SONEDNA FOUNDATION, INC.
MANUSCRIPT COLLECTION

Developed by: Angela D. Stewart, Archivist

Jackson State University
Margaret Walker Center
Archives and Record Division

MANUSCRIPT COLLECTION

Collection Title: SonEdna Foundation, Inc.


Collection Number: AF046

Volume: 11 linear feet and 5 GB

Original (x)  
Duplicate (x)  
Digital (x)  
Photocopy (x)

Provenance:

This Collection was donated to the Margaret Walker Center by Ms. Myrna Colley-Lee, founder of the SonEdna Foundation on October 23, 2017.

Restrictions:

This collection has restrictions related to personal, legal and financial documents.

Copyright Warning: This Material may be protected by Copyright Law (Title 17 U. S. Code)
History:

The SonEdna Foundation celebrated and promoted the literary arts and writers of all genres and backgrounds in the Delta, in Mississippi, and the world.

Their programs and residencies supported the development and creativity of diverse, divergent, and emerging writers. They championed the essential value of literature by providing a rich artistic and stimulating intellectual environment for writers and the public.

The SonEdna Writer in Residence program offered invited writers, of all genres, a peaceful, supportive setting to concentrate research and write. In exchange, the writers were asked to present a program to the community.

Scope and Content:

This collection includes governance records, programs and financial records, digital images, 5 GB of digital records containing photographs, websites and Facebook pages, etc. via Google Drive. Items on Google drive have been transferred to a G Drive external hard drive. The items stored on the G Drive are considered born-digital materials because they were originally stored in a digital environment and transferred to the Center via a digital environment. There are some digitized materials contained the digital records that are digital derivatives of original paper or analog items and were created through scanning or another digitization process.

The original chronological arrangement of the series was maintained during processing.

This collection has been arranged chronologically (2004, 2006-2017) and into the following series:

**Series I: Organizational Files, 2004; 2006-2017, n.d.**
- **Subseries 1: Administration**
- **Subseries 2: Printed Material, Ephemera, Financial Records**
- **Subseries 3: Digital Material (External Hard Drive contained in a separate box.)**

Processing Information:
Collection accessioned October 23, 2017

Papers processed November 2017-February 2018, Angela D. Stewart, Archivist, Margaret Walker Center.

Finding aid written by Angela D. Stewart, Archivist, Margaret Walker Center.

Subject Headings
Administration of the arts
Authors
Charitable uses, trusts, and foundations.
Colley-Lee, Myrna
Community development--21st century.
Douglas, Benjamen
Harlem Renaissance and Beyond
Mississippi Arts Commission
Mississippi Humanities Council
SonEdna Foundation
SonEdna Foundation Board
SonEdna Literary Salon

SonEdna Foundation, Inc.

Subseries 1: Administration

Box 1 2004
F1  Cottonpatch Retreat ideas,  6 items

Box 2 2006
F1: Brochure
F2: Minutes
F3: Board Meeting – Sept. 9
F4: Meeting expenses – June
F5: Literary Salon
F6: Salon Author’s packets
F7: Alliances and Advertisements
F8: Foundation expenses
F9: Salon Expenses 9/06
F10: Cabin Ideas
F11: 2006
F12: Salon Correspondence
F13: goals, Mission, Vision
F14: CFNM Grant
F15: Board Seminar expenses
F16: In-Kind/ Pro. Bono
F17: Invoices Paid
F18: 2006-2007

Box 1 2007
F1: 501C3 Final Application – Feb. – May
F2: SonEdna Foundation Brochure – May
F4: Show Postmortem (Yellow legal Pad) – Nov.
F5: Greenville, MS Renaissance Scholars
F6: MS center for non-profits application
F7: University Press of Mississippi
F8: Board Information
F9: SonEdna foundation 501(c) 3 Application
F10: Laura Grant Application
F11: Rath Grant Application
F12: Starbuck’s grant
F13: Irby Foundation Grant
F14: MAC project Grant
F15: Entergy Grant
F16: LogoStore Grant
F17: MHC Planning Grant
F18: Ford Grant
F19: Straddlefork Foundation Grant

