuation Page 1

### From page 1 of the application

Social clubs, fraternities and sororities became a part of American culture in the 1800's, and the early days of Sitka followed suit. A Women's Reading Club, the first of these clubs to form in Sitka, was possibly active as early as 1885 and referred to as Dorcas Society; little is currently known of this group. In the *Sitka's Past* column appearing as a series in the Daily Sitka Sentinel the week of January 17- 21, 2000, author Robert DeArmond makes mention of the following, "December 1899 -The Woman's Club of Sitka held its December meeting at the Governor's House. They had decided on "The Merchant of Venice" for their study and the opening act of the play was read and discussed." An article in *The Alaskan* appeared about the Women's Reading Club listing Mrs. George Stowell as President and Mrs. Florence Mills (W.P.) as vice-president with fourteen charter members. Mrs. Elizabeth Patton Brady, wife of Governor John Brady, became president and continued in office until Governor Brady resigned in 1906 as the government moved to Juneau. The club list five departments: Art and Literature; Music and Drama; Philanthropy and Sociology; Parliamentary Law; and Household Economics. It is thought that this club likely metamorphosed into the Friendly Society, which was an integrated society whose membership was mostly drawn from Sitka's two Presbyterian churches. Several groups are thought to also be precursors of the Woman's Club. The Women's Christian Temperance Union, founded in 1888, was instrumental in causing Sitka to go dry thus making Sitka the first Alaska city to be dry. It continued dry until 1923. A Chapter of the Daughters of the American Revolution was formed and lasted about five years.

Instigated by these pioneering clubs, the Sitka Woman's Club was founded in May 16, 1916 under the name of the Friendly Society. The focus of the Friendly Society was "to be of service to the community, to champion humanitarian causes wherever they might be, to identify problems and devise solutions." Any woman interested in these goals was encouraged to join and during the 1920's and 30's there were few other clubs in Sitka, thus the Friendly Society attracted many members. All twelve charter members were also members of the Presbyterian Church. Mrs. Elizabeth DeArmond was the first and the last president before the group joined the National Federated Women's Clubs in 1935. At this time, the Club changed its name to the Sitka Women's Club and although the affiliation did not last, their name did.

On May 11, 1951, the Daily Sitka Sentinel reported, thirteen members were present to sign the Articles of Incorporation forming the Sitka Woman's Club as a non-profit corporation. Now legally incorporated, Mr. William Parker Mills was able to deed the Club's meeting place, the *Ranghild Building* at 300 Harbor Drive in Sitka to the Club for \$1. A covenant in perpetuity, and still honored, to keep the graves of Mills' parents in "reasonably good repair and condition" was a condition of the donation (DeArmond, n.d/Personal papers). Due to Mills' generosity, the Club flourished.

The Clubhouse was built in 1897 by Hans Christian Pande, an attorney who arrived in Sitka in 1895 with his daughter Ranghild. Ranghild opened a millinery business, while her father went off prospecting. Ranghild lived in one side of the house and had the shop in the other. At that time, the house was known as the "Cottage by the Sea", as it was the only home on this rocky promontory and would go awash at high tide. The house was given to Ranghild when she married Meyer Hofstad. In 1903, Ranghild sold the house and lot to Dr. James L. Cogswell for \$450, and by 1904 she was divorced from Hofstad and living in Tahoma with their son. In 1910, Dr. Cogswell, a dentist who was the father of Mrs. W. P. Mills, sold the house to the W.P. Mills Corporation.

The house is currently rented to an independent health service provider. All rental proceeds not needed in the maintenance of the building are applied toward a variety of charities and two scholarship funds, one benefiting single mothers in furthering their education to return to the work force, and the other to offering financial assistance to youth for school and extracurricular activities. A nonprofit grant is also awarded to entities that fit with the Club's mission. The Sitka Woman's Club continues to be dedicated to the goals set forth in the beginning, to be of service to the community.

