

**Finding Aid for the
Wick-Pollock Inn Collection
1988-1998**



Record Group No. RG 37/14

University Archives & Special Collections
William F. Maag, Jr. Library
Youngstown State University
Youngstown, OH 44555
PH: 330-941-3487
FAX: 330-941-3734

Descriptive Summary

- Title:** Wick-Pollock Inn Collection
- Creator:** Wick-Pollock Inn Restoration Association; Management of the Wick-Pollock Inn
- Extent:** 14 boxes (14.5 linear feet)
- Abstract:** Herein are the papers and artifacts relating to the Wick-Pollock Inn From 1988 through 1998.

Administrative Information

- Provenance:** Management of the Wick-Pollock Inn and the Wick-Pollock Inn Restoration Association.
- Preferred Citation:** Wick-Pollock Inn Collection, RG 37/14, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
- Restrictions:** None.
- Processing:** Processed by Brian K. Brennan, April-June 2019
- Finding Aid:** Written by Brian K. Brennan

Historical Background*

The Wick-Pollock Inn served both the university and the local community. It was a fashionable venue for business meetings and lunches, wedding receptions, and business conferences. It also provided on-campus accommodations for visitors to Youngstown State.

Built in 1890 for his children by Paul Wick, the house was purchased by Mr. and Mrs. Porter Pollock in 1900. It was acquired by Youngstown College in 1950 and named Pollock House. It would be home for a time to Army ROTC, the Youngstown Education Foundation, and the YSU Credit Union. The parlor and other rooms on the main floor were utilized for social events and meetings.

*Brennan, Brian, "A University Inn," *The Jambar*, February 14, 2019, available online at <https://www.thejambar.com/a-university-inn/>.

YSU considered demolishing Pollock House in 1976. Instead, the university allocated \$8,000 for renovations. In 1985, the Board of Trustees voted to permit an outside contractor to convert Pollock House into a university inn, stipulating that the original architectural integrity of the building was to be preserved. With great fanfare, ground was broken in 1986 for the \$4.4 million Wick-Pollock Inn.

The original house was reconfigured to contain 15 guest rooms, two dining rooms, and a bar/lounge. An additional wing included 16 suites, 49-rooms, a ballroom, five meeting rooms, a kitchen and administrative offices. Operated by a consortium of entrepreneurs under a 40-year lease, the Inn was staffed by about 100 persons. Opening in 1987, the Wick-Pollock proved popular. Its sudden closure in 1999 was unexpected, with employees given only minutes to clear out soon after reporting to work. The building would remain vacant for over a decade.

In 2008, an Archives survey team visited the Inn and found evidence of the staff's hasty departure. The guest register remained on the registration desk. Office items were left undisturbed. Newspapers in the vending machines announced President Bill Clinton's alleged affair with Monica Lewinsky. In the guest rooms, sheets and blankets covered the beds.

Even so, the Inn's files remained intact. While these contain many letters of praise, there were also complaints. Most involved faulty communications or problems with the staff. Labor issues were common, made worse when the original manager resigned for medical reasons. One serious incident involved an attempted knife attack upon a member of the kitchen staff by another. In 1992, a tainted Thanksgiving dinner led to several guests falling ill with Salmonella food poisoning.

YSU's plans for the building ranged from contracting with a new hotel operator to using the Inn for hospitality management education. For a time, the Inn was even utilized by the YSU Police for domestic disturbance training. In 2012, after being remodeled through private funding (the additional wing being demolished in the process), Pollock House was restored. It is now the official home of the YSU President.

Scope and Content

The collection consists chiefly of the administrative files of the Wick-Pollock Inn, created between 1988 and 1998. The greatest share of these cover the events held at the WPI during that timeframe. In addition, some artifacts relating to WPI are included. These include many photographs of events held at the Inn, such as bridal shows, food competitions, and other activities. Copies of restaurant and room service menus and other ephemera also are preserved. An ashtray with the "W-P" monogram and an empty matchbook have been added from another accession.

