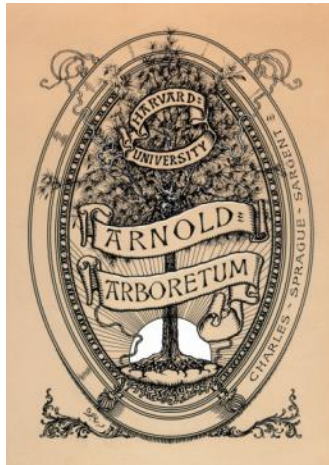


Archives I H-2 PSG

**Plant Sale and Giveaway records, 1973, 1978 - : Guide.**



**The Arnold Arboretum of Harvard University**

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I H-2 PSG  
Plant Sale and Giveaway records, 1973, 1978- : Guide  
Archives of the Arnold Arboretum of Harvard University  
125 Arborway, Jamaica Plain, Massachusetts

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### **Descriptive Summary**

**Repository:** Archives of the Arnold Arboretum of Harvard University, Jamaica Plain, MA 02130

**Call No.:** I H-2 PSG

**Location:** Archives

**Title:** Plant Sale and Giveaway records

**Dates:** 1973, 1978- , undated

**Creator:** Arnold Arboretum of Harvard University

**Quantity:** 1.67 linear feet, 4 Hollinger boxes

**Language of material:** English

**Abstract:** This collection consists of materials related to the planning and execution of the Arboretum Plant Sale and Giveaway to Members during the thirty-four years of its existence. In 2010 the format was changed and the activity reverted from a sale of plant material to its original intent which was a distribution of plants to members of the Friends of the Arnold Arboretum. Materials include correspondence, meeting notes, financial records, and plant descriptions, as well as final drafts of the catalogs produced for each sale. The collection ranges from 1973-2009, with materials from 1998-2000 being particularly replete.

**Note:** Access to Finding Aid record in [HOLLIS](#).

**Preferred Citation:** Plant Sale and Giveaway records, 1973, 1978- . Archives of the Arnold Arboretum of Harvard University.

**Note:** New materials from 1997-2007 have been added to the collection but are not listed at item level within the finding aid. If you wish to know if a specific item is within this collection, it is best to go to look through the folder from the year you are interested in.

### **Processing Information**

Anne Holmer, March 2010 with additions by Candice Kortkamp, March 2011. Revised Liz Francis, August 2012, July 2013. Updated with new material in 2014 and 2015, Stephanie Turnbull. Revised Larissa Glasser, January 2023.

### **Acquisition Information**

**Provenance:** The materials were created and assembled throughout the administration of the Arnold Arboretum's annual plant sale and distribution event. Additional materials documenting plant sales 1990-2007 deposited by Steve Schneider, June 24, 2013.

### **Terms of Access**

Researchers seeking to examine archival materials are strongly encouraged to make an appointment. The Director, or an office of origin, may place restrictions on the use of some

or all of its records. The extent and length of the restriction will be determined by the Director, office of origin, and the Archivist.

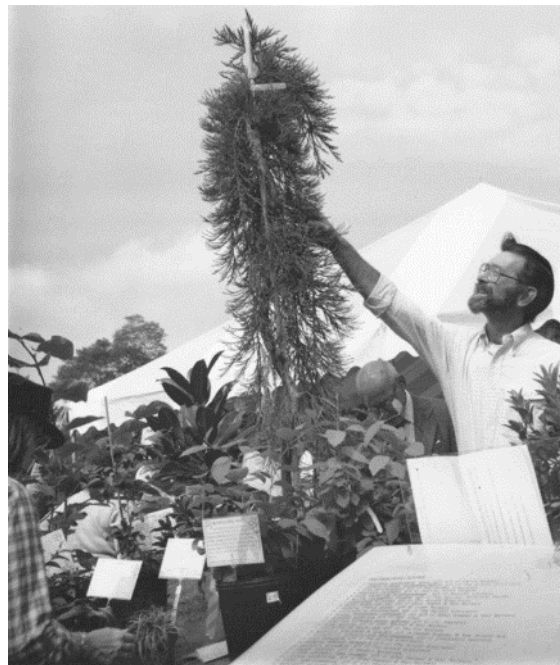
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### **Historical Note**

The Arnold Arboretum giveaway of woody plants began as a member benefit in 1970 and was held at Arboretum's Case Estates property in Weston, Massachusetts. Initially the plant offerings consisted of surplus material. In 1980, a plant sale became a feature of the annual plant giveaway. The sale was originally only for Friends of the Arboretum, but eventually included other botanical organizations such as the Rhododendron Society, New England Bromeliad Society, and the Massachusetts Horticultural Society, and eventually an auction for the general public organized and managed by the independent Association for the Arnold Arboretum. Though the sale underwent several modifications, the basic structure remained the same. Members were permitted earlier entrance to access their giveaway plants and peruse the sale offerings, with the public allowed to join them later in the morning. In 2002, the sale once again became a members-only event. The schedule was significantly modified based on membership levels, and the overall size of the event was considerably scaled down. In 2004, the activity was moved from the Case Estates to the Arboretum in Jamaica Plain. In 2009 the Arboretum held its last Plant Sale, transitioning the event in 2010 back to a giveaway of plants as a member benefit. Eliminating the retail component of the event enabled the Arboretum to maintain compliance with IRS guidelines regarding charitable contributions and disclosure of *quid pro quo* goods, while mitigating the cost of the event overall.



The specific contents of this collection vary from year to year, but typically include materials saved during the annual production and execution of the event that give a broad look at the planning, execution, and evolution of the event from a members-only benefit giveaway to a public sale and back again. Correspondents include staff members Peter Shaw Ashton, Peter Del Tredici, Barbara O. Epstein, Peg H. Hedstrom, Gary L. Koller, Wendy Marks, Karen L. O'Connell, Christine C. Santos, Kara Stepanian, J. Patrick Willoughby.

### **Scope and Content**

The records range from 1973-2009, with materials from 1998-2000 being particularly replete and include correspondence, financial records, photographs and slides, meetings notes, literature distributed to sale attendees, plant information, pre- and post-event publicity, schedules, and task lists.

### **Arrangement**

The collection is arranged chronologically in one series.

### **Container List**

#### **Box 1: 1973, 1978-1991**

##### **Folder**

##### **1: 1973, Case Estates, photographs**

- Crowd outside barn
- Plants outside barn
- Plants outside barn
- Patrons outside barn
- Patrons outside barn
- Patrons outside barn
- Patrons outside barn
- Patrons outside barn
- Patrons outside barn

##### **2: 1978**

- "Welcome to the 1978 Plant Distribution of the Arnold Arboretum." Catalog.
- Photograph (5 x 6"): Women perusing plants
- Photograph (6 x 8"): "Surveying the stock at Plant Giveaway 10/15/78 (Mrs. Frederick Goode in light coat)."

##### **3: 1979**

- 1979. Letter from Margo Wittland Reynolds to garden clubs.
- "Welcome to Plant Distribution 1979!" Catalog.
- Photographs (3"x 5")
  - "Woman w/arrow: Barbara Lewis."
  - "Priscilla Storer."
  - Woman and man shopping for plants
  - Women reading plant label
  - Man and woman reading plant list

- Man looking at plants
- "Arboretum Friend Leo Levi with his selection of plants from the 1978 fall plant distribution at the Case Estates."
- Man looking at plants
- Woman looking at plants
- "Mrs. [Illegible], Arlington."
- Three staffers at table
- "Mrs. Marianne Newtonville, Arlington."
- "Lou Seigel."
- "Mr. Lowenthal, Concord."
- Woman looking at plants
- Woman with plant selections
- Woman and girl looking at plants (8"x10"):



Left: Arboretum Friend Leo Levi, 1978; right: Two women, 1979 Giveaway. Both photographs by M. Reynolds

#### 4: 1980

- "Greenhouse Cost Analysis: Cost estimate to produce a plant for the plant sale."
- "Inventory: Fall Plant Sale."
- "Inventory of Friends Distribution Plants."
- List of plants by table arrangement.
- Flyer rough draft (6 pieces).
- "The Arnold Arboretum of Harvard University Plant Distribution & Sale Fall 1980." Catalog, rough draft.
- "The Arnold Arboretum Sells Unusual Plants on September 28<sup>th</sup>." Press release.
- September 18, 1980. "Rare plant sale at Arboretum." *Wayland-Weston Town Crier*.
- September 19, 1980. "Botanical Bonanza." *Harvard Gazette*.
- "Strange Fruit." News clipping from unknown date and source.
- Staff schedule for plant sale.

- "The Arnold Arboretum of Harvard University Plant Distribution & Sale Fall 1980." Catalog.
- October 2, 1980. Memorandum from Wendy Marks to Peter Shaw Ashton, Gary L. Koller, Jim Burrows, Hope Wise, Barbara O. Epstein, Jack Alexander, Genie Frey, Peter Del Tredici, and Rob Nicholson. Regarding sales results.
- Negatives (5 strips; 30 frames).
- Photograph contact sheets (2 sheets; 36 frames).

## **5: 1981**

- "Geographical Breakdown of Plant Distribution."
- "Preliminary list of plants produced for Oct 3 + 4 1981 plant sale."
- "Fall Dist. – 1981" plant list.
- September 15, 1981? Notes on police for event.
- "The Arnold Arboretum: 2 Special Fall Events – A Reminder." Mailing.
- "The Arnold Arboretum invites you to a Special Plant Sale." Flyer.
- "The Arnold Arboretum of Harvard University Plant Distribution and Sale Fall 1981." Catalog.
- October 5, 1981. "Minutes of the Public Relations and Education Meeting." Wendy Marks.
- October 6, 1981. "Plant Sale Tally." Memo from Wendy Marks to Peter Shaw Ashton, Barbara O. Epstein, Kate Nixon, Gary L. Koller, Cornelia McMurtrie, R. E. Weaver, Ida Hay, Jack Alexander, and Peter Del Tredici.
- October 13, 1981. Letter from John H. Alexander III to the Harvard Printing Office. Order for labels.
- October 27, 1981. Letter from John H. Alexander III to Economy Label Sales Co. Order for labels.

