

**Record Group 5
Development and Public Relations**

1960-1999
(bulk 1981-1999)

6.8 linear feet
including 5 - 3½ x 5 inch photographs (B&W),
35 mm negative strips (B&W),
and 5 - 2½ x 2½ inch photographs (color).

Japanese American Service Committee Legacy Center
4427 N. Clark Street
Chicago, IL 60640
(773) 275-0097 x224
archives@jasc-chicago.org
<http://www.jasc-chicago.org>

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August 2000

Revised by Deborah Mieko Burns
July 2001

Introduction

The records of the Development and Public Relations department described in this finding aid cover 1960 to 1999 with most records dating from 1981 to 1999 including 6.8 liner feet forming Record Group 5. Post-1999 records can be found in the Executive Director's office, Office Manager's office, or in the appropriate departmental office and may be available at the discretion of the Executive Director or the Board of Directors.

Related information can be found in Record Group 3: Executive Director, Record Group 7: Keiro Extended Care Center, and Record Group 8: Social Services.

Burns surveyed and appraised these records in the spring of 1997. Burns and Kumata processed these records on a limited basis from July 1999 to August 2000 with an addition processed in July 2001.

Restrictions on this collection include private information that identifies individuals and confidential personnel information. These restrictions are noted in the container list as [RESTRICTED – INDIVIDUAL INFORMATION] or [RESTRICTED – PERSONNEL INFORMATION] respectively. Photocopies of records that contain private information on individuals will be provided without the identifying information. Researchers may not see the originals of these records. Only the JASC Executive Director, Office Manager, or members of the JASC Board of Directors may view original records containing confidential personnel information. Researchers may view records containing confidential personnel information only with written permission from the JASC Executive Director or President of the JASC Board of Directors.

Container lists available upon request, archives@jasc-chicago.org or (773) 275-0097 x224.

The preferred citation for these records is: [Item name]. Record Group 5, Development and Public Relations Records. Japanese American Service Committee Legacy Center, Chicago, Illinois.

The Chicago Japanese American Council, the Japanese Chamber of Commerce & Industry of Chicago, the McDonald's Corporation's Diversity Initiatives Program, and the Woods Fund of Chicago generously support this program.

Brief History of the JASC and its Director of Development and Public Relations

The Japanese American Service Committee (JASC) is a non-profit, community-based organization providing social services and cultural and community programming. It was founded in 1946 to assist in the resettlement of 20,000 newly arrived Japanese Americans to Chicago who had been interned during World War II. Originally called the Chicago Resettlers' Committee (CRC), in October 1954 the agency renamed itself the Japanese American Service Committee.

After resettlement the JASC undertook a new priority and began to provide comprehensive services for the aged. The agency constructed a 200-unit home for the elderly in 1980 and a 180-bed skilled nursing care facility that opened in 1993.

The JASC has been a center of the Japanese American community in Chicago since its founding. As a Japanese American social service agency, the JASC has been keenly aware of the important role it can and should play in preserving, promoting, and passing on Japanese and Japanese American traditions, history, culture, and arts. The agency has made that heritage an integral part of its programming and services.

Currently the JASC serves the Japanese American community in the Chicagoland area as well as various parts of the Midwest. The JASC distinguishes itself by being the only Japanese American social service organization in the Midwest, but it has also grown into a community center used by many other Japanese American and Asian American organizations to hold meetings and events. The primary population the agency serves is Japanese American, but through its various social service programs, the JASC serves a diverse group of people regardless of age, race, gender, religion, sexual orientation or disability.

Today the JASC runs a wide variety of programs including Adult Day Services; Casework & Counseling; Home Support Services; educational workshops on topics such as health insurance, social security, senior driver's education, and estate planning; health screening and flu shot clinics; arts and cultural classes such as ceramics, Ikebana (flower-arranging), origami, and tai chi; Japanese American community events and festivals; and the Legacy Center (an archive and library). The JASC also serves as a meeting place for many community groups such as the Chicago Nisei Post (veterans), New Horizons (a senior singles group), the Nisei Minyo Dance Group, the Ukulele Club, the Quilting Club, and the Nisei Cooperative Investment Club. The JASC is a partner with other groups in

programs such as a citywide Japanese American community organizations' picnic, youth basketball clinic, periodic Intergenerational Dialog programs, and the Tohkon Judo Academy. Today the JASC extends its services not only to Chicago's Japanese American population, but also Asian American groups and seniors and others.

From the beginning the Chicago Resettlers Committee was a volunteer committee of like-minded individuals organized to help the Japanese American community adjust to life in Chicago after the war. Since its early development, the agency has had a paid Executive Director and a volunteer Board of Directors. Even though they have always been volunteers, the Board of Directors is a working board and actively participates in JASC activities including development and public relations. The agency's early records indicate that generally a committee of staff people, board members, and/or CRC/JASC members carried out fundraising and public relations for specific events or programs.