Box 2 2007
F1: Calabash Festival 2007
F2: Silent Auction Bidding Sheet 2007
F3: Minutes, Jan. 1 2007
F4: Festivals & Events Coordinators Workshops Jan 16, 2007
F5: Mississippi Center for Non-profits Feb. 28, 2007
F6: By-laws January 15, 2007
F7: Intern Confidentiality Agreement March 14, 2007
F8: Meeting with Karen Baxter March 24, 2007
F9: Salon Tracks April 2007
F10: Rock River Appreciation March 20, 2007
F11: Salon Programs April 21, 2007
F12: Image Release April 22, 2007
F13: Salon Planning April 2007
F14: Writer Info April 22 2007
F15: Board Meeting April 22, 2007
F16: Salon Press Agreement April 21, 2007
F17: Salon Invitations April 21, 2007
F18: SonEdna Strategic Plan June 15, 2007
F19: Salon Correspondence April 2007
F20: Invoices Paid April 2007
F21: Picnic May 29, 2007
F22: Reference Forms June 18, 2007
F23: PAE September 29, 2007
F24: Business Meeting Agenda Nov. 4, 2007
F25: Bylaws Nov. 2007
F26: Account Info Nov. 27, 2007
F27: Image and Materials Nov. 2007
F28: Writers Showcase Nov. 2007
F29: Correspondence Nov. 2007
F30: Technical Assistance Grant/Performing Arts Exchange, 2007
**Box 1 2008**
F02: Harlem Renaissance and Beyond, February 2008
F03: Harlem Renaissance and Beyond, February 2008
F04: Harlem Renaissance and Beyond, February 2008
F05: Harlem Renaissance and Beyond, Invitations, 10 items
F06: Harlem Renaissance and Beyond, February 2008
F07: Creative Non-Fiction Conference, February 27-March 2, 2008
F09: Board Minutes, June 29, 2008
F10: Juke Joint Festival Writing Contest, 2008
F11: Strategic Planning Retreat, June 26-July 1, 2008
F12: SonEdna Literary Salon and Silent Auction, October 17, 2008
F13: Fall Literary Salon and Silent Auction, October 17, 2008
F14: SonEdna Salon and Silent Auction, October 17, 2008
F15: Fall Literary Salon Auction Bid Sheets
F16: Financial Information 2008
F17: Invoices Paid, 2008
F18: In-Kind/Pro Bono, 2008
F20: 2008 IRS Form 990
F22: Arboretum Information
F23: Marketing Ideas, 2008
F24: Festival Ideas, 2008
F26: Correspondence: Mississippi Arts Commission, 2008

**Box 2 2008**
F01: MAC minigrant, 2008
F02: MHC Planning Grant, 2008
F03: SonEdna Foundation, News clipping, Clarion-Ledger, February 15, 2008; SEF Bookmarks
F04: Other Retreats, 2008-2009
F05: Agenda, Business Meeting, February 10, 2008

**Box 1 2009**
F01: Correspondence: Juke Joint Festival, March 22, 2009
F02: Correspondence: Mississippi Humanities Council, April 13, 2009
F03: Dramatic Reading Series, August 10, 2009
F04: Fall Salon, November 20, 2009
F05: Salon, RSVP, November 20, 2009
F06: Salon Program, November 20, 2009
F07: Financial Information, Silent Auction Bid Sheets, 2009
F08: BKD, CPA 2009
F09: 2009 Invoices
Box 1 2010
F01: Publishing Partnership between SonEdna Foundation and Nautilus Publishing, 2010
F02: Los Angeles Friendraiser (Catering), 2010
F03: Miscellaneous, 2010
F04: SonEdna Foundation Initiatives, 2010
F05: Financial Records, (RESTRICTED), 2010
F06: Charleston Olio Musical Production, 2010

Box 1 2011
F01: SonEdna Foundation, Federal Tax Form 941, 2011-2017
F02: Los Angeles Friendraiser, Receipts and Correspondence, 2011
F03: 2011 Invoices
F04: Charleston Olio Schedule for September 10, 2011 reading
F05: National Black Theatre Festival Contracts, 2011
F06: Incoming Correspondence: Community Foundation of Northwest Mississippi
F07: Program Booklets for National Black Theatre Festival, August 1-6, 2011