*Project: St Peters By-the Sea Episcopal Church & See House*

**1. Annual Budget: Example**  
**HISTORIC PRESERVATION YUMA**

**Directions:** First, complete the blue Budget Details table. If needed, add rows etc, to show calculations of proposed costs for your project. Second, totals for each cost category in the Budget Details table should auto-populate the "Totals" column in the yellow Budget Summary table. However, you will need to enter amounts in the 60% and 40% columns in the yellow Budget Summary table to show your planned 60-40 split by cost category. (See example.) Finally, enter amounts in the pink table: Source of Sponsor's Matching Share. The total should at least equal 40% of your Total Project Cost (TPC) as shown in this example, cell E23.

2. Budget Summary			
Cost Category	60% HPF- Grant	40% Match	Totals
Personal Services	4,200	6,134	10,334
Contractual	16,000		16,000
Supplies & Materials		1,000	1,000
Travel: Airfare		1,000	1,000
Per Diem: Meals		106	106
Per Diem: Lodging		200	200
<b>Direct Costs</b>	<b>17,184</b>	<b>11,456</b>	<b>28,640</b>
x State Indirect Rate 8.5%			2,434
<b>Total Project Cost (TPC)</b>			<b>31,074</b>

1. Budget Details by Cost Category														
Personal Services	Base unit	Time Spent	Total Base	Fringe	Personal Serv	Contract Historical/Architect	Supplies & Materials	Other	Airfare	Travel: Meals *		Travel: Lodging		
										Total	Rate	Meals	Nites	Rate
Sitka Woman's Club	27.88	hour	180	5,018.40	5,018.40		100	10	1,000.00	2	53	106	1	200
Archival Services	35.00	hour	120	4,200.00	4,200.00							0		
CBS Commission	27.88	hour	40	1,115.20	1,115.20				1,000.00					
<b>Totals</b>				10,333.60	0.00	10,333.60	16,000.00		1,000.00	0.00		106.00		200.00

Sponsor Matching Share 40% of TPC 12,430  
 \* HPF Federal Grant Share 60% of TPC 18,644  
 Subtract pre-determined State Indirect Potential Reimbursement to Sponsor 2,434  
 16,210

\* (Do Not Exceed \$25,000 for HPF Federal Grant Share.)

3. Source of Sponsor's Matching Share	
Cash Expenditures	5,306
In-Kind Contributions	6,134
Donations & Volunteerism	990
<b>Total \$ (40% of TPC)</b>	<b>12,430</b>

**Limitations:** Per HPF Manual 13-1, compensation for consultants involving HPF grants is limited to no more than 120% of a GS-15 step 10. Currently, that ceiling for Alaska is \$94,42 an hour.  
 VOLUNTEER TIME MAY BE VALUED USING THE INDEPENDENTSECTOR.ORG/VOLUNTEER TIME  
<https://www.independentsector.org/volunteer-time>





**Sitka Woman's Club House — Location Map**  
300 Harbor Drive, Sitka; Lot 2, Block 2  
SITKA A-4, C056S063E01  
57.04930076, -135.33434402





THE STATE  
of **ALASKA**

Governor Mike Dunleavy

**Department of Education &  
Early Development**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS

P.O. Box 110571  
Juneau, Alaska 99811-0571  
Main: 907.465.4837  
Fax: 907.465.2151

June 21, 2019

Alaska Historical Commission  
C/O Office of History and Archaeology  
550 West 7<sup>th</sup> Ave, Ste 1310  
Anchorage, AK 99501

Re: Sitka Women's Club proposal for archive/ public exhibit

Dear Alaska Historical Commission,

Organizations around Alaska are starting to plan projects that will highlight the history of women as part of the upcoming centennial of the passage of the 19<sup>th</sup> Amendment. Part of this effort should include finding, describing, and preserving archival materials and records that document the history of Alaska's women.

The Sitka Historic Preservation Commission's project to organize and preserve the records of the Sitka Women's Club is just the kind of project that is needed. This project will result in a greater understanding of the club and women's history in Sitka and make this information more accessible for future use.

I encourage you to fund this worthy project.

Sincerely,

A handwritten signature in cursive script that reads "Anjali Grantham".