Colophon

As stated above, the collection was stored in the Wick-Pollock Inn while it stood vacant on the corner of Wick Avenue and Spring Street. What makes up this collection was gathered by the staff of Archives & Special Collections (Maag Library) and stored in the university archives (5th floor, Maag Library) until being processed in 2019.

Series Description

- SERIES I: Correspondence
 - Subseries A: General Correspondence
 - Subseries B: Letters of Praise
 - Subseries C: General Complaints
 - Subseries D: Memoranda
- SERIES II: Events
- SERIES III: Finance
 - Subseries A: Accounts
 - Subseries B: Banking
 - Subseries C: Payroll
- SERIES IV: Labor & Management
- SERIES V: Marketing
 - Subseries A: Advertising
 - Subseries B: Brochures
- SERIES VI: News
- SERIES VII: Planning
- SERIES VIII: Policies
- SERIES IX: Reports
- SERIES X: Subject Files
- SERIES XI: Photographs
- SERIES XIII: Artifacts

Index Terms

Bryant, Wendall
Ferguson, Pamela
Hotels and Motels, Youngstown, Ohio
Pollock, Porter
University Inns
Wick, Paul
Wick-Pollock Inn Restoration Association
Youngstown College
Youngstown State University
Youngstown University, The

BOX 1

SERIES I: CORRESPONDENCE

Subseries A: General

<u>Folder No.</u>	<u>Contents</u>
1	General Correspondence, 1988-1989
2	General Correspondence, 1990
3	General Correspondence, 1991
4	General Correspondence, 1992
5	General Correspondence, 1993
6	General Correspondence, 1994
7	General Correspondence, 1995
8	General Correspondence, 1996
9	General Correspondence, 1997
10	General Correspondence, undated

Subseries B: Letters of Praise

<u>Folder No.</u>	<u>Contents</u>
11	Letters of Praise, 1988
12	Letters of Praise, 1989
13	Letters of Praise, 1990
14	Letters of Praise, 1991
15	Letters of Praise, 1992
16	Letters of Praise, 1993
17	Letters of Praise, 1994
18	Letters of Praise, 1995
19	Letters of Praise, undated

Subseries C: Letters of Complaint

<u>Folder No.</u>	<u>Contents</u>
20	General Complaints, 1989-1992
21	General Complaints, 1993-1996
22	General Complaints, Undated
23	Thanksgiving Incident, 1992

Subseries D: Memoranda

<u>Folder No.</u>	<u>Contents</u>
24	Memoranda, 1989-1994
25	Memoranda, 1995
26	Memoranda, 1996
27	Memoranda, 1997
28	Memoranda, undated

BOX 2

SERIES II: EVENTS

<u>Folder No.</u>	<u>Contents</u>
1	ABX Air, Inc., 1996
2	After Symphony menu, undated
3	Alabama State University – Basketball, 1990
4	Allied Tours, 1993
5	Alpha Kappa Alpha Sorority – New Year’s Eve Party, 1991
6	Altronic, Inc., 1992 and undated
7	Army (U.S. Military Academy – West Point) – Basketball, 1992
8	ASO/AIA Convention...”A Convention of Museums,” 1991
9	Association for Research and Enlightenment, August 7-9, 1992
10	Association for Research and Enlightenment, March 12-14, 1993
11	Association for Research and Enlightenment, July 16-18, 1993
12	Association for Research and Enlightenment, March 12-14, 1993
13	Association for Research and Enlightenment, August 3, 1993
14	Association for Research and Enlightenment, September 10-12, 1993
15	Association for Research and Enlightenment, November 13-16, 1993 (1992-1993)
16	Association for Research and Enlightenment, January 28-30, 1994
17	Association for Research and Enlightenment, February 25-27, 1994
18	Association for Research and Enlightenment, March 1-6, 1994
19	Association for Research and Enlightenment, April 4 – August 2, 1994
20	Association for Research and Enlightenment, July 15-17, 1994
21	Association for Research and Enlightenment, July 17-21, 1994
22	Association for Research and Enlightenment, September 12-13, 1994
23	Association for Research and Enlightenment, November 8-13, 1994
24	Association for Research and Enlightenment, November 18-19, 1994
25	Association for Research and Enlightenment, January 27-29, 1994
26	Association for Research and Enlightenment, February 20-26, 1995
27	Association for Research and Enlightenment, August 11-12, 1995
28	Association for Research and Enlightenment, General Information, 1993 and undated
29	Association for Research and Enlightenment, Participants, 1993
30	B & J Perfumes, 1993
31	Bartlo, John, 1995
32	Basketball Stat League, 1991
33	Bluffton College – Basketball, 1990
34	Boston Retail Products, 1997
35	Bowling Green State University – Basketball, 1992
36	Bridal Extravaganza, 1991
37	Bridal Shows, 1991-1992 and undated
38	Brokers Realty, 1993
39	Buchanan, Richiuti, Balog & Associates, 1993
40	Burkland Flowers, 1994