## **6: 1982**

- January 30, 1982. Printcentre Inc. Invoice #8367 for mailing supplies.
- February 17, 1982. Harvard Alumni Records Office. Invoice #23237 for Plant Distribution Mailing.
- February 18, 1982. Letter from Lovett C. Peters to Peter Shaw Ashton. Dividend policy critique.
- February 22, 1982. Letter from Nancy A. LeMay to Harvard Office of the Recording Secretary. Friends of the Arboretum money to accounting.
- February 26, 1982. Letter from Peter Shaw Ashton to Lovett C. Peters. Response to critique.
- March 2, 1982. Letter from Nancy A. LeMay to Harvard Office of the Recording Secretary. Friends of the Arboretum money to accounting.
- March 9, 1982. Letter from Nancy A. LeMay to Harvard Office of the Recording Secretary. Friends of the Arboretum money to accounting and list of donors.
- March 12, 1982. Letter from Nancy A. LeMay to Harvard Office of the Recording Secretary. Friends of the Arboretum money to accounting.
- March 17, 1982. Letter from Nancy A. LeMay to Harvard Office of the Recording Secretary. Friends of the Arboretum money to accounting and list of donors.

- March 17, 1982. Letter from Peter Shaw Ashton to Charles Mead. Thank you for donation.
- March 23, 1982. Letter from Gary L. Koller to W. H. Warren. Regarding export of plant dividend.
- March 25, 1982. Letter from Eva Justine Lovejoy to the Arboretum. Thank you and donation.
- March 28, 1982. Letter from Stephen J. Murphy to Peter Shaw Ashton. Suggestions for the Arboretum.
- March 31, 1982. Letter from Peter Shaw Ashton to Eva Justine Lovejoy. Thank you for donation.
- March 31, 1982. Printcentre Inc. Invoice #8669 for copies.
- March 1982. Letter from Peter Shaw Ashton to William C. Conway. Invitation to become Friend of the Arboretum, with note refusing.
- March 31, 1982. Letter from Peter Shaw Ashton to William C. Conway. Information on Park Rangers and security, request to reconsider becoming Friend.
- April 6, 1982. Printcentre Inc. Invoice #8694 for copies of plant instructions.
- Photograph (3 x 5"): "New Members Walk & Reception; May 2 1982; B. Epstein."
- List of plants for sale.
- August 31, 1982. Memo from Barbara O. Epstein to Wendy [Marks] and Dick [Weaver]. Orchid prices.
- "Leaving Through Fall Events – Plant Sale and Friends Giveaway Sept. 25." Press release.
- "Schedule of volunteers for Case Estates – Plant Giveaway & Sale Sept 25."
- "Plant Giveaway/Sale Schedule and Check-off List."
- "The Arnold Arboretum Friends Plant Giveaway and Sale; Public Plant Sale." Mailing.
- "The Arnold Arboretum invites you to a Special Plant Sale." Flyer.
- "The Arnold Arboretum of Harvard University Plant Giveaway and Sale Fall 1982." Catalog.
- "Report on Friends Plant Giveaway" and list of participants by town.
- September 30, 1982. Letter from Sidney I. Brody to Peter Shaw Ashton. Complaint about sale time/selection.
- October 5, 1982. Letter from Barbara O. Epstein to Sidney I. Brody. Response to complaint.

## **7: 1983**

- "Arbor Day – Plant Giveaway 1983." Review of event.
- June 22, 1983. Memo to Ladies Committee. Regarding auction and luncheon.
- "Plant Sale, Giveaway, and Auction Assignments."
- "Signs for Susan Davis." List of signs for sale.
- Ladies Committee invitation to Plant Auction, rough draft.
- List of Plant Sale volunteer assignments.
- "The Arnold Arboretum Friends Plant Giveaway & Sale; Public & Friends Plant Sale." Mailing, rough draft.

- June 13, 1983. Letter from Gary L. Koller to Don Shadow. Request for *Cotinus obovatus* cuttings to purchase.
- August 18, 1983. Shadow Nursery, Inc. Invoice #2523 for plant cuttings.
- August 30, 1980. Progress update.
- "The Arnold Arboretum Friends Plant Giveaway & Sale; Public & Friends Plant Sale." Mailing.
- [September 20, 1983 – inaccurate]. News clipping: "Going Once, Going Twice Grown." *Phoenix*.
- "Program for the Auction of Rare Plants; 18<sup>th</sup> September 1983." Includes annotations.
- "The staff of the Arnold Arboretum welcomes Friends and future Friends to the 1983 Plant Giveaway, Sale, and Auction." Catalog.
- Slide 1: "Auction – Case Est 18 Sept 83 Katherine [Ifull?] speaking."
- Slide 2: "Auction at Case Est. 18 Sep 83."
- Slide 3: "18 Sep 83 Case Estates Auction 18 Sep 83."
- Slide 4: "Case Estates Moving plant purchase at auction 81 Aug [sic] 83."
- Slide 5: "Auction Case Estates Registration Desk 18 Aug [sic] 83 Mary Ashton Ellen McNamara."
- Slide 6: "Corliss Engle Case Estates Auction 18 Aug [sic] 83."
- Slide 19: "Auction Case Estates 18 Sep 83 – Plant Sale Area."
- Slide 20: "Plant Sale Area Case Estates 18 Sep 83."
- Slide 21: "Plant Sale Area Case Est. 18 Sep 83."
- Slide 22: "Leona Frame & Barb Epstein – Case Estates 18 Sep 83."
- Slide 23: "Tents for plant auction Case Estates 18 Sep 83."
- Slide 24: "Tents & Desk – Auction Case Estates 18 Sep 83."
- Slide 25: "Silent Auction Desk Case Estates 18 Sep 83."
- Slide 27: "Silent Auction Area Case Estates 18 Sep 83."
- Slide 28: "Plant Sale Area Case Estates 18 Sep 83."
- Slide 29: "Silent Auction Area Case Estates 18 Sep 83."
- Slide 30: "Silent Auction Area Case Estates 18 Sep 83."
- Slide 31: "Silent Auction Area Case Estates 18 Sep 83."
- Slide 32: "Auction Area Case Estates – 18 Sep 83."
- Slide 33: "Auction Area – Rare plant section – Case Estates 18 Sep 83."
- Slide 34: "Rare plant auction P. Ashton at table."
- Slide 35: "John E in set at auction tent Case Estates 18 Sep 83."
- Slide 36: "Rare Plant Auction Case Estates 18 Sep 83 Peter & Mary Ashton."
- Slide 37: "Rare plant auction Case Estates 18 Sep 83."
- Slide 37 [2]: "Rare Plant Auction Case Estates 18 Sep 83 P. & M. Ashton."
- September 18, 1983. Memo from Wendy [Marks?] to staff. Results of Plant Sale.
- "Report on Friends Plant Giveaway – 1983."





Mary Ashton and Director Peter Ashton offer plants at the Rare Plant Auction, 1983

**8: 1984**

- 2007. Sheila Connor. Background note on orchid donation.
- Letter from George Pride to Dick [Weaver]. Regarding orchid donation appraisals.
- Appraisal of donation from George H. Pride.
- Appraisal of donation from Jane MacElree and William Cox.
- August 16, 1982. Letter from Peter Shaw Ashton to William C. Cox Jr. Thank you for donation.
- August 16, 1982. Letter from Peter Shaw Ashton to Mrs. Laurence [Jane] MacElree. Thank you for donation.
- August 16, 1982. List of items donated by Jane MacElree and William Cox.
- August 16, 1982. Letter from Peter Shaw Ashton to George Pride. Thank you for donation.
- August 16, 1982. List of items donated by George H. Pride.
- Note. Potential cost of mailing post cards.
- Letter, rough. Welcome to participating plant societies.
- September 15, 1984. Receipt for donation. J. Patrick Willoughby to Mary Ashton.
- "Annual Plant Giveaway, Sale and Rare Plant Auction." Poster/mailing.
- "Arnold Arboretum Associates Silent Auction." Instructions and plant list.
- "The Arnold Arboretum Silent Auction." Bidding procedure and plant list (2 pages).
- "The staff of the Arnold Arboretum welcomes Friends and future Friends to the 1984 Plant Giveaway, Sale, and Auction." Catalog.
- Photograph (4 x 6"): "Case Est 2<sup>nd</sup> Rare Plant Auction"
- Photograph (4 x 6"): "Case Est 2<sup>nd</sup> Rare Plant Auction"
- Photograph (4 x 6"): "Case Est 2<sup>nd</sup> Rare Plant Auction"
- Photograph (4 x 6"): "Case Est 2<sup>nd</sup> Rare Plant Auction"
- Photograph (4 x 6"): "Case Est 2<sup>nd</sup> Rare Plant Auction"
- 
- 
- Slides (8) (unlabeled)

- October 1, 1984. Letter from Carlton B. Calderara to J. Patrick Willoughby. Regarding plant sale proceeds of New England Hosta Society.