Anjali Grantham

Curator of Statewide Services







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of ALASKA

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C/O Office of History and Archaeology  
550 West 7<sup>th</sup> Ave, Ste 1310  
Anchorage, AK 99501

Re: Sitka Woman's Club NRHP nomination and condition assessment proposal

Dear Alaska Historical Commission,

I am thrilled to hear that the Sitka Woman's Club is preparing to nominate their headquarters to the National Register of Historic Places. As you know, the number of listed properties related explicitly to women's history in the United States does not represent the contributions of women to the history of the country. Moreover, I presume that there are few properties listed in Alaska that are significant due to their association with women's history. This project, therefore, will help to fill a representation gap in the state and the nation, while providing valuable historical information about women's clubs and the role of women in social causes in Sitka and elsewhere.

This project is particularly timely, given that 2020 is the centennial of the passage of the 19<sup>th</sup> Amendment. Now is the time to promote women's history and its preservation in Alaska and elsewhere.

Thank you for your consideration of this worthy project. I strongly encourage you to award this grant.

Sincerely,

A handwritten signature in cursive script that reads "Anjali Grantham".

Anjali Grantham

Curator of Statewide Services



*Photos of Sitka Woman's Club and House in Sitka*

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Sitka Woman's Club logo on correspondance, creation date unknown



Photo of the Sitka Woman's Club House with their sign on the front of the building, 1951

*Photos of Sitka Woman's Club and House in Sitka*

---



**Sitka Woman's Club House, 2019**



**Walkway from House to Harbor Drive**

*Photos of Sitka Woman's Club and House in Sitka*

---



Current tenant



*Art Class*

Likely the Friendly Society's Art and Literature Department's Art Class, Photo by Edward de Groff. circa 1885