41	Bursar's Office, Youngstown State University, 1994
42	Butler, Wick & Company, 1989-1994
43	Cafaro Company, 1990-1994
44	Canisius University – Basketball, 1991
45	Carlson Travel Networks, 1992
46	Catholic Diocese of Youngstown, Pt. 1, 1989-1993
47	Catholic Diocese of Youngstown, Pt. 2, 1989-1993
48	Central Connecticut State University – Basketball, 1993
49	Chamber Theatre Productions, 1991
50	Chicago State University – Basketball, 1990
51	Chicago State University – Women's Basketball, 1990
52	Chuparkoff & Maxine Law Firm, 1994
53	Corporate Voice Party, 1997
54	CUFF Conference, 1996
55	Curbstone Coaches, 1991
56	Dan Patch Fund Raiser, 1994
57	Delaware State College – Basketball, 1990
58	Delaware State University – Football, 1992
59	Delaware State University – Football, 1993
60	Delphi Packard Electric, Pt. 1, 1998
61	Delphi Packard Electric, Pt 2, 1998
62	District 11 Area on Aging, 1994
63	Drexel University – Basketball, 1992
64	East Ohio Gas Company, 1993
65	Eastern Illinois University – Football, 1992
66	Edible Art Collection (7 th), undated
67	Electrochemicals, Inc., 1993
68	Executive Club, 1997
69	Executive Link, 1996
70	General Motors, Pt. 1, 1993-1996 and undated
71	General Motors, Pt. 2, 1993-1996 and undated
72	General Motors – Lordstown Assembly Plant, 1996
73	General Motors – Maintenance, 1994
74	Georgia Southern University – Football, 1992
75	Girard Junior Women, 1991
76	Great Lakes Planetarium Association (27 th) (POC: Ted Pedas), 1991
77	Health Expo, 1994-1995
78	Heath, Robert, 1996
79	Hospice of Youngstown, Inc., 1990-1992
80	Houlette Dinner, 1994
81	I Love Dance, 1994
82	Illinois State University – Football, 1992
83	Illinois State University – Football, 1995
84	Indiana State University – Football, 1993
85	Infraspection Institute, 1994

BOX 3

SERIES II: EVENTS (Cont'd)