Box 1 2012
F01: Accounting Services Invoices, 2012
F02: Executive Director Search Expenses, 2012
F03: Financial Development, Major Donor Prospect Research, 2012-2013
F04: Programming, 2012
F05: Program Summaries
F06: Miscellaneous, 2012
F07: SonEdna Foundation October Poetry Out Loud Program and Board Meeting
F08: Summer Board Retreat Agenda
F09: SonEdna Foundation Letter of Engagement for Karen Allen Baxter
F10: Executive Director Transition Memo

Box 1 2013
F01: Phil Hardin Foundation Application, 2013-2014
F02: Dreyfus Foundation Application
F03: Create A Thon 2013
F04: 2013 Funding Request Prospect List
F05: Community Foundation of Northwest Mississippi, 2013-2014
F06: NEH Challenge Grant, 2013
F07: Year End Donations, 2013
F08: SonEdna Interim Executive Director To Do List
F09: Blackbaud eTapestry User Agreement, September 18, 2013
F12: National Black Theatre Festival
F13: Snaps, Claps, and Raps-Remixed! Flyers
F14: Students Poetry
F15: Snaps, Claps, and Raps-Remixed! Registration Forms
F16: Snaps, Claps, and Raps-Remixed! Flyers
F17: Student Image Release Forms
F18: Snaps, Claps, and Raps-Remixed! Poetry Workshop Sign-In Sheets
F19: Newspapers clippings, 2013
F20: Miranda Pampley-Kincaid, Resume
F21: Correspondence
F22: Correspondence
F23: Correspondence
F24: Gateway Festival Banner Proof, 2013
F25: SonEdna Foundation, Board Meeting, August 2, 2013
F26: SonEdna Foundation Finance & Development Committee, July 9, 2013
F27: Financial Records, September 2013
F30: Conflict of Interest Forms, 2013
F31: Board Non-Disclosure Agreements
F32: Board Profiles
F33: Snaps, Claps, and Raps-Remixed! Fall Permission Forms
F34: SonEdna Book Sales Report
F35: SonEdna Guest Prep and Clean Up
F36: Correspondence
F37: SonEdna Executive Retreat Agenda
F38: Board Teleconference Agenda, May 6, 2013
F39: Board Program Committee

Box 2 2013 (SonEdna Foundation, Inc., Executive Director Search)

Box 1 2014
F01: Board Minutes and Correspondence
F02: Board Retreat
F03: Board Meeting, September 26, 2014
F04: Board Meeting, 2014-2015
F05: Financial Information
F06: 2014 Revised Budget
F07: New Hampshire Charitable Foundation
F08: Fundraising 2014
F09: New board member handbook
F10: IRS non-profit status application
F11: Residencies, 2014
F12: Mississippi Arts Commission Operating Grant
F13: Sustainable Funding Webinar
F14: Correspondence
F15: Credit Card Application
F16: Amazon Smile Foundation
F17: Alliance of Artists Communities
F18: SonEdna Executive Director Handbook
F19: Tax Notices
F20: Planning Retreat
F21: Gateway Festival
F22: Indianola Residency
F23: Poetry Out Loud
F24: Poetry for Life
F25: Meet the New Executive Director

Box 1 2015
F01: Correspondence: The Phil Hardin Foundation, January 15, 2015
F02: Correspondence: 21 items
F03: Board and Strategic Planning Meeting, April 2015
F04: Mississippi Arts Commission Grant Correspondence, May 21, 2015
F05: Receipts, 2015-2016
F06: 2015 SonEdna Foundation Federal Tax Form
F07: 2015 Mississippi Association of Grantmakers
F08: Correspondence: Community Foundation of Northwest Mississippi
F09: 2015 Mississippi Arts Commission Mini-Grant
F10: SonEdna Foundation Arts Administration Internship
F11: 2015 Financial Records
F12: 2015 Challenge America
F13: Grants, 2015
F15: SonEdna Foundation Board Meeting Agenda, April 16-18, 2015
F16: SonEdna Foundation Board Meeting Agenda, April 16-18, 2015
F17: SonEdna Foundation Board Meeting Agenda, April 16-18, 2015
F18: Program Committee, 2015
F19: SonEdna Nominating Committee, 2015
F20: Form 941 for 2015 Quarterly Employers’ Federal Tax Return
F21: Regions Bank Statements, 2015
F22: Community Foundation Endowment, 2015
F23: Community Advisory Committee
F24: D&O Application 2015
F25: Advertising, 2015
F26: Salon Planning, March 29, 2015
F27: Watch Night Script, National Black Theatre Festival
F28: Mississippi Arts Commission Grant Application