*Red Cross  
involvement*

The Firendly Society working as Red Cross worker. circa 1914-1918



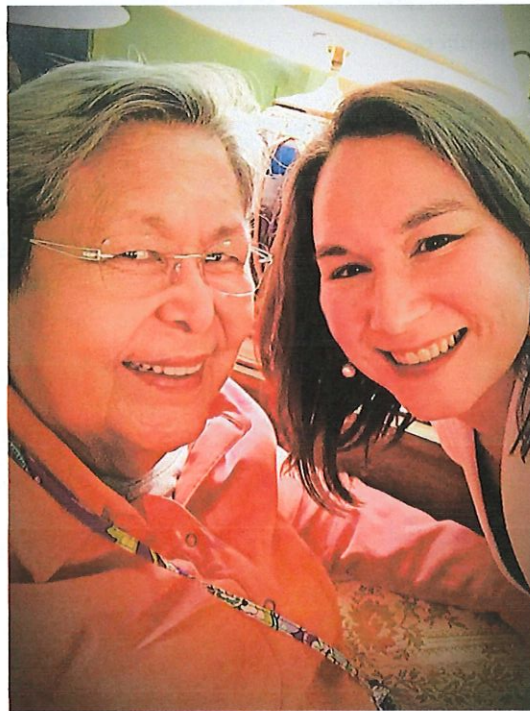
*Dorcus Society*

The Dorcus Society, 1894, Sitka Historical Museum



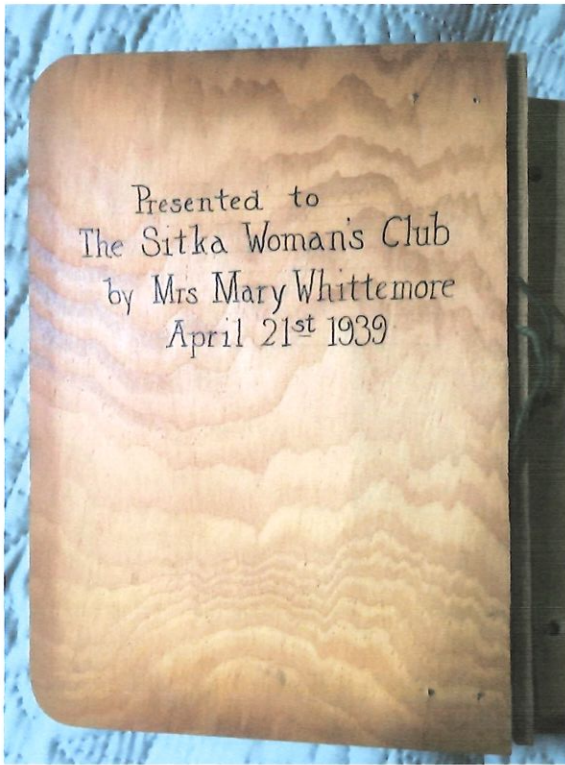
*Temperance Union 1888*

**Women's Christian Temperance Union formed in 1888**



**Longtime member Patricia Alexander and Vice President Rachel Ranke, Annual meeting/Holiday party 2018**

**Photos of Sitka Woman's Club and House in Sitka**



**Old finds from former members**



**Current plaque in front of building**



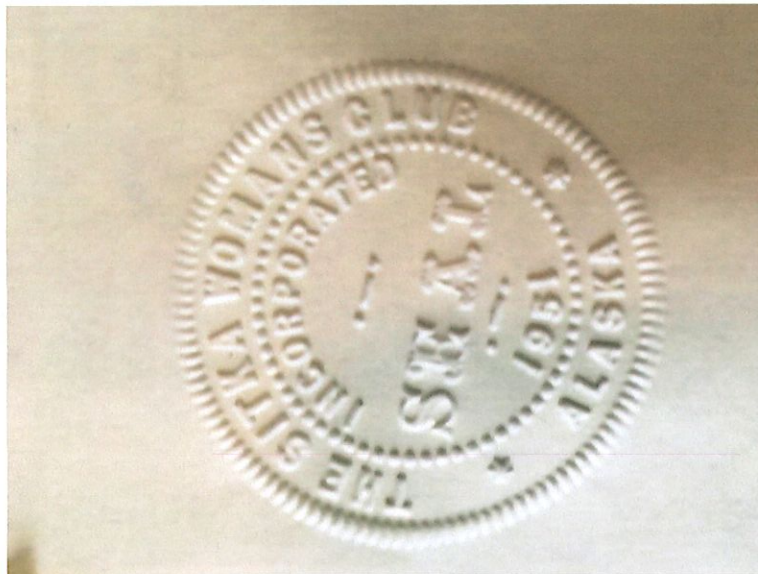
**Celebrating longtime member Judy Johnstone's 80th birthday**





**CATHEDRAL DONATION** – Shirley Anderson, left, a member of the Sitka Woman's Club, presents a \$500 donation to Kathy Hope Erickson for a restoration project at St. Michael's Cathedral. The National Historic Landmark-designated cathedral is being painted and the roof is being repaired, with donations providing much of the funding. As a non-profit community organization – that's been a part of Sitka since 1951 – the Woman's Club wanted to contribute to the project, Anderson said. (Sentinel Photo)

Good will donations



Sitka Woman's Club Seal from 1951

**\$1,000  
SCHOLARSHIPS  
FOR SINGLE MOTHERS**

**Waldo Mills \$1,000 Scholarships**  
Awarded in December for Spring Semester  
For Academic, Vocational or Correspondence Courses

**Who can Apply**

- ✓ Single mothers
- ✓ Living in Sitka
- ✓ Attending school in Alaska
- ✓ Part-time or full-time student



**How to Apply**

- ✓ Write a one page letter describing your present situation, and stating your educational goals and objectives
- ✓ Send to the Sitka Woman's Club, 300 Harbor Drive, Sitka, AK
- ✓ Must be postmarked or delivered by November 30, 2017

**For more information**

- ✓ Call Robin at 752-8575

**Sponsored by the  
Sitka Woman's Club**

*The Sitka Woman's Club is dedicated to serving the community of Sitka by being an organized center of thought and action that champions humanitarian causes, fosters closer personal acquaintances, and provides mutual assistance through social venues that promote the general well-being and prosperity of all with a focus on women and children.*

Scholarship flyer



SWC youngest member & social media expert, Erin Climo, 16, being inducted into the National Honor Society

# Sitka Woman's Club Membership Form

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Numbers:

\_\_\_\_\_  
Home

\_\_\_\_\_  
Work

\_\_\_\_\_  
Cell

Date: \_\_\_\_\_ Dues Paid: \_\_\_\_\_

(New Member's Signature)

Any contributions can be sent to:

Sitka Woman's Club  
300 Harbor Drive  
Sitka, Alaska 99835

# Sitka Woman's Club

Yesterday...