<u>Folder No.</u>	<u>Contents</u>
1	James Madison University – Football, 1992
2	Jewish Community Center, 1989-1994
3	Jewish Federation, Youngstown Area, 1991-1994
4	Junior League of Youngstown, Pt. 1, 1989-1994
5	Junior League of Youngstown, Pt. 2, 1989-1994
6	Kappa Alpha Psi Fraternity, 1993-1996
7	Kenyon College – Football, 1994
8	(Dr. C.) Kohli's Office, 1994
9	Ladies of Charity, 1990-1993
10	Lambert, Jerry, 1992
11	Leadership Warren/Youngstown, 1989-1994
12	Leadership Youngstown, 1989-1993
13	League of Women Voters, 1989-1993
14	Liberty University – Basketball, 1990
15	Liberty University – Football, 1989-1993
16	List of Special Events for Scheduling, undated
17	Lordstown Stamping, 1996
18	Mahoning County Sheriff Department, 1992
19	Mahoning Valley Historical Society, 1992-1994
20	March of Dimes Gourmet Chef Auction, 1994
21	Marion Labs, 1993
22	Mazzotta, Michelle, 1991
23	McDonald Steel Corporation, 1993
24	Morehead State University – Basketball, 1990
25	Morgan State University – Football, 1993
26	Mothers Day Buffet, undated
27	Murder Mystery Weekend, 1993-1995
28	Narduzzi, Katrina, 1991
29	National Costumers Association – Midwest Region (POC: Karin McLaughlin), 1991
30	Nationwide Industrial Supply, 1994
31	New Ulm Travel/Travel Fun Tours, 1994
32	New Year's Eve, 1994 (1993-1994)
33	Niagara University – Women's Basketball, 1990
34	Northeastern Illinois University – Football, 1991
35	Northeastern Illinois University – Girls Basketball, 1992
36	Northeastern University – Football, 1989
37	Northern Illinois University – Basketball, 1993-1994
38	Northern States Metals, 1997
39	Northwestern University – Basketball, 1993
40	Nudell, Stan & Jodi, 1992-1993
41	Ohio Association of Football Officials, 1992
42	Ohio Brigade Military Ball, 1991

43 Ohio Historical Society – Various Functions, 1992-1993
44 Ohio – State Treasurer’s Office, Pt. 1, 1998
45 Ohio – State Treasurer’s Office, Pt. 2, 1998
46 (The) Ohio State University – Various Groups, 1991-1995
47 Ohio University, 1989-1990 and undated
48 Ohio University, Various Groups, 1990-1992
49 OSAPHCC, 1993
50 People Are Hurting, 1994
51 Prom Night, undated
52 Psychic Fair Bliss, 1994
53 Quota Club, 1994
54 Radford University – Basketball, 1991
55 Rotary Club, 1993-1995
56 Rupp, Terry, 1996
57 Saint Elizabeth Hospital Accounting Office, 1994
58 Saint Elizabeth Hospital Ambulatory Care, 1994
59 Samford University – Football, 1993
60 SkillPath Seminars, 1996
61 Southwest Missouri State University, 1997
62 Spain, John, 1995
63 Special Parties, 1989-1991 and undated
64 Stambaugh’s Christmas Party, 1989-1994
65 Stephen F. Austin State University – Football, 1994
66 (The) Summer Music Series, 1995
67 Sunday Brunch, 1991
68 Taco Bell, 1997 and undated
69 Thanksgiving, 1992
70 Tour and Travel Network, 1994
71 Towson State University – Basketball, 1992
72 Towson State University – Football, 1989
73 Travel Tours, 1993-1994
74 UAW – Ford Motor Company, 1996
75 UAW – Ford Motor Company, 1997
76 U.S. Air Force Recruiting Office, 1991-1992
77 U.S. Army Luncheon Meeting, 1991-1992
78 U.S. Steel Christmas Party, 1989-1990
79 University of Buffalo – Basketball, 1994
80 University of Boston – Football, 1991
81 University of Detroit – Basketball, 1991
82 University of Michigan – Women’s Basketball, 1990
83 University of Minnesota – Basketball, 1990
84 University of Missouri – Women’s Basketball, 1990
85 University of Nebraska – Football, 1993
86 University of Tennessee – Women’s Basketball, 1993
87 University of Wisconsin – Buffalo – Basketball, 1994
88 University of Wisconsin – Football, 1990

89	University of Wisconsin – Basketball, 1990
90	University of Wisconsin – Milwaukee – Basketball, 1994
91	University of Wisconsin – Milwaukee – Women’s Basketball, 1990
92	Valparaiso University - Football, 1995
93	Vaveris, Judy – Wedding Party, 1991
94	Western Illinois University – Basketball, 1991
95	White Coach Tours, 1994
96	Wine Tasting Dinners, 1991
97	World Wide Auto Parts, 1994
98	Wick-Pollock Inn Schedule of Events, 1995
99	WYTV-TV (Channel 33, Youngstown), 1991
100	Wright State University – Basketball, 1990-1994
101	Youngstown Kiwanis Club, 1997
102	Youngstown Pride, 1989
103	Youngstown State University – Physical Education Conference, 1990
104	Youngstown State University – President’s Office, 1992-1994
105	YSU/Chamber Holiday Basketball Tournament and Luncheon, 1991