## 9: 1985

- "Notes to Improve the 1985 Plant Sale."
- September 4, 1982. Letter from J. Patrick Willoughby to plant societies. Instructions, attached to participation form.
- Participation form. Massachusetts Horticultural Society.
- Participation form. Massachusetts Orchid Society.
- Participation form. New England Bromeliad Society.
- Participation form. New England Hosta Society Inc.
- "Gen Notes." To-do list.
- "Signs." List.
- Rough layout of Case Estates sale arrangement.
- August 20, 1985. "Plants, Plants, Plants." Public service announcement.
- August 25, 1985. Press release with schedule.
- September 11, 1985. Press release.
- September 12, 1985. Sale announcement. *The Wayland-Weston Town Crier*.
- September 12, 1985. Letter from J. Patrick Willoughby to Hank [Goodell]. Items to bring from J.P.
- "Annual Plant Giveaway, Sale and Rare Plant Auction." Poster/mailing.
- "Arnold Arboretum Auction of Rare Plants September 22, 1985." Plant and donor list.
- "The staff of the Arnold Arboretum welcomes Friends and future Friends to the 1985 Plant Giveaway, Sale, and Auction." Catalog.
- Slide 1: "Plant Sale & Auction 22 Sep 85 – Case Est."
- Slide 2: "Plant Sale & Auction 22 Sep 85 – Case Est."
- Slide 3: "Plant Sale & Auction Arn Arb 22 Sep 85"
- Slide 4: "Plant auction & Sale 22 Sep 85"
- Slide 5: "Arn Arb – Plant auction 22 Sep 85"
- Slide 12: unlabeled
- Slide 14: unlabeled
- Slide 15: unlabeled
- "1985 Plant Sale – Income from Horse & Carriage."
- "Plant Sale September 22, 1985 – Expenses/Income."
- September 23, 1985. "Arboretum hopes seed of giving will grow." News clipping. *The Boston Herald*.
- September 25, 1985. Credit voucher for plant sale income.
- October 2, 1985. "Exotic Plants." *NewsWest*. Photo collage.
- October 1, 1985. Letter from Kate Nixon to staff/volunteers. Thank you for service.
- October 4, 1985. Letter from Anne Atheling to J. Patrick Willoughby. Bookkeeping expenses and income.
- October 1985. Letter from Paul R. Carlberg to Sandy [?]. Plant sale proceeds from New England Bromeliad Society.

- November 4, 1985. Letter from Carlton B. Calderara to J. Patrick Willoughby. Plant sale proceeds from New England Hosta Society.
- November-December 1985. "Care to Guess the Auction Price of a Yellow Clivia?" News clipping. *Harvard Magazine*.
- Fall/winter 1985-1986. "Yellow Clivia Goes for Record Price at Fall Plant Auction." News clipping. *plantSciences*.
- September 1986. "The Plant That Broke the Bank in Boston." News clipping. *New England Monthly/The New England Gazette*.

## 10: 1986

- Information on *Heptacodium jasminoides* "Seven Son Flower."
- Cambridge Trust Company window display regulations.
- Press release rough draft.
- Letter from Arnold Arboretum Associates to Supporter of Rare Plant Auction. Mid-season update.
- Rough time table of sale.
- July 28, 1986. Letter from J. Patrick Willoughby to plant societies. Instructions, attached to participation form.
- July 30, 1986. Memorandum from Nan Sinton to all staff. Introductory information.
- Participation form. Massachusetts Am. Rhododendron Society.
- Participation form. Massachusetts Horticultural Society.
- Participation form. New England Bromeliad Society.
- Staff volunteer form
- List of plant "selected offerings."
- List of "a few of the plants to be auctioned" (2 pages).
- August 14, 1986. "Jamaica Plain Cultural Projects Receive Funds from Mass. Council." News clipping. Unknown source. August 20, 1986. "Rare Plant Auction at mall next month." News clipping. *Newton Graphic*.
- August 18, 1986. "Rare plants are coming to mall." News clipping. *News-Tribune*.
- August 21, 1986. "Plants of the world found at the Mall." News clipping. *Brookline Standard*.
- September 4, 1986. Picture from last year's sale. News clipping. *Jamaica Plain Citizen and Roxbury Citizen*.
- September 5, 1986. Press release, rough. Jo Procter. Invite for press to cover sale.
- September 16, 1986. Agenda for plant sale meeting.
- September 21, 1986. "Plain plants, rare plants – and fish for the ponds." News clipping. *Boston Sunday Globe*. September 22, 1986. "Arboretum plant auction has its silly, serious sides." News clipping. *Middlesex News*.
- "Rare and Unusual Plants Auctioned at Arnold Arboretum Annual Sale." Press release.
- "Annual Plant Giveaway, Sale and Rare Plant Auction." Poster/mailing.
- "The Arnold Arboretum of Harvard University Plant Giveaway & Sale." Catalog.
- "Program for the Rare Plant Auction."

- September 25, 1986. "Plant sale." News clipping. *The Wayland-Weston Town Crier*.
- Photographs (4"x6")
  - "Julia Child's sneaker"
  - "Julia Child's sneaker"
  - "S. Ozawa's sneaker"
  - "Jack Lemmon's sneaker"
  - "George Bush's sneaker"
  - "Michael Dukakis' sneaker (new!)"
  - "Walter Cronkite's sneaker"
    - Strip of negatives (5 frames)
  - Plant sitting area
  - Patrons at auction
  - Auctioneer
  - Women outside tent
  - Patrons perusing plants
  - Announcer in tent
  - Patrons near barn
  - Man looking at plants
  - Patrons in tent
  - Patrons near payment table
  - Plants with labels
  - Patrons perusing plants
  - Sommelier
  - Staffer with plant
- September 29, 1986. "Plant Sale 'Wrap Up.'" Notes.
- September 26, 1986. Letter from Bob Deane to J. Patrick Willoughby. Plant sale proceeds from New England Hosta Society, Inc.
- November 24, 1986. Letter Richard E. Bamber to Mary Ashton. Plant sale proceeds from New England Bromeliad Society.



Sneakers donated for Rare Plant Auction, 1986. Top row, left: Julia Childs; right: George Bush. Bottom row, left: Dukakis; right: Walter Cronkite

### 11: 1987

- January 15, 1986. Memo from Gary L. Koller to Caroline Schwartz. 1987 plant preparation information.
- Photocopied botanical information on plants for sale.
- Photograph (4 x 5"): Plant Sale window display
- "Rare Plant Auction 1987." Plant list.
- August 3, 1987. Letter from J. Patrick Willoughby to plant societies. Instructions, attached to participation form and list of recipients.
- Plant sale expenses. Notes.
- 1987. "Save September 20!" News clipping. *Arnoldia*.
- August 4, 1987. Meeting notes.
- August 11, 1987. Site plan.
- Participation form. A.R.S. Massachusetts Chapter.
- Participation form. Massachusetts Horticultural Society.
- Participation form. New England Bromeliad Society.
- Participation form. New England Hosta Society, Inc.
- August 20, 1987. Rare plant display at The Mall at Chestnut Hill. Press release, with picture.

- September 1, 1987. Plant sale and rare plant auction. Public service announcement.
- "The Arnold Arboretum Announces Special Autumn Activities." Media advisory.
- "Annual Plant Bonus, Sale, and Auction." Poster/mailing.
- The Mall at Chestnut Hill September 1987 calendar – incl. Rare Plant Sale display.
- Plant Sale schedule of events and questionnaire.
- 1987. "Arnold Arboretum Hosts Plant Sale and Exotic Plant Auction at Case Estates." News clipping. *Harvard University – Biology*.
- September 13, 1987. "Exotic plants go on the block at Arboretum auction." News clipping. *The Sunday Independent North*.
- September 17, 1987. "Arboretum Plant Sale." News clipping. *Jamaica Plain Citizen*.
- "The Arnold Arboretum of Harvard University Plant Giveaway & Sale." Catalog.
- October 30, Letter from Joe Williams to J. Patrick Willoughby. Plant sale proceeds from New England Hosta Society, Inc.

## **12: 1988**

- Spring 1988. "Annual Plant Sale and Auction Scheduled for September 18 – And the Sun Will Shine!" News clipping. *Arnoldia*.
- March 8, 1988. Letter from Elise Sigal of Arnold Arboretum Associates to Rhododendron Society. Request for donation.
- Preliminary plant list.
- "1988 Plant Donations as of May 27<sup>th</sup>."
- "Miscellaneous Plants Arnold Arboretum 1988 Plant Sale" by type.
- August 17, 1988. Plant sale meeting notes.
- August 20, 1988. Letter from J. Patrick Willoughby to plant societies. Instructions, attached to participation form.
- August 22, 1988. Participation form. Case Estates Rhododendron Gar.
- Participation form. Massachusetts Horticultural Society.
- Participation form. New England Bromeliad Society.
- Participation form. New England Hosta Society, Inc.
- Site plan.
- Weston Public Schools permit
- September 16, 1988. "Greenhouse Affects." *The Boston Phoenix*.
- September 21, 1988. Plant sale meeting notes.
- "Annual Plant Bonus, Sale, and Auction." Poster/mailing.
- "The Arnold Arboretum of Harvard University Plant Giveaway & Sale." Catalog (2 copies).
- September 22, 1988. "Rare plants." News clipping. *The Wayland-Weston Town Crier*.

## **13: 1989**

- February 18, 1988. Letter from Gary L. Koller to Pierre Bennerup. Plant order for 1989.
- December 16, 1988. Letter from Gary L. Koller to Pierre Bennerup. Plant order update for 1989.
- "Rain Or Shine: Welcome to the 1989 Spring Plant Sale!" Flyer.