The Dorcas Society, 1894  
Predecessor to the Sitka Woman's Club

and  
Today...



Photo by Edward de Groff, circa 1885.

The purpose of the Sitka Woman's Club is to create an organization of thought and action among women of Sitka for the best interests of the community. We are a non-political, non-sectarian, non-profit Alaska corporation and exist to help meet community needs as we see them, especially as they pertain to women and children.

Annual dues are \$10.00.

Membership is open to all women regardless of age, race, marital status, education, income, or ability.

We warmly welcome new members. We meet monthly, September through May, usually on the first Saturday of the month, at noon, at the Litehouse Cafeteria at SEARHC Hospital.

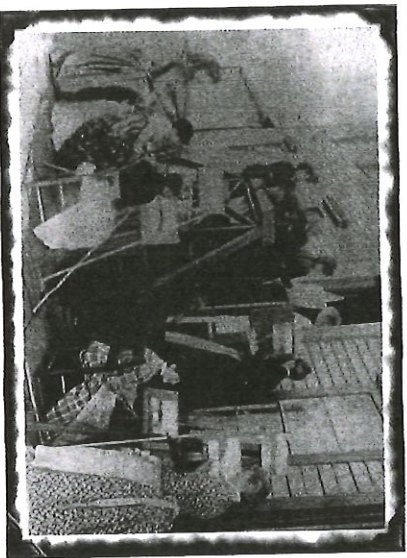
Published by Mim McConnell  
Shelter Cove Publishing, Sitka, Alaska

# Sitka Woman's Club

## A Brief History

Social clubs, fraternities and sororities were a part of the American culture in the 1800's, and early-day Sitka followed the pattern. With the exception of a couple of national women's groups - the Daughters of the American Revolution (1903-1909) and the Women's Christian Temperance (1888-1923?) - they were strictly local and often short lived.

The Women's Reading Club, the first of these clubs to form in Sitka, was possibly active as early 1885. Nothing is known of the Dorcas Society (see



*Probably the Friendly Society's Art and Literature Department's Art Class. Photo by Edward de Groff, circa 1885.*

front photo). The Woman's Club of Sitka was organized in early 1901 with five departments: Art and Literature; Music and Drama; Philanthropy and Sociology; Parliamentary Law; and Household Economics. Some years later it likely metamorphosed into the Friendly Society, which was an integrated society whose membership was mostly drawn from Sitka's two Presbyterian churches.



*The Friendly Society working as Red Cross workers, circa 1914-1918.*

The focus of the Friendly Society was "to be of service to the community, to champion humanitarian causes wherever they might be, to identify problems and devise solutions." Any woman interested in these goals was encouraged to join. During the 1920's and 30's there were few other clubs in Sitka, and the Friendly Society attracted many members.

It wasn't until 1940 that the Sitka Woman's Club was heard of again. Then, in 1951, the Club incorporated as a non-profit corporation when the W. P. Mills Company donated the "Rangehild Building" (built 1897, aka Cottage-by-the-Sea) to the Club. The building was used by the Club for various fundraising functions to help support their philanthropic efforts. It was later used as a housing rental and is currently being leased for a retail shop.

The Sitka Woman's Club continues to be dedicated to the goals set for it in the beginning - to be of service to the community. All proceeds not needed to maintain the building and fund the scholarship programs are distributed among other non-profit organizations concerned with the welfare of the community, especially as it pertains to women and children.