BOX 4

SERIES III: FINANCE

Subseries A: Accounts

<u>Folder No.</u>	<u>Contents</u>
1	Accounts, July 1997
2	Accounts, August 1997
3	Accounts, September 1997
4	Accounts, October 1997
5	Accounts, November 1997
6	Credit Card Accounts, 1997
7	Income/Expenditures, 1995-1996
8	Insurance Documents, 1990-1994
9	Insurance Documents, 1995-1996 and undated
10	Note to November financial statement, 1995
11	NOVUS Statements, 1997
12	Occupancy/Room and F & B Revenue Recap, 1998
13	Wick-Pollock Inn Restoration Association...Financial Statements..., 1993

Subseries B: Banking

<u>Folder No.</u>	<u>Contents</u>
14	Bank Records – Bank One, January-June 1997
15	Bank Records – Bank One, July-December 1997
16	Bank Records – Key Bank, May 1997
17	Bank Records – Metropolitan Bank, 1997
18	Bank Records – PNC Bank, 1997

Subseries C: Payroll

<u>Folder No.</u>	<u>Contents</u>
19	Departmental Payroll Breakdown, Wick-Pollock Inn, 1997
20	Overtime Pay, 1993
21	Overtime Pay, 1994
22	Overtime Pay, 1995
23	Overtime Pay, 1996
24	Payroll Budgets, 1996
25	Payroll Reports, Pt. 1, 1996
26	Payroll Reports, Pt. 2, 1996
27	Payroll Reports, Pt. 3, 1996
28	Payroll Reports, 1997
29	Payroll Summaries, August 1997
30	Payroll Summaries, September 1997
31	Payroll Summaries, November 1997
32	Two-Week Payroll Reports, 1996

BOX 5

SERIES IV: LABOR & MANAGEMENT

<u>Folder No.</u>	<u>Contents</u>
1	Employee Handbook, undated
2	Employee Information, 1989-1990 and undated
3	Job Description – Reservationist, undated
4	Management Changes, 1996 and undated
5	Labor Analysis – Kitchen, 1996
6	Labor Policies, Pt. 1, undated
7	Labor Policies, Pt. 2, undated
8	Labor Policies, Pt. 3, undated
9	Labor Policies, Pt. 4, undated
10	Labor Policies, Pt. 5, undated
11	Labor Reports, 1991
12	Labor Reports, 1992
13	Labor Reports, 1993
14	Labor Reports, 1994
15	Labor Reports, 1995
16	Labor Reports, Pt. 1, 1996
17	Labor Reports, Pt. 2, 1996
18	Personnel Recruitment – Management, 1990-1991 and undated
19	Staff Handbook, undated
20	Staff Interview Chart, undated
21	Staff Procedures, 1992 and undated
22	Staffing Documents, undated
23	(Michael) Torres Discrimination Case, 1996
24	Training Manuals – Crystal Room, undated

25	Wick-Pollock Inn Staff Manual, undated
26	(Thomas) Williams Case, 1996
27	Workers Compensation Files, Pt. 1, 1997 and undated
28	Workers Compensation Files, Pt. 2, 1997 and undated

BOX 6

SERIES V: MARKETING

Subseries A: Advertising

<u>Folder No.</u>	<u>Contents</u>
1	Advertisement – Outside Publications
2	Advertisements – Various
3	Advertising File, 1996
4	Direct Marketing, undated
5	Direct Marketing Lists – Businesses, 1997 and undated
6	General Advertisements, undated
7	Jewish Journal – WPI Advertisement, 1994
8	Promotion Drafts, undated
9	Radio Spots – WYFM-FM, 1991
10	Sales Plans, 1990 and undated
11	WYSU-FM Advertising Information, 1995-1996
12	Youngstown Symphony Orchestra – WPI Advertisements, 1989-1992