- Invitation to Plant Sale Preview Privilege.
- "Case Estates Plant Sale." Poster.
- "Annual Plant Bonus, Sale, and Auction." Poster.
- "Arnold Arboretum Plant Sale Brochure." Draft.
- August 21, 1989. Weston Public Schools.
- Invoice #12-040-70-1977-2-30. Comfort Castles Corporation.
- "The Arnold Arboretum of Harvard University Plant Giveaway & Sale." Catalog (2 copies).
- "Plant sale and rare plant auction – 1989", 15, 5"x7" photographs (
- Fall 1989. "Plants Sale Success: \$49,296 Brought In!" *Arnoldia*.

#### **14: 1990**

- "Plant Sale 1989 (Notes for 1990)" (4 pages).
- May 3, 1990. Letter from Rob Nicholson to Frances Maguire. Accompanied plant sale checks, with receipt for checks. May 8, 1990. Letter from Frances Maguire to Rob Nicholson. Receipt of checks and instructions for submission.
- Invoice from Rental World
- Invoice from Comfort Castle Corporation.
- August 7, 1990. Weston Public School Permit.
- Invoices and lists from Bluebird Nursery, Inc.
- September 17, 1990. Invoice for police detail, Weston Police Department.
- "Annual Plant Sale & Auction." Poster.
- "The Arnold Arboretum of Harvard University Plant Giveaway & Sale." Catalog (2 copies).
- Negatives (6 strips; 38 frames): made from photographs taken by Susan Hardy Brown
- "Warren, Kathleen – Arboretum Associate," 6"x8" photograph
- "Plant Sale" [1990] 8, (5"x7"). 11, (7"x9.5") photographs by Racz and Debreczy"
- Photograph contact sheets (6.5 sheets; 78 frames)
- 16 photographs by Julie Coop
- 1990. "Plant Sale Better Than Ever." *Arnoldia*.
- "Plant Sale Summary."
- September 20, 1990. Notes on Plants from Plant sale.

#### **15: 1991**

- April 1991. List of plant sales nationwide. News clipping. *Horticulture*.
- "Plant Sale and Auction." Catalog (rough).
- "Plant Sale and Auction." Catalog.
- Photographs 9, 5"x7"
  - Patrons in line
  - Patrons perusing plants
  - Men outside tent
  - Overhead view of line
  - Woman bidding at auction
  - Auctioneer
  - Patrons perusing plants

- Woman and man perusing plants
  - Patrons perusing plants
- Negatives (10 strips; 52 frames)
- Contact sheets (2 sheets; 52 frames): "Susan Hardy Brown Plant Sale 1991"
- Contact sheet (38 frames): "Plant Sale 1991"
- May 28, 1991. Invoice, Pigeon Cove Canvas Co., Inc.
- February 21, 1991. Invoices from Bluebird Nursery, Inc.
- August 8, 1991. Weston Public School Permit.

**Box 2  
16: 1992**

- December 17, 1991. Hosta Plantaginea 'Aphrodite' at plant sale.
- January 2, 1992. Letter from Mrs. Ralph P. Engle Jr. (Corliss Engle) and Mrs. Mario G. Baldini (Dorothy Baldini) for the Arnold Arboretum Associates to Robert Cook. Plant Sale terms and agreement.
- January 22, 1992. Plant Sale Meeting Agenda.
- January 27, 1992. Associate Battle Plan.
- March 25, 1992. Memo: Plant Sale. Letter to plant societies.
- April 16, 1992. Correspondence from Frank Green of Buxton Branch, American Begonia Society, Inc. about Plant Sale.
- Invoices and Correspondence to Julie Coop in regards to plants at Sunny Border Nurseries, Inc.
- "September Plant Sale" Announcements.
- July 2, 1992. "Plant Sale Meeting" Agenda.
- Map of Plant Sale at Case Estates.
- July 14, 1992. Weston Public Schools Permit.
- July 27, 1992. Letter to Arnold Arboretum Associates. Updates on Plant Sale meetings.
- August 20, 1992. Letter from Gary Koller to Julie Coop and Patrick Willoughby. "Plant Sale Planning Details."
- September 2, 1992. Plant Sale Planning Meeting. Agenda.
- September 9, 1992. Invoice from Pigeon Cove Canvas Co., Inc.
- "The Arnold Arboretum Of Harvard University 10<sup>th</sup> Annual Rare and Unusual Plant Auction"
- September 21, 1992. Invoice for police detail, Weston Police Department
- September 22, 1992. Notes from the Plant Sale.
- October 1, 1992. Memo from Gary Koller. "Plant Sale evaluation and Critique."
- November 3, 1992. "Preliminary Numbers from 1992 Plant Sale."
- November 6, 1992. "Review of 1992 Plant Sale and Auction."
- CY 1992. Expenses.
- Invitation to post-Plant Sale and Auction Cocktail Party, with reply card and envelope.
- "Annual Plant Bonus, Sale and 10<sup>th</sup> Annual Auction." Poster.
- "The Arnold Arboretum of Harvard University Members' Plant Giveaway & Sale." Catalog, preliminary.
- "The Arnold Arboretum of Harvard University Members' Plant Giveaway & Sale." Catalog.



## 17: 1993

- October 7, 1992. "Plant Sale Discussion."
- November 12, 1992. Memo from Gary Koller. Nurseries for Plant Sale.
- December 29, 1992. Memo from Gary Koller. "Invitation to Plant Societies for 1993 Plant Sale."
- February 25, 1993. "Perennial List" Gary L. Koller.
- February 25, 1993. Plant order. Gary L. Koller to Growers Service Company.
- March 2, 1993. Order #3223. Buchholz & Buchholz Nursery.
- April 12, 1993. "Planning Meeting" with Notes.
- July 20, 1993. Invoice. Blanchette Gardens.
- August 8, 1993. Weston Public Schools Permit.
- August 12, 1993. Invoice #3223. Buchholz & Buchholz Nursery.
- August 25, 1993. Tent Lease Agreement. Pigeon Cove Canvas Co.
- September 3, 1993. Invoice from Comfort Castles Corporation.
- September, 1993. Invoice from Van Berkum Nursery.
- September 14, 1993. Invoice from Blanchette Gardens.
- September 20, 1993. Invoice from Garden Vision.
- Message for general mail box (telephone) of Arnold Arboretum.
- Instructions for processing charge payments.
- "Free Replacement Plant Dividend" coupon.
- Plant Sale and Members' Bonus Preview invitation, with envelope.
- "Society Row 1993" list.
- "Annual Plant Sale, Auction and Members' Bonus." Poster/mailing.
- "Annual Plant Sale, Auction and Members' Bonus of The Arnold Arboretum of Harvard University." Catalog.
- Cost of Plants price list.
- Photograph (8 x 10"): "Plant Sale Case Estates"
- Photograph (8 x 10"): "Plant Sale Case Estates"
- September 21, 1993. Letter from Dorthe Hviid of Berkshire Botanical Garden to Gary L. Koller. Thank you for plant donation.
- September 22, 1993. Letter from Mabel Maria Herweg to Richard [?]. Thank you.
- September 1993. Letter from Sally Reath and Claire Sawyers of the Scott Arboretum to Gary L. Koller. Thank you for donation.
- October 5, 1993. Card from Ernest J. Brodeur to Gary L. Koller.
- October 13, 1993. "Societies who have paid." Note.
- October 27, 1993. "Societies at Plant Sale who might to [sic] come to Building Opening." Memo from Gary L. Koller to Chris Strand.
- CY 1993. "Plant Sale Expenses."
- November 5, 1993. "Plant Sale Comparisons" 1991-1993.
- November 16, 1993. Letter from Gary L. Koller to Kate Herrick of Northeast Heather Society. Request for reimbursement. Original letter, returned with check, December 12, 1993.
- November 16, 1993. Letter from Gary L. Koller to Jerry Dyer of Massachusetts Horticultural Society. Request for reimbursement.

- November 16, 1993. Letter from Gary L. Koller to Reid Gilmore of New England Bromeliad Society. Request for reimbursement.
- November 16, 1993. Letter from Gary L. Koller to Frank Green of American Begonia Society Buxton Branch. Request for reimbursement.
- November 16, 1993. Letter from Gary L. Koller to Leslie Milde of American Gloxinia and Gesneriad Society New England Chapter. Request for reimbursement.
- November 16, 1993. Letter from Gary L. Koller to Marcia Mitchell of American Rhododendron Society Massachusetts Chapter. Request for reimbursement.

## **18: 1994**

- "Plant Sale Notes – Chris."
- "Plant Sale Notes". Timeline.
- April 1, 1993. Letter from Gary L. Koller to Foxborough Nursery. Plant order.
- August 16, 1993. Letter from Gary L. Koller to Plants Unlimited, Inc. Plant order.
- August 19, 1993. Letter from Plants Unlimited, Inc., to Gary L. Koller. Acknowledgement of order.
- October 13, 1993. *Sorbus domestica* accession card with note. From Gary L. Koller to Peter [?].
- November 3, 1993. Letter from Gary L. Koller to Samuel W. Jones of Atlantic Star Nursery. Plant order.
- November 3, 1993. Letter from Gary L. Koller to Mike Yanny of Johnson's Nursery. Plant order.
- November 4, 1993. Letter from Gary L. Koller to William Flemer III of Princeton Nurseries. Plant order.
- November 4, 1993. "Plant material coming along."
- November 4, 1993. Fax from William Flemer III to Gary L. Koller. Information on Princeton Elm.
- November 10, 1993. Letter from Gary L. Koller to William Flemer III. Clarification on Princeton Elm.
- November 12, 1993. Order confirmation. Atlantic Star Nursery.
- November 12, 1993. Order confirmation. Johnson's Nursery.
- November 29, 1993. Letter from Gary L. Koller to Don Shadow of Shadow Nursery, Inc. Plant order.
- December 1, 1993. Letter from Gary L. Koller to Don Dammer of Bailey Nurseries, Inc. Plant order.
- December 1, 1993. Letter from Gary L. Koller to Sue Nelson of Briggs Nursery Company. Plant order.
- December 1, 1993. Letter from Gary L. Koller to Don Shadow. Plant order.
- December 1, 1993. Invoice from Bluebird Nursery, Inc.
- December 2, 1993. Letter from Gary L. Koller to Mark Coggeshall of Indiana Propagation Company. Plant order.
- February 9, 1994. "Meeting Agenda". Notes by Julie Warsowe
- March 18, 1994. Letter from David Sieks to Friends of the Arboretum. Spring Plant Dividend Replacement Coupon.
- *Amorpha canescens* information and care instructions. Mailer for plant dividend.