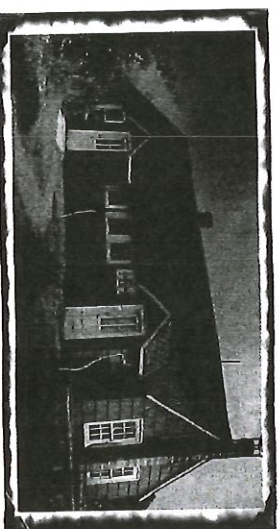
### Five Reasons to Join The Sitka Woman's Club:

1. The group itself is living history...oldest woman's group in Sitka that is still in operation;
2. An excellent lunch with lovely and diverse Sitka ladies in an apolitical, non-sectarian forum;
3. Meet new people and hear speakers on topics that keep us thinking;
4. Help community causes with a special emphasis on women's and children's needs;
5. Opportunity to decide where donations go, including choosing student beneficiaries for scholarships.

Examples of causes supported in recent years are:

- \* 2-\$1,000 scholarships to single women, with children, pursuing an education
- \* Babies & Books
- \* SAFV
- \* Baby Quilt Project
- \* Fine Arts Camp
- \* Women & Wellness

Meetings are 1.5 hours per month, 9 months per year during the winter (Sept.-May), usually the 1st Saturday of each month. All women are encouraged to participate.



*The Rangehild Building, built 1897.*

**RE: archival materials**

Geibel, Leah (EED) <leah.geibel@alaska.gov>

Wed 3/20/2019 11:24 AM

To: Tree Hugger <obinray@gmail.com>; anne@sealevelsitka.com <anne@sealevelsitka.com>

Hi Robin,

Ideally the papers would be removed from the 3-ring binders and placed into acid free folders, in their original order, which would then be stored in an acid free box in an area with stable temperature and humidity. Taking out each page, placing it in plastic, then replacing it into the binder seems like a lot of work.

Since I'm coming in mid-conversation I'm not sure how many materials you're talking about, but scanning the documents is a great idea, if only as a backup should something happen to the originals. It also provides easy access for anyone looking to use the materials. If you do scan, dependent on how many pages we're talking about, I would consider scanning in batches. For example, scan one binder at a time so you can link that digital file directly to the physical object. That way if someone is looking for information they know is in binder 2 they don't have to search through thousands of pages to find it, just the pages in binder 2.

If you do go the route of taking the papers out of the binders and placing them in acid free folders make sure you label and number the folders, for example:

---

Box 1	Meeting Minutes of the xxxxxx Committee
1998-1999	
Folder 3	Binder 2 (Folder 1 of 2)

---

Make sure to label the box in which the folder belongs in case it gets separated, the folder number which will keep the original order of the materials, a concise yet descriptive title to make it easy for you and others to find specific materials.

In the above example, Box one is the box number the folder belongs in. Folder three means it is the third folder in Box 1. Meeting Minutes of the xxxxxx Committee is the folder title, and lets you know what the contents of the folder are, and also that the contents came from Binder 2. (Folder 1 of 2) is for when materials need to be separated into more than one folder but are alike. For instance the contents of Binder 2 might not fit into one folder, by writing (Folder 1 of 2) on the folder you indicate that additional materials related to this folder exist, the user knows to move onto (Folder 2 of 2), which would be Folder 4 for information continued from Folder 3.

If you have any questions at all on the physical arrangement of the records or digitization processes please don't hesitate to contact me!

Best,  
Leah

Leah Geibel, MLIS  
Archivist II, Alaska State Archives  
907.465.2329

**From:** Grantham, Anjuli (EED)  
**Sent:** Monday, March 04, 2019 1:38 PM  
**To:** Tree Hugger <[obinray@gmail.com](mailto:obinray@gmail.com)>; [anne@sealevelsitka.com](mailto:anne@sealevelsitka.com)  
**Cc:** Geibel, Leah (EED) <[leah.geibel@alaska.gov](mailto:leah.geibel@alaska.gov)>  
**Subject:** RE: archival materials

Hi Robin,

I'm connecting you with Leah Geibel, who is an archivist with the Alaska State Archives. She'll be able to give you good guidance regarding plastic sleeves and 3-ring binders.