Subseries B: Brochures

<u>Folder No.</u>	<u>Contents</u>
13	Brochures, Various, undated
14	Convention and Meeting Information, undated
15	Promotional Materials, 1993-1996 and undated
16	Wedding Planning Brochures, undated

SERIES VI: NEWS

<u>Folder No.</u>	<u>Contents</u>
17	Newspaper Clippings, 1988
18	Newspaper Clippings, 1994 and undated

SERIES VII: PLANNING

<u>Folder No.</u>	<u>Contents</u>
19	Banquet Orientation Checklist, undated
20	Banquet Planning, undated
21	Bookings, 1993
22	Bookings, 1994
23	Bookings, 1995
24	Business Plans, 1990-1991 and undated

25	Manager's Planning Notes, 1992-1993
26	Manager's Planning Notes, Pt. 1, 1994
27	Manager's Planning Notes, Pt. 2, 1994
28	Manager's Planning Notes, 1995
29	Manager's Planning Notes, 1996
30	Marketing Plans, undated
31	Menus, 1993 and undated
32	Menu Drafts, undated
33	Menu Drafts – Crystal Room, undated
34	Projections, 1989-1990
35	Sales and Marketing Plans, 1995 and undated
36	Schedules, 1997
37	Serving Stations, undated

SERIES VIII: POLICIES

<u>Folder No.</u>	<u>Contents</u>
38	Fire Prevention Matters, 1990
39	General and Training Policies, undated
40	Highlights – Sales and Marketing, 1994
41	Procedures, 1994 and undated
42	Wedding Reception Information, undated

BOX 7

SERIES IX: REPORTS

<u>Folder No.</u>	<u>Contents</u>
1	Auditor's Daily Summary, 1992-1996
2	Auditor's Reports, Pt. 1, 1992-1995 and undated
3	Auditor's Reports, Pt. 2, 1992-1995 and undated
4	Consolidated Statement of Operations, 1994
5	Expense Reports, 1992-1994
6	Employee Reports, Pt. 1, 1996
7	Employee Reports, Pt. 2, 1996
8	Employee Reports, Pt. 3, 1996
9	Food Service Inspection Reports, 1996-1998
10	Furniture and Equipment, 1997
11	General Manager's Reports, 1994
12	General Manager's Reports, 1995
13	General Manager's Reports: Catch-Up Version, 1994
14	Incident Reports, 1996-1998
15	Inventories, 1996 and undated
16	Inventories – Bar, 1997
17	Inventories – Food & Beverage, 1997
18	Inventories – Housekeeping, 1997
19	Inventories – Kitchen, 1994-1996

20	Inventories – Kitchen, 1997
21	Maintenance Reports, 1993
22	Manager’s Narrative Reports, Pt. 1, 1995
23	Manager’s Narrative Reports, Pt. 2, 1995
24	Manager’s Narrative Reports, Pt. 3, 1995
25	Manager’s Narrative Report, undated
26	Manager’s Reports, 1989-1990 and undated
27	Manager’s Reports, 1994
28	Marketing Information Report, 1995
29	Marketing Information Report – Business by Company/Group, 1994
30	Marketing Information Report – Business by Company/Group, 1995
31	Sales Report, 1992
32	Sales Report, Pt. 1, 1993
33	Sales Report, Pt. 2, 1993
34	Sales Report, Pt. 1, 1994
35	Sales Report, Pt. 2, 1994
36	Sales Report, Pt. 1, 1995
37	Sales Report, Pt. 2, 1995
38	Sales Reports, 1996 and undated
39	Sales Update, 1995
40	(The) Wick-Pollock Inn: Marketing, Sales and Promotional Overview, 1996
41	Wick-Pollock Inn – Operations Reports, 1991
42	Wick-Pollock Inn Sales Overview, 1989