In 1981 the JASC submitted a two-year grant application to the Chicago Community Trust to fund a professional staff position dedicated to development and public relations. The purpose of this position was "to raise funds from foundations, corporations, and other sources outside the Japanese community... [and] to improve public relations." The Director of Development and Public Relations was responsible for maintaining working relationships with the media and United Way personnel, developing and conducting ongoing fundraising and public relations to maximize agency resources, and representing the agency and its programs to the public and private groups. After the initial grant period ended, the JASC maintained this position until approximately 1992. It appears that this staff position remained unfilled from the early 1990s until 1998. The director position was filled briefly in 1998, but has remained unfilled since then.

The records indicate that two people held this position between 1981 and 1992. The first Director of Development and Public Relations was Bernard Finkel. He held the position from 1981 to 1989. Elizabeth Runyon acted as an assistant to Finkel. Then Ivars Liepins held the position of director from 1989 until approximately 1992. Finally, Charles Chang held the position of Director of Development and Office Manager from May 1998 to January 1999.

In the early 1990s the agency conducted large-scale fundraising to build the Keiro Extended Care Center, a nursing home. Without a staff person devoted to this position, the JASC Executive Director, the President of the JASC Board of

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Directors, and the Chairman of the Keiro Nursing Home Committee conducted much of the fundraising for this extensive project.

Today each program or department handles their own fundraising and public relations activities independently.

Scope and Content

This record group consists of the files of the Director of Development and Public Relations dating from 1960 to 1999 with the bulk of the records dating from the 1981 to 1999. The records are arranged into these general series:

- Special Events/Fundraising Programs
- Ideas and Samples from Other Organizations
- Research Materials/Statistics
- Correspondence
- Mailing Lists
- Media and Publicity
- JASC Publications [JASC in various publications]
- Foundations and Donors
- Accreditation
- Board/Committee Correspondence [and Notes]
- Departments/Programs
- Personnel and Office Management Information (Applications, Policies, Forms, Signatures, and Biographies)
- Housing [Keiro Extended Care Center]
- Workshops [training]

Within the series some records are arranged alphabetically by subject, folder title, or foundation name.

When the archival program began in the summer of 1997, the archival consultant (Burns) surveyed records stored throughout the JASC's building including offices, hallways, storage rooms, the vault, and supply closets. In 1997 these records were found in an unoccupied office. During Charles Chang's tenure as Director of Development, he occasionally recalled these records from archival storage.

The processors strove to maintain the records' original order and arrangement. They maintained two copies of exact duplicates of records and discarded additional copies. However, if the processors discovered any annotations on records, all copies with annotations were kept.

Related information can be found in Record Group 3: Executive Director, Record Group 7: Keiro Extended Care Center, and Record Group 8: Social Services.

These records reflect the agency's effort to craft a professional fundraising and public relations campaign. During the 1980s and early 1990s social service agencies generally suffered federal and state government cuts in funding. During this time period, the new director of this department emphasized grant writing to corporations in the Chicago metropolitan area. The director wrote grants for funding in three main areas: 1) expanded social service programs, 2) general facility needs, and 3) the construction of the Keiro Extended Care Center (a nursing home).

First, expanded social service programs at the JASC included the Adult Day Care/Services (ADS) and the Parish Nurse programs. The agency sought to expand services to seniors or elders in the Japanese American community through these programs. The ADS program began in 1980 and continues today. This program transports seniors to the agency during the day and clients enjoy a hot lunch and social and cultural activities such as music, exercise, bingo, games, crafts, and celebrations. The Parish Nurse program began in 1990 and continued for approximately four to five years. Originally a cooperative program with Swedish Covenant Hospital, the program sought to provide routine medical services such as basic tests and check-ups to members of the Japanese American community. Both of these programs began as a result of successful fundraising by the department.

Second, the director raised funds for general building or facility needs. These needs included a roof replacement, reinforcement of the northern exterior wall, renovations, and a new furnace.

Third, the JASC undertook a major fundraising effort to build a nursing home facility. Record Group 7 documents this effort more fully. In 1981 the agency began exploring building or buying a nursing home facility that could be used by the aging Japanese American population. In particular the JASC wanted to provide a facility that gave thoughtful attention to the cultural and social needs of seniors in the community. As mentioned above, the JASC Executive Director, the President of the JASC Board of Directors, and the Chairman of the Keiro Nursing Home Committee conducted much of the fundraising for this large project. Members of the community raised over one million dollars to build a nursing home. The Keiro Extended Care Center opened in 1993. Unfortunately due to construction problems and unexpectedly slow admissions, the JASC had to sell the nursing home to an independent nursing home management company in 1994. Despite the success of raising the funds and building the facility, the agency discovered that it could not successfully administer a nursing home.

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Note: The JASC fiscal year is from July to June. For example, fiscal year 1999 is July 1998 to June 1999. Generally information and dates listed on the folders and container list were copied directly from the original folders. Information added by the processor is indicated in brackets []. Also, this record group contains some material written in Japanese without an English translation.

Restrictions

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