Sincerely,  
Anjuli

Anjuli Grantham  
Curator of Statewide Services  
Alaska State Museum  
907-465-4806

**From:** Tree Hugger <[obinray@gmail.com](mailto:obinray@gmail.com)>  
**Sent:** Saturday, March 2, 2019 9:24 AM  
**To:** [anne@sealevelsitka.com](mailto:anne@sealevelsitka.com)  
**Cc:** Grantham, Anjuli (EED) <[anjuli.grantham@alaska.gov](mailto:anjuli.grantham@alaska.gov)>  
**Subject:** Re: archival materials

Anjuli,

Thank you so much for your reply. I've been looking through your links and learning a lot. I'm listening to the Alaska Digital Stewardship youtube video right now.

I have some questions that I haven't found answers to. - The minutes we have are mostly kept in three ring binders, and it will be pretty easy to keep things in original order. I'm glad to have read that is an important feature, so I will make sure we adhere to that as we organize.

One reason for this push right now is the binders that have been used are old, and there is some mustyness to some of them, while others are fine... we have records from 1959 at least.

What I would like to do, is put the papers in plastic sleeves, and put the sleeves into new binders, so that the collection has a uniform look and each binder can represent one year of minutes, articles, and letters.

For example, years 2003-2006 are all in one large binder, but that binder is falling apart, so I'd like to separate them into 3 separate binders.

I'm looking at binders and sleeves that are acid free and archival, is that enough? Bankers boxes don't feel safe in the southeast, it's so damp!

The other plan/idea is to run the papers through a xerox machine first and make a PDF of ALL the docs, and then preserve the actual paper as well. I now have current minutes stored in google drive, so that I can provide access more readily to the club members.

I LOVE the idea you mentioned of highlighting these!

Let's keep in touch!

Robin McNeilley -907-752-8575

On Fri, Mar 1, 2019 at 10:20 AM [anne@sealevelsitka.com](mailto:anne@sealevelsitka.com) <[anne@sealevelsitka.com](mailto:anne@sealevelsitka.com)> wrote:

Thank you for the good info and references! Will definitely participate in the webinar.

That would be really cool to be a part of this celebration. We chatted very briefly about doing a project with high school girls who might interview some of our elder members, including those in the pioneer home, under this theme. Perhaps it could develop into something to contribute to your efforts. How fun!

Much appreciated,  
Anne

Anne Elise Pollnow  
Archaeologist  
Sea Level Consulting  
Sitka, AK  
[anne@sealevelsitka.com](mailto:anne@sealevelsitka.com)

On Mar 1, 2019, at 12:54 PM, Grantham, Anjuli (EED) <[anjuli.grantham@alaska.gov](mailto:anjuli.grantham@alaska.gov)> wrote:

Hi Anne and Robin,

Wow, it sounds like quite a collection! It could be great to highlight some of these materials next year, as we celebrate the centennial of women's suffrage.

One thing to keep in mind as you are rehousing these materials is to try to avoid sorting them too much. "Original order" is one of the pillars of archival practice. If the materials are just a jumble of dates and kinds (correspondence mixed with meeting minutes mixed with pamphlets with no notable order regarding date, creator, or topic) you could consider doing a bit of organizing—but I'd chat with folks at the Alaska State Archives first. If you want a quick grounding in archival practice, [check out this hour-long presentation](#) from Arlene Schmuland at UAA's Archives and Special Collections. It's very informative.

Acid-free storage materials should be used, including folders, bankers boxes, and photo sleeves. The National Archives and Records Administration created a [useful guide](#) to such materials.

Also, I recommend tuning in to a webinar that we at the Division of Libraries, Archives, and Museums are giving on Tuesday, March 26 from 2-3 PM. It's part of the Alaska Digital Stewardship Intensive, which is a series focused on digital collections management. But, part of digital collections management is preserving the originals from which digitized images are derived. As a result, Karen Gray (Alaska State Archivist) will talk about proper archival storage. It's free, too. [You can join the webinar here.](#)

Please let me know if I can be of further assistance.

Sincerely,  
Anjuli

<image002.jpg>

Anjuli Grantham  
Curator of Statewide Services

Alaska State Museum  
PO Box 110571, Juneau, AK 99811  
395 Whittier St., Juneau, AK 99801  
Phone: 907-465-4806  
[museums.alaska.gov/asm/](http://museums.alaska.gov/asm/)