BOX 8

SERIES X: SUBJECT FILES

<u>Folder No.</u>	<u>Contents</u>
1	AAA (Ohio Motorist Association) Rating Applications, 1996 and undated
2	American Sentry Detective Agency. Reports, 1990
3	Answers to Inquiries, 1992
4	Atrium Club Information and Photos, undated
5	Banquet Income Analyses, Pt. 1, 1993
6	Banquet Income Analyses, Pt. 2, 1993
7	Banquet Questionnaire (completed), 1995
8	Bar Lists, undated
9	Banquet Planning Information, undated
10	BATF – Special Tax Stamp File: Retail Liquor Dealer, 1997
11	Biography – Wendall Bryant, undated
12	Booking Statistics, 1994
13	Bowers Insurance Agency, 1997
14	“Building a Future” Kick Off (Liberty High School), 1994
15	Bureau of Workers Compensation – Managed Care Organization, 1996

16	Certificate of Membership: Youngstown-Warren-Steubenville Postal Customer Council, 1995
17	Chef's Daily Banquet Food Cost/Labor Figures, Pt. 1, 1993
18	Chef's Daily Banquet Food Cost/Labor Figures, Pt. 2, 1993
19	Clip Art, Wick-Pollock Inn, undated
20	Community Development Block Grant Application – City of Youngstown, undated
21	Corporate Rate Program Agreement, 1995
22	Customer Surveys, 1990
23	Daily Banquet Analysis, 1994
24	Directions to Wick-Pollock Inn, undated
25	Diversy Corporation, 1993-1995 and undated
26	(Pamela) Ferguson Files, 1990-1991 and undated
27	(Pamela) Ferguson Files, Pt. 1, 1992 and undated
28	(Pamela) Ferguson Files, Pt. 2, 1992 and undated
29	(Pamela) Ferguson Files, Pt. 3, 1992 and undated

BOX 9

SERIES X: SUBJECT FILE (cont'd)

<u>Folder No.</u>	<u>Contents</u>
1	(Pamela) Ferguson Files, Pt. 1, 1994-1996 and undated
2	(Pamela) Ferguson Files, Pt. 2, 1994-1996 and undated
3	Functions Booked List, 1996
4	General Information – Wick-Pollock Inn, 1990 and undated
5	General Motors Preferred Hotel Application, 1992
6	Health Department Inspection Reports, 1997
7	Heath: Preliminary Proposal to the Wick-Pollock Inn, 1996
8	Hotel/Motel Annual Renewal License Application for 1996, 1995
9	Hygiene, Safety and Training, Inc. (HST, Inc.), 1992
10	Insurance – American Community Mutual, 1993
11	Insurance – Wick-Pollock Inn, 1991
12	Invitation – 8 th Anniversary Open House, Wick-Pollock Inn, 1996
13	Liberty School Levy – Records, 1993-1994 and undated
14	Liberty Township Baseball Association, Inc., 1993-1994 and undated
15	Liberty Township Baseball Association, Inc., Meeting Minutes, 1992-1993
16	Liberty Township Baseball Association, Inc., Meeting Minutes, 1994
17	Mahoning Valley Restaurant Association, 1992 and undated
18	Mailings Lists, undated
19	Meeting and Banquet contract, undated
20	Memorandum of Understanding, WPI and the U.S. Attorney's Office – FWVAP, 1995
21	Menus, Breakfast, undated
22	Menus, General, undated
23	Menus, Room Service, undated