- *Amorpha canescens* information.
- June 23, 1994. Invoice from Van Berkum Nursery.
- June 24, 1994. Form letter soliciting donations of plant material for Plant Sale
- July 26, 1994. Warren Rental, Special Events Rental. Contract.
- August 8, 1994. "Meeting Agenda". Notes by Julie Warsowe.
- "Perennials 1994" Notes by Julie Coop.
- August 23, 1994. Invoice from Comfort Castles Corporation.
- August 26, 1994. Weston Public Schools Permit.
- September 13, 1994. Memo from Chris Strand to event staff. Volunteer Schedules with two schedules.
- September 13, 1994. Invoice from Blanchette Gardens.
- September 18, 1994. Invoice from Blanchette Gardens.
- September 19, 1994. Invoice for police detail, Weston Police Department.
- "Master Inventory: Plant Sale - 1994."
- Note. "1994 Plant Sale" invited participants.
- "Arnold Arboretum 12<sup>th</sup> Annual Plant Sale, Auction and Members' Bonus." Poster/mailing.
- "Annual Plant Sale, Auction and Members' Bonus of The Arnold Arboretum of Harvard University." Catalog (3 copies).
- Instructions for processing charge payments.
- Cost of plants.
- September 18, 1994. *Today's Bread* Receipt. List: Staff Luncheons at Plant Sale.
- Fall 1994. "12<sup>th</sup> Annual Plant Sale and Auction." News clipping. *Arnoldia*.
- September 22, 1994. Invoice and Correspondence from Garden Vision.
- Note. Julie Coop. List of items and phone numbers.
- October 5, 1994. Plant Sale Summary: Membership. From David Sieks to Steve Nelson.
- CY 1994 Expenses.
- Plant Sale Comparisons. 1989 - 1994
- Negatives (9 strips; 36 frames)
- Photographs, 80, 4"x6", labeled "1994 KH Madsen"
  - "Annual Plant Sale 1994"
  - "Magnolia & etc. *Arnoldia* 54:3 News; pg. 6 - Plant Sale 1994"
  - "Rare plant auction - *Arnoldia* 54(3) News; 6 1994"
  - "Annual Plant Sale 1994"
  - Pam Thomson (left)"
  - "Gary Koller"
  - "Gary Koller"
  - "Gary Koller left - Richard [Schulhof] right (with visors)"
  - Patrons on grounds
  - Patrons on grounds
  - Patrons perusing plants
  - View toward tents
  - Woman loading plants in car
  - Woman with plant selections
  - Man and woman with plant selections

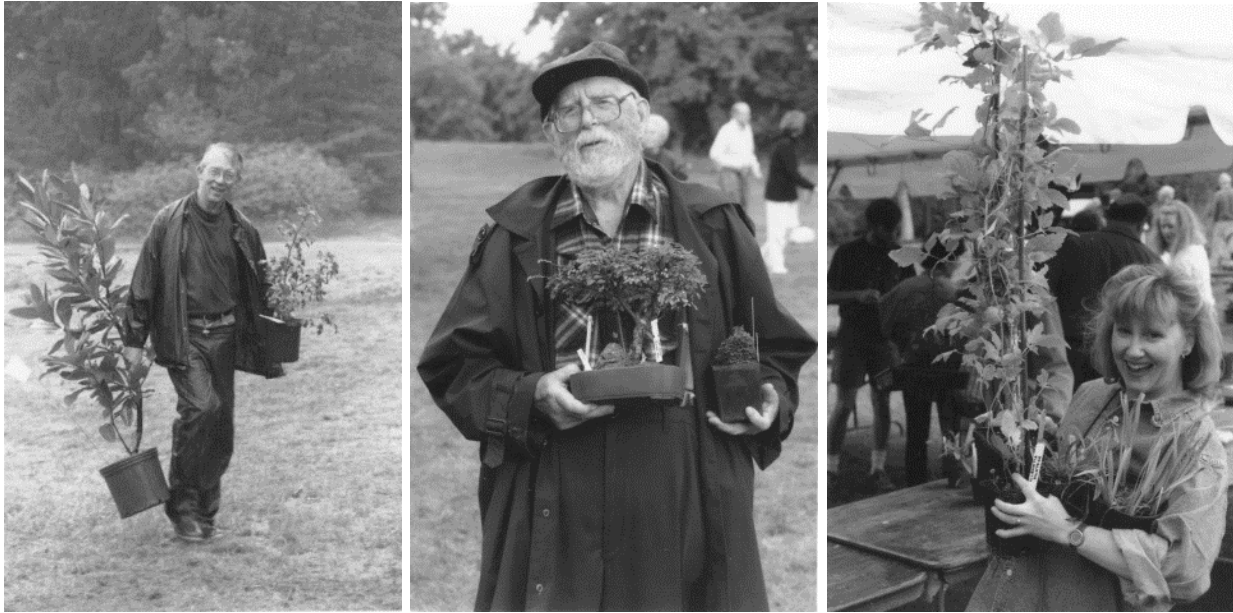
- Woman with plant selections
- Woman with tree
- Woman with plant selection
- Woman with plant selection
- "George Hibben, Volunteer" Patrons with plants
- Man and woman loading plants in car
- Woman wheeling plant selections
- Man with plant selections in car
- View of tent filled with patrons
- Women in tent
- Plants in auction tent
- Men outside tent
- Trees outside tent
- Plants around tent pole
- Auction plants on table
- Tents under large tree
- Patrons and sale tables
- Close view of plants around tent pole
- Woman and girl perusing plants
- Woman perusing trees
- Woman and man conversing
- "Rare and unusual" plants
- Wagon with plants
- Plant trays on ground
- Plants, patrons, house, bus
- Plants, patrons, house, bus
- Close view of plants on ground
- Trees and parking on grounds
- Trees on grounds, woman with plant selection
- Woman with plant selections
- Man and woman with plant selections by sign
- Auction plants on table
- Staff and patrons at payment table
- Man with plant selections
- Plants on ground, bus in background
- Man perusing plants
- Man with Bonsai selection
- Woman with plant selections
- Woman with plant selections
- Same Woman with plant selection
- Man with plant selection
- Man with plant selections
- Man with plant selections
- Man with plant selections
- Man considering plants
- Woman and man with plant selections on cart

- View of patrons and sale tables
- Patrons at sale tables
- View of sale site and tree
- Patrons walking the grounds
- Patrons walking the grounds
- Patrons walking the grounds
- Patrons walking the grounds
- Patrons walking the grounds
- Patrons walking the grounds
- Patrons walking the grounds
- Man perusing plants
- Patrons walking the grounds
- Patrons on grounds
- Patrons in line with plant selections
- Plants on table and boxes
- View of plants, house, bus
- Patrons perusing plants
- Man with microphone recorder by plants
- View of patrons and sale tables
- View of patrons and sale tables
- Large tree with tents underneath
- Photographs, 6, 5"x7", blown up copies of KH Madison originals.

#### **19: 1995**

- January 3, 1995. Plant Sale Budget.
- Plant sale timeline.
- March 2, 1995. Memo from Julie Coop to staff. "Perennial Suggestions for 1995 Plant Sale."
- List of nurseries to solicit for donations.
- April 11, 1995. Invoice from Weinstock Bluemel, Inc.
- June 8, 1995. Invoice from Van Berkum Nursery.
- Form letter soliciting donations of plant material for Plant Sale
- "Arnold Arboretum 15<sup>th</sup> Annual Plant Sale." Press release.
- "Arnold Arboretum 15<sup>th</sup> Annual Plant Sale, Auction and Members' Bonus." Poster/mailing.
- "Arnold Arboretum 15<sup>th</sup> Annual Fall Plant Sale." Catalog (2 copies).
- "Arnold Arboretum 15<sup>th</sup> Annual Fall Plant Sale." Catalog Draft.
- "Arnold Arboretum 15<sup>th</sup> Annual Fall Plant Sale." Auction Items.
- "Arnold Arboretum 15<sup>th</sup> Annual Fall Plant Sale." Auction Items with pricing notes.
- "Arnold Arboretum Fall Plant Sale" Donation cards. (2)
- September 19, 1995. Plants and membership totals.
- CY 1995 Expenses.
- Weston Public School Permit.
- Plant Sale Comparisons. Expenses, 1991 – 1994.
- Societies at Plant Sale, credit list.
- September 14, 1995. "The Wayland/Weston Town Crier" Press Releases. (2)
- September 17, 1995. Notes from wrap-up meeting.