24	Menus, Special Occasions, undated
25	Menus, Various, undated
26	Minutes, Clean Indoor Air Advisory Committee Meeting, 1995
27	Motor Coach Tours, 1992
28	Observations Relative to Operations, 1996
29	Ohio Magazine Article on WPI, undated
30	Property Tax Audit, 1992-1993
31	Reunion Package Notes, undated
32	Review of Banquet Dates, 1994
33	Room Location By Floor, undated
34	Room Rate Door Card (Room No. 404), undated
35	Sales Overview, 1994
36	Schedule of Room Rates, 1996
37	Sports Business, 1995 and undated
38	Strengths – Wick-Pollock Inn, undated
39	Telephone Lists – Staff, undated
40	Total Travel Management, 1990-1993 and undated
41	Total Travel Management, 1995 and undated
42	TV Channel Selection Guide – WPI (Time-Warner Cable Company), 1995
43	U.S. District Court Judges and WPI, 1994 and undated
44	Vehicle Lease Resolution, 1995
45	Wick-Pollock Inn – Entertainment Rules of Use, undated
46	Wick-Pollock Inn – Executive Club, 1997
47	Wick-Pollock Inn – Insurance Files, Pt. 1, 1997
48	Wick-Pollock Inn – Insurance Files, Pt. 2, 1997
49	Wick-Pollock Inn – Rolodex Cards (Room Reservations), undated
50	Wick-Pollock Inn – Stationery, Note Card, Folder, and Staff Business Cards, undated
51	Wine Labels Served at WPI, undated
52	Wine Tasters Guild, 1995
53	Youngstown State University – Meeting Minutes, 1995

BOX 10

SERIES XI: PHOTOGRAPHS

<u>Folder No.</u>	<u>Contents</u>
1	Mounted Photograph of WPI Banquet Room, undated
2	Photographs of Food Displays, undated
3	Wick-Pollock Inn (donated by Gail Gerak through Accession No. MSS2013.02)

Plus:

- 1 box of mixed photographs relating to Wick-Pollock Inn, undated
- 1 large photo album relating to Wick-Pollock Inn, 1988-1990 and undated
- 2 smaller photo albums relating to Wick-Pollock Inn, undated

- 1 VHS videotape cassette relating to Wick-Pollock Inn, undated

BOX 11

SERIES XII: ARTIFACTS

<u>Folder No.</u>	<u>Contents</u>
1	Approval Marker, AAA (American Automobile Association), 1995
2	Approval Marker, AAA (American Automobile Association), 1996
3	Award of Appreciation – Northeast Industries (Burdman Group, Inc.), 1997
4	Certificate – United Way – Appreciation, 1991
5	Certificate – United Way – Gold Award, 1989
6	Certificate – Youngstown State University, Celebrating Hospitality, 1996
7	Guest Book – Front Desk, 1993-1997
8	Membership Plaque – Better Business Bureau, 1988
9	Membership Plaque – Better Business Bureau, undated

BOX 12

SERIES XII: ARTIFACTS (cont'd)

<u>Folder No.</u>	<u>Contents</u>
1	Plaque – American Heart Association – Edible Arts Exhibit, 1 st Place, 1992
2	Plaque – American Heart Association – Edible Arts Exhibit, 2 nd Place, 1991
3	Plaque – American Heart Association – Edible Arts Exhibit, Participation, 1992
4	Plaque – American Heart Association – Edible Arts Exhibit, Participation, 1994

BOX 13

SERIES XII: ARTIFACTS (cont'd)

<u>Folder No.</u>	<u>Contents</u>
1	Plaque – Mahoning County Tourism Award, National Tourism Day, 1992
2	Plaque – March of Dimes Gourmet Chef's Auction (Chef Wendall Bryant), 1994
3	Plaque – Top Sales Achievers, Miller Buckeye Biscuit Company, 1997

BOX 14

SERIES XII: ARTIFACTS (cont'd)

Contents

- 1 each: Glass ashtray and empty matchbook cover, Wick-Pollock Inn (boxed), undated (donated by Gail Gerak through Accession No. MSS2013.02)
- 1 each: Plastic sign – The Wick-Pollock Inn, undated
- 3 each: Beverage Lists, Crystal Room, Wick-Pollock Inn, undated
- 1 each: Menu in binder, Crystal Room, Wick-Pollock Inn, undated
- 1 each: Menu binder (empty), Crystal Room, Wick-Pollock Inn, undated
- 2 each: Plastic unisex restroom signs, unused, undated

UNBOXED

- 1 each: Brass dedication plaque, Pollock House, 1950 (on archives shelf, Range 5, Bay 2, Shelf 4).