- September 18, 1995. Letter from Kathy Tracey to Gary Koller. American Rock Garden Society.
- September 18, 1995. Letter from Keiko Thayer to Gary Koller. Ikebana International, Boston Chapter.
- September 18, 1995. Letter from Russ Brag to Gary Koller. Underwood Shade Nursery.
- September 18, 1995. Letter from Kathleen Marble to Gary Koller. Iris Society of Massachusetts.
- September 19, 1995. Note from Frances. Membership table info.
- September 20, 1995. Credit Voucher. Harvard University. Three amounts.
- September 20, 1995. Credit Voucher. Harvard University. One amount.
- September 21, 1995. "The Wayland/Weston Town Crier" Press from Plant Sale. (2 photo copied images)
- September 23, 1995. Note. Attn. Gary Koller. 10% Total plant sales.
- September 28, 1995. Letter from Lois B. Tougas to Gary Koller. Gardeners and Florists Club of Boston.
- Photographs, Plant Sale 1995, 9, 5"x7" by John Furlong
  - From left: Chris Strand, Kim Tripp, Gary Koller.
  - Neg. 33036 #31 Gary Koller"
  - Neg. 33036 #62
  - Neg. 33036 #6
  - Neg. 33141 #2 by John Furlong"
  - Neg. 33141 #35 by John Furlong"
  - Neg. 33141 #33 by John Furlong. Laura Eisner" Contact sheet (35 frames)
  - #9 by John Furlong. *Arnoldia* Fall 1995. 55:3 1995 Plant Sale Ends Drought"
  - Negative Contact Sheets (5)
- "Plant Sale 1995" by Dorothy Greco, 5"x7" photograph
  - Fall 1995. "Plant Sale Ends Drought." News clipping. *Arnoldia*.
  - Negatives (3 sheets)
- December 11, 1995. Reminder and preliminary agenda for 1996 Plant Sale preparation meeting.
- December 12, 1995. Plant spreadsheet.



Gary Koller photographed by John Furlong, Plant Sale, 1994; Man (center) and Woman (right) photographed by Karen H. Madsen, Plant Sale, 1995

## 20: 1996

- January, 1996? Plant sale summary, 1990-1995, including material on hand January 1, 1996.
- May 30, 1996. Memo: "Nursery solicitations for the Fall Plant Sale."
- June 5, 1996. Form letter soliciting donations of plant material for Plant Sale; list of previous plant donors
- June 11, 1996. Postcard from Van Berkum Nursery regarding donations.
- June 13, 1996. Postcard from White Flower Farm regarding donations.
- July 3, 1996. List of plant donations.
- July 10, 1996. Memo: Plant Sale Auction donations
- July 19, 1996. Timeline.
- July 19, 1996. "Application for use of school premises" (for parking).
- September 10, 1996. Advertisement for plant sale in *The Tab* newspaper.
- September 10, 1996. Memo from Lisa Hastings to Arboretum staff. Thanks and schedule of staff and volunteers enclosed.
- Volunteer list.
- Staff and Volunteer Schedule.
- Staff and Volunteer Assignments.
- List of Auction Committee members and responsibilities.
- September 11, 1996. Invoice for plants, Van Berkum Nursery
- September 12, 1996. Memo from Frances Maguire to Staff. Notice of catalogue returns.
- September 12, 1996. Invoice #0017636-IN. Linens by Alice.
- September 14-15, 1996. Invoices for table and chair rentals, Roland L. Appleton, Inc.
- List of expenses for tents, tables, tablecloths, and skirting.

- September 15, 1996. Schedule.
- September 15, 1996. "Arnold Arboretum 16<sup>th</sup> Annual Fall Plant Sale." Catalog (3 copies).
- Cost of plants.
- Brochure of plants available for live auction, annotated with selling prices.
- Societies at Plant Sale.
- Member list?
- Note to Frances. Sales of t-shirts and books.
- Sales slip.
- September 17, 1996. Harvard University Credit Voucher.
- CY 1996 Expenses.
- September 17, 1996. Memo from Lisa Hastings to Arboretum staff. Thank you for work.
- September 18, 1996. Invoice for police detail, Weston Police Department.
- September 24, 1996. Annual Fall Plant Sale Final Results.
- September 26, 1996. Email from Kelly Harvey to JPStaff. Notes on final figures.
- Contact sheets (3 sheets; 90 frames), with list detailing subjects of certain frames

## **21: 1997**

- Timeline.
- June 2, 1997. List of plants.
- June 25, 1997. Form letter soliciting donations of plant material for Plant Sale
- July 29, 1997. Letter from Kelly Harvey to Eileen Riccio. Plant sale voucher print job with examples.
- August 21, 1997. Memo from Kara Stepanian to volunteer committee. Plant donors and donations.
- August 23, 1997. "Application for use of school premises" (for parking).
- 1997 donor list.
- September 8, 1997. Letter from Kelly Harvey to Linens by Alice. Linen order.
- September 10, 1997. Diagram of tents.
- September 16, 1997. Memo from Kara Stepanian to volunteers. Plant sale schedule and information.
- "Staff and Volunteer Schedule."
- "Arnold Arboretum 17<sup>th</sup> Annual Fall Plant Sale." Catalog (3 copies).
- Photograph (5 x 7"): "Roger Swain. Gary Koller. 1997 Arn Arb Plant Sale Auction. Dorothy Greco 4481-3 #11A"
- Photograph (5 x 7"): "Roger Swain. 1997 (Sept) Arn Arb Plant Sale Auctioneer. Arnoldia News 57:3. Photo by Dorothy Greco 4481-3 #4A"
- Photograph (5 x 7"): "Rich Stomberg. Arn Arb 1997 Plant Sale – Planting Class. Arnoldia News 57/3. Dorothy Grego 4480-1 #36"
- Fall 1997. "A Brisk and Sunny Plant Sale." News clipping. Unknown source.
- September 21, 1997. Plant Sale Receipts.
- September 21, 1997. Auction Proceeds.
- September 22, 1997. Plant Sale – Shop Items.
- September 25, 1997. Email from Kelly Harvey to staff. Membership figures.



- CY 1997 Expenses.
- Plant Sale Comparisons. 1991 – 1997.
- Societies at Plant Sale. Credit comparisons. 1995 – 1997.
- September 29, 1997. Plant sale statistics. Net income.
- September 30, 1997. Plant sale statistics. Membership data.
- September 30, 1997. Letter from Kara Stepanian to Tom War. Thank you for donation.
- October 1, 1997. Invoice for police detail, Weston Police Department.
- October 6, 1997. Fascimile from Trustees of Reservations to Arnold Arboretum. Plant Sale costs.
- Plant Sale summary, 1990-1997.
- January 29, 1999. Email from Peg H. Hedstrom to Karen L. O’Connell and Kara Stepanian. Plant sale WWW pages.

**Box 3  
22: 1998**

- January 8, 1998. Email from Kara Stepanian to John Hanselman. Tax deductibility of auction purchases.
- January 8, 1998. Email from John Hanselman to Kara Stepanian. Acknowledgement obligation.
- 1998 Plant Sale Committee contact information.
- Donor list.
- Timeline and assignments (February – September).
- Plant sale job descriptions.
- Timeline and assignments (May – October).
- Letter from Tom Adams, rough draft. New member solicitation.
- May 5, 1998. Plant sale statistics Net income.
- May 6, 1998. Committee meeting agenda.
- Email from Kara Stepanian to Richard Stomberg. Request to teach class.
- June 3, 1998. Committee meeting agenda.
- Committee meeting notes (June 3, 1998).
- June 3, 1998. Committee meeting minutes.
- June 5, 1998. Form letter soliciting donations of plant material for Plant Sale.
- June 22, 1998. Letter from Peg H. Hedstrom. Solicitation for volunteers.
- June 25, 1998. Letter from Joseph Hudak to Peg H. Hedstrom. Auctioneer invite acceptance.
- June 29, 1998. List of auctioneers.
- Nursery/donor list and contact info.
- July 1, 1998. Committee meeting agenda.
- July 9, 1998. Meeting agenda.
- July 27, 1998. Memo from Kara Stepanian to committee. Plant donor calling sheets.
- Signage needs.
- Information flyer for patrons.
- “Free Plant Voucher” and “Admittance Voucher.” Flyer.
- “The Arnold Arboretum 18<sup>th</sup> Annual Fall Plant Sale.” Flyer.
- Plant sale voucher mailing information and instructions.

- August 5, 1998. Committee meeting agenda.
- August 5, 1998. Committee meeting minutes.
- August 11, 1998. "Application for use of school premises" (for parking).
- August 11, 1998. Plant voucher mailing estimate. Mail Communications, Inc., to Karen L. O'Connell.
- August 12, 1998. Plant voucher mailing estimate. Fulfillment Express to Karen L. O'Connell.
- August 14, 1998. Plant sale mailing estimate. Jet Mail Services, Inc., to Karen L. O'Connell.
- August 24, 1998. Letter from Karen L. O'Connell to Kevin Casey. Plant sale voucher mailing.
- August 25, 1998. Request for check to purchase stamps. Karen L. O'Connell to Financial Office.
- August 29, 1998. Invoice #42582 for courier delivery. Corporate Express.
- August 31, 1998. Invoice #023146 for plant sale voucher printing. Masco Services, Inc.
- August 31, 1998. Invoice #300060 for plant sale voucher printing. Jet Mail Services, Inc.
- September 2, 1998. Letter from Tom Ward to donors, rough. Donation thank-you.
- September 3, 1998. Committee meeting notes.
- September 10, 1998. Plant availability list, Van Berkum Nursery.
- September 10, 1998. Letter from Karen O'Connell to Linens by Alice. Order for linens.
- September 10, 1998. Invoice #39577 for signage. The Instant Sign Center.
- September 10, 1998. Invoice #39578 for signage. The Instant Sign Center.
- September 11, 1998. Email from Kara Stepanian to Ellen Bennett. Plant sale flyer.
- September 14, 1998. Email from Kara Stepanian to Julie Coop. Van driver.
- September 15, 1998. Schedule and assignments for sale day.
- Hand-written notes regarding table set-up, signage, etc.
- September 16, 1998. Email from Kara Stepanian to jpstaff. General information for Plant Sale volunteers.
- September 16, 1998. Email from Kara Stepanian to "Money Team." Plant sale assignment – cashiers.
- September 16, 1998. Invoice, Van Berkum Nursery.
- September 17, 1998. Invoice #1873 for copies. Copy Cop.
- "The Arnold Arboretum 18<sup>th</sup> Annual Fall Plant Sale." Catalog (4 copies).
- Live Auction program.
- Societies at Plant Sale. Credit list.
- Plant Sale Comparisons. 1991 – 1998.
- September 20, 1998. "Plant Sale Proceeds."
- Weston Public School Permit
- September 21, 1998. Email from Karen Madsen to Lisa Hastings. Post-sale comments.
- September 22, 1998. Invoice #21921 for linens. Linens by Alice.

- September 23, 1998. Letter from Joan Poser to Peg H. Hedstrom. Post-sale comments.
- September 23, 1998. Invoice, Weston Police Department.
- September 29, 1998. Email from Kara Stepanian to Peg H. Hedstrom. Lunches at sale.
- November 2, 1998. Letter from Jane [?] to Peg H. Hedstrom. Post-sale comments.
- November 4, 1998. Notes. Plant sale wrap-up.

### **23: 1999**

- July 31, 1998. Letter from Peg H. Hedstrom to Coca-Cola Bottling Company. Request for donation.
- August 25, 1998. Memo from Kara Stepanian. Notes on 1998 catalog.
- September 21, 1998. Email from Karen Madsen to Lisa Hastings. Post-sale comments.
- September 24, 1998. Memo. Suggestions for 1999.
- September 25, 1998. Memo from Kara Stepanian. Plant sale food vendor.
- September 22, 1998. "Plant Sale Statistics: Membership Data 1997-1998."
- "Plant Sale Statistics: Net Income (Loss)."
- Task list and coordinators.
- May 19, 1999. Committee meeting notes.
- June 11, 1999. Letter from Peter Del Tredici, Tom Ward, Wendy Pearson, and Tom Adams to donors. Request for plant donation.
- Plant donation form.
- June 16, 1999. Letter from Karen L. O'Connell to Arlington Lithograph Co. Inc. Request for quote.
- June 16, 1999. Letter from Karen L. O'Connell to Lanier Print and Copy. Request for quote.
- June 15, 1999. Letter from Karen L. O'Connell to Eileen Ricci of Bomont Graphic Technologies. Request for quote.
- June 16, 1999. Quote for printing. Eileen Ricci of Bomont Graphic Technologies to Karen L. O'Connell.
- June 16, 1999. Letter from Karen L. O'Connell to Charles River Publishing. Request for quote.
- June 18, 1999. Quote for printing. Charles River Publishing to Karen L. O'Connell.
- June 16, 1999. Letter from Karen L. O'Connell to Karen Skjellman of Fulfillment Express. Request for quote.
- June 17, 1999. Quote for printing. Fulfillment Express to Karen L. O'Connell.
- June 16, 1999. Letter from Karen L. O'Connell to Jet Mail Services, Inc. Request for quote.
- August 11, 1999. Invoice #302449 for printing. Jet Mail Services, Inc. to Karen L. O'Connell.
- June 16, 1999. Letter from Karen L. O'Connell to Debbie Evangelista of Mail Communications, Inc. Request for quote.
- June 17, 1999. Quote for printing. Jillene Anderson of Mail Communications, Inc., to Karen L. O'Connell.

- June 16, 1999. Letter from Karen L. O'Connell to John Martin of Smith Print. Request for quote.
- June 17, 1999. Quote for printing. John Martin of Smith Print to Karen L. O'Connell.
- June 24, 1999. Quote for printing. Mike Tohivsky of Masco Print & Copy to Karen L. O'Connell.
- June 17, 1999. Proposal for plant sale catalog. Kevin Casey of Jet Mail Services, Inc., to Karen L. O'Connell.
- June 17, 1999. Proposal for campaign appeal mailing. Kevin Casey of Jet Mail Services, Inc., to Karen L. O'Connell.
- June 21, 1999. Letter from Nell Walker to plant societies. Request for Society Row participation.
- June 22, 1999. Invoices from Van Berkum Nursery, LLC.
- Organization participation form.
- Guidelines for Society Row participants.
- List of invited organizations.
- July 1, 1999-April 27, 2000. Harvard accounts detail listing report.
- July 1999. Scheduled tasks and assignments.
- August 12, 1999. Order for window envelope printing. Karen L. O'Connell to Phyllis [?] of Arlington Lithograph Co. Inc.
- August 12, 1999. Envelope order confirmation and sample. Arlington Lithograph Co. Inc. to Arnold Arboretum.
- August 25, 1999. Committee meeting minutes.
- List of employees by task.
- List of volunteers and tasks.
- Fall plant sale live auction items list.
- September 7, 1999. Letter from Ellen S. Bennett to volunteers. Assignment confirmation and plant order form.
- September 10, 1999. Staff and volunteer assignments.
- "The Arnold Arboretum 19<sup>th</sup> Annual Fall Plant Sale Live Auction Items." Brochure.
- "The Arnold Arboretum Annual Fall Plant Sale." 2 Flyers.
- "The Arnold Arboretum of Harvard University 19<sup>th</sup> Annual Fall Plant Sale." Catalog.
- Price List. Merchandise for sale (non-plant).
- Income and expenses tally.
- September 28, 1999. Email from Peg H. Hedstrom to staff. Thank you and preliminary totals.
- October 7, 1999. Plant sale debriefing notes.
- Weston Police Department Invoice.

#### **24: 2000**

- Volunteer committee contact information.
- Staff Committee Schedule.
- Nursery/donor prospects contact information.
- May 3, 2000. Committee meeting agenda.
- June 14, 2000. Committee meeting agenda.

- June 14, 2000. Committee meeting minutes.
- June 15, 2000. Letter from Peter Del Tredici, Tom Ward, and Wendy Pearson to potential donors. Request for plant donations.
- Plant donation form.
- June 16, 2000. Letter from Nell Walker to plant societies. Request for Society Row participation.
- Organization participation form.
- "Volunteers needed for Plant Sale."
- June 29, 2000. Letter from Karen L. O'Connell to Mike Shields of ArtCo. Request for quote.
- June 29, 2000. Letter from Karen L. O'Connell to Eileen Ricci of Bomont Graphic Technologies. Request for quote.
- June 29, 2000. Letter from Karen L. O'Connell to John Martin of Smith Print. Request for quote.
- June 29, 2000. Invoices from Van Berkum Nursery, LLC.
- July 10, 2000. Memo from Candace [?] to Chris [?]. Volunteer coordination tasks.
- July 12, 2000. Letter from Karen L. O'Connell to Kevin Landry of J.R. Landry & Co. Request for quote.
- July 12, 2000. Letter from Ellen Bennett to Julie Coop. Volunteer numbers.
- July 17, 2000. Email from Karen O'Connell to Christine C. Santos. Auctioneers.
- July 18, 2000. Email from Karen O'Connell to staff. Collector's Choice discussed.
- July 18, 2000. Committee meeting agenda.
- July 18, 2000. Committee meeting minutes.
- July 24, 2000. Email from Karen O'Connell to Christine C. Santos. Staff duties.
- Staff assignments.
- July 10, 2000. Email from Karen O'Connell to Staff. Plant Sale schedule and update.
- July 31, 2000. Letter from Karen L. O'Connell to volunteers. Request for volunteers.
- Volunteer form.
- Staff and volunteer assignments.
- Guest auctioneers.
- August 30, 2000. Town of Weston Permit agreement.
- August 31, 2000. Proof of "Collector's Choice" banner. The Instant Sign Center to Christine C. Santos.
- August 31, 2000. Proof of "General Sales" banner. The Instant Sign Center to Christine C. Santos.
- August 31, 2000. "Now's the season for trees and shrubs." News clipping. *The Boston Globe*.
- September 7, 2000. Letter Christine C. Santos to Peter Shaw Ashton. Auctioneer info.
- September 7, 2000. Email from from Karen L. O'Connell to staff. Updates.
- September 12, 2000. Email from Karen L. O'Connell to staff. Transportation to sale.
- September 14, 2000. Email from Karen L. O'Connell to staff. Parking at sale.
- Invoice from Weston Police Department.

- Richard Warren Expeditionary Fund information.
- "How to Buy a Plant at Collector's Choice."
- Plant Sale Table Set up in Barn. Sketch.
- "Arnold Arboretum 20<sup>th</sup> Annual Fall Plant Sale." Flyer.
- General plant sale information and map.
- Live auction items list.
- "The Arnold Arboretum of Harvard University 20<sup>th</sup> Annual Fall Plant Sale." Catalog.
- November 30, 1999-September 27, 2000. Harvard accounts detail listing report.
- "Plant Sale Comparison (1996-2000)."
- Income and expenses tally.

## **25: 2001**

- Plant sale feedback from 2001.
- Volunteer committee contact information.
- Tasks schedule and assignments.
- Friends of the Arnold Arboretum membership form.
- Auctioneer biographies.
- May 10, 2001. Letter from Christine C. Santos to Neil Jorgensen. Auctioneer information.
- "Plant Sale Comparison (1999-2001)."
- June 27, 2001. Committee meeting agenda.
- July 9, 2001. Letter, draft. Request for plant donations.
- July 17, 2001. Committee meeting agenda.
- July 17, 2001. Catalog addendum. *Clivia miniata*.
- July 26, 2001. Letter from Jon M. Hetman to prospective volunteers. Request for volunteers.
- August 23, 2001. Letter from Christine C. Santos to Greg Gaklis. Auctioneer information.
- August 23, 2001. Letter from Christine C. Santos to Laura D. Eisener. Auctioneer information.
- August 24, 2001. Letter from Jon M. Hetman to volunteers. Volunteer information.
- August 16, 2001. Email from Christine C. Santos to Jon M. Hetman. Tee shirt pricing.
- August 29, 2001. Tee-shirt count.
- Town of Weston Permit Requests and Rules.
- September 10, 2001. Sale information from Van Berkum Nursery, LLC.
- September 16, 2001. Committee meeting agenda.
- Plant sale expenses.
- "The Arnold Arboretum of Harvard University 21<sup>st</sup> Annual Fall Plant Sale." Flyer.
- "The Arnold Arboretum of Harvard University 21<sup>st</sup> Annual Fall Plant Sale." Catalog.
- Slides (51) AA – "Plant Sale 2001 Photographs by Karen H. Madsen editor, Arnoldia 1992-2007"

**26: 2002**

- Plant sale patron survey.
- "2002 Members' Plant Sale" information.
- September 9, 2002. Email from John Hoogenboom to Jon M. Hetman. Criticism and query about availability.
- September 11, 2002. Letter from Robert L. Ehrmann to Jon M. Hetman. Gift ticket criticism.
- Letter from Ruth [?] to Arnold Arboretum. Criticism of sale changes.
- Preview Admittance Ticket/Free plant voucher.
- Admittance Ticket/Free plant voucher.
- "Arnold Arboretum of Harvard University 22<sup>nd</sup> Annual Fall Plant Sale LIMITED EDITIONS" list of plants available.
- "The Arnold Arboretum of Harvard University 22<sup>nd</sup> Annual Fall Plant Sale." Catalog (2 copies).
- September 15, 2002. Email from Kenna Broadbent to Anne Jackson. Sale feedback.
- September 16, 2002. Email from Ed Council to Anne Jackson. Sale feedback.
- September 17, 2002. Email from John M. Teal to Anne Jackson. Sale feedback.
- September 17, 2002. Email from Jennifer Booher to Anne Jackson. Sale feedback.
- October 9, 2002. Email from Lisa Kissel to Anne Jackson. Sale feedback.
- Invoice from Weston Police Department.

**Box 4****27: 2003 (1 of 2)**

- October 22, 2002. Plant Sale Committee recommendations. Also copies with notes from March 19 and May 15, 2003.
- May 21, 2003. Announcement to staff splitting plant sale and open house into two events. Notes from Julie Warsowe.
- July 2003. Letter from Robert E. Cook to Friends of the Arboretum. Sale changes.
- July 14, 2001. Notes. Julie Warsowe.
- August 19, 2003. Notes. Julie Warsowe.
- August, 2003. Letter from Robert E. Cook to Friends of the Arboretum. Start times and tour information.
- Notes. Undated. Julie Warsowe.
- Maps of Arboretum indicating set up of signs and plant sale.
- September 2, 2003. Plant Sale Committee meeting agenda.
- Lists of plants for plant sale and self-guided tour
- "The Arnold Arboretum of Harvard University 23<sup>rd</sup> Annual Fall Plant Sale." Catalog with notes by Julie Warsowe on available plants.
- List of Available Plants (Draft.) Notes by Julie Warsowe.
- September 10, 2003. List of Donors and their plants/gifts.
- September 17, 2003. Parking assignments.
- Plant List Reference (Not or distribution)
- September 19, 2003. Plant sources for the Leventritt Garden.

- "Arnold Arboretum of Harvard University 23<sup>rd</sup> Annual Member's Fall Plant Sale, *Sunday, September 21, 2003*" RSVP card – Business Reply Mail.
- Preview Admittance Ticket/Free plant voucher.
- "WELCOME" brochure featuring list of plants, map, and grounds/tour information.
- "The Arnold Arboretum of Harvard University 23<sup>rd</sup> Annual Fall Plant Sale." Catalog (2 copies).
- September 21, 2003. Staff and Volunteer Assignments.
- Merchandise for sale.
- Silent Auction Bidding cards. (3)
- Notes. Julie Warsowe. Plant Sale Wrap Up.

### **28: 2003 (2of 2)**

- September 11, 2003. Signs for plant sale. Drafts.
- 27 Laminated plant sale signs with notes.
- Signs list with notes.

### **29: 2004**

- Plant Sale Committee recommendations (2 versions)
- August 13, 2004. Letter from Robert E. Cook to Friends of the Arboretum. Tour Day announcement.
- August 30, 2004. Letter from Robert E. Cook to Friends of the Arboretum. Plant Sale announcement.
- Preview admittance ticket/Free plant voucher.
- Admittance ticket/Free plant voucher.
- September 15, 2004. Memo from Anne Jackson to Arboretum staff with instructions.
- September 16, 2004. Plant sale signs created.
- Parking detail.
- September 19, 2004. Staff assignments and phone numbers.
- "Arnold Arboretum of Harvard University 24<sup>th</sup> Annual Fall Plant Sale." Catalog (2 copies).
- Self-Guided Tour Proposed Lists of plants.
- Self-Guided Tour Maps.
- Plant Sale Signs Needed.
- Plant Sale Sign Text.
- September 21, 2004. Letter from Sheryl White to staff on Plant Sale Merchandise Sales
- Julie Warsowe's Notes from 2004 Plant Sale Meetings.

### **30: 2005**

- August 2005. Letter from Robert E. Cook to Friends of the Arboretum. Note later start time.
- August 18, 2005. Meeting minutes.
- August 22, 2005. Letter from Jon M. Hetman, Development Manager to Arboretum Volunteers. Fall Plant Sale Volunteer Sign-up.



- Postcard: "*You're Invited* – Plant Sale Preview Tour, Saturday, September 10, 2005, 10:00 AM."
- Correspondence on "Self-Guided Tours" for plant sale.
- Preview admittance ticket/Free plant voucher.
- Admittance ticket/Free plant voucher.
- Schedule and parking detail
- Instructions for set-up of tents, tables, and signage.
- "Arnold Arboretum of Harvard University 25<sup>th</sup> Annual Fall Plant Sale." Catalog (2 copies).
- Welcome flyer. Changes to the catalog: Addition and Crop Failure.

### **31: 2006**

- July 25, 2006. Meeting minutes, planning schedule, and list of plants for sale.
- July 25, 2006. "Potential Plants for the Plant Sale Tour 06".
- July 25, 2006. Plant sale signage notes.
- "Self-Guided Tour of Plant Specimens". Paper example.
- "Self-Guided Tour of Plant Specimens". Laminated example.
- August 2006. Letter from Robert E. Cook to Friends of the Arboretum. Note start time for membership level.
- Preview admittance ticket/Free plant voucher.
- Admittance ticket/Free plant voucher.
- Mailing Envelope: "Catalog and Voucher Enclosed."
- Postcard: "*Please Join Us* - Plant Sale Preview Tour, Saturday, September 9, 2006 10:00 AM."
- September 17, 2006. Staff and volunteer assignments, instructions for volunteers.
- Diagram of tents and tables.
- "The Arnold Arboretum of Harvard University 26<sup>th</sup> Annual Fall Plant Sale." Catalog (2 copies).
- Thank You Card from Kelly Ruth to The Development Team (no date).
- Email from Ronda Brands to staff regarding agenda and background information for meeting in preparation for 2007 Plant Sale, December 1, 2006.
- Meeting notes from meeting in preparation for 2007 Plant Sale, December 5, 2006

### **32: 2007**

- Agenda for Plant Sale preparation meeting, July 11, 2007
- August 2007. Letter from Robert E. Cook to Friends of the Arboretum.
- Preview admittance ticket/Free plant voucher.
- Admittance ticket/Free plant voucher.
- Welcome flyer with schedule and map
- "The Arnold Arboretum of Harvard University 27<sup>th</sup> Annual Fall Plant Sale." Catalog.

### **33: 2008**

- August 2008. Letter from Robert E. Cook to Friends of the Arboretum.
- Preview admittance ticket/Free plant voucher.

- Admittance ticket/Free plant voucher.
- Postcard: "A *Sneak Peek* – Plant Sale Preview Tour with Michael Dossman, Saturday, September 13, 2008"
- Flyer: Plant Sale additions/deletions, schedule
- "The Arnold Arboretum of Harvard University 28<sup>th</sup> Annual Fall Plant Sale." Catalog.
- "2008 Plant Sale Staffing"
- September 21, 1008. "Plant Sale Prep Meeting: Agenda"
- September 21, 1008. "Plant Sale Follow Up"

#### **34: 2009**

- August 2009. Letter from Wendy Krauss to Friends of the Arboretum. Invitation to sale.
- Admittance ticket/Free plant voucher.
- "The Arnold Arboretum of Harvard University 29<sup>th</sup> Annual Members' Plant Sale & Giveaway." Catalog.

#### **35: 2012-14**

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- July 2012. Letter from Wendy Krauss to Friends of the Arboretum. Invitation to sale.
- Admittance ticket/Free plant voucher.
- "Members' Plant Giveaway." Brochure.
- Members Plant Giveaway brochure, 2014

#### **36: Undated Photographs**

- 13 photographs and 5 contact sheets of undated Plant Sale photographs

#### **37: Undated Slides**

- 80 undated Plant Sale slides