Box 1 2016-2017
F01: Mississippi Arts Commission, August 1, 2016
F02: Executive Director Reports
F03: Correspondence: Royalty Network
F04: Financial Record of Dissolution of Foundation and sale of computer

Box 1 Not Dated
F01: Fundraising ideas
F02: Registration Table Sign-In Sheets (BLANK)
F03: Master of Fine Arts in Memphis, Graceland Too
F04: Potential Artists
F05: Promotional Material for Oxford, Mississippi
F06: Information about other museums
F07: Correspondence with general public
F08: Fundraising Ideas
F09: Welty Foundation
F10: About SonEdna
F11: Pritchard House
F12: Program Ideas
F13: Mississippi Creative Programs
F14: Alliance of Artist Communities
F15: SonEdna: Who We Are, What We Do
F16: Information on Charlie Cobb
F17: Trials of the Earth

Subseries 2: Printed Material, Ephemera, Financial Records

Box 1 Printed Material
F01: SonEdna Literary Salon, April 21, 2007
F02: Clippings about SonEdna programs

Box 2 Printed Material
F01: Mississippi Turning Documentary Films Proposal

Box 1 Ephemera
F01: National Black Theatre Festival program, August 1-6, 2011
F02: Charleston Olio program booklet, August 2-5, 2011
F03: Stark Young Tribute, program, March 28, 2013
F04: National Black Theatre Festival Mid-Morning Matinee Series, July 31-August 2, 2013
F05: National Black Theatre Festival, Lorey Hayes Power Play, program, July 30-August 1, 2013

Box 2 Ephemera
F01: Some Sing, Some Cry Promotional Material, 2006
F02: Some Sing, Some Cry Promotional Material, 2006
F03: SonEdna Foundation Newsletter, November 17, 2006
F04: SonEdna Literary Salon, program, April 21, 2007
F05: SonEdna Writers’ Showcase, November 3, 2007
F07: SonEdna Literary Salon, November 20, 2009
F08: Some Sing, Some Cry Cast Reception, December 4, 2010
F09: Save the Date cards, National Black Theatre Festival, August 1-6, 2011
F10: Charleston Olio push cards, August 2-4, 2011
F11: SonEdna Mid-Morning Matinee Series push cards, August 2, 2011
F12: SonEdna Welcome Reception, October 27, 2012
F13: Incoming Correspondence to Myrna Colley Lee, October 31, 2016
F14: SonEdna Program History, 2007-2013

**Box 1 Printed or Audiovisual Material**
F01: SonEdna Foundation Brochures, 19 items
F02: Executive Director Search push cards, 19 items
F03: SonEdna Foundation Writers Workshop push cards, 10 items
F04: SonEdna Foundation CD-Rs (Harlem Renaissance)
F05: Charleston OLIO, playbill, 11 items
F06: SonEdna Foundation Silent Auction Bid Sheets
F07: SonEdna Foundation Bookmarks, Brochures and Rack Cards

**Box 2 Printed Materials**
F01: National Endowment for the Arts Reference Materials
F02: Miscellaneous Reference Materials
F03: Kennedy Center Board Member Seminar

**Box 1 Charles Schwab Institutional Investment Account Statements**
F01: Statement Period: October 1-31, 2010
F02: Statement Period: January-December 2011
F03: Statement Period: April1-November 30, 2012
F04: Statement Period: January 1-December 31, 2013
F05: Statement Period: January 1-June 30, 2014 (excluding February)
F06: Correspondence
F07: Correspondence
F08: Printed Material

**Box 1 SonEdna Foundation, Financial Records, 2006-2011**
F01: Startup Documents
F02: IRS Employer Identification Number
F03: Old Check Stubs
F04: Articles of Incorporation
F05: Bank Statements, 2006
F06: Salon RSVPs, 2007
F07: Bank Statements, 2007
F08: Salon Book Sales, April 2007
F09: Salon Expenses, April 2007
F10: American Express Statements, 2007
F11: Mississippi Charitable Organization Registration Renewal, 2008
F12: Charitable Organization Registration
F13: Charity Registration
F14: Mississippi Secretary of State Correspondence
F15: IRS Form 990, 2009
F16: IRS Form 990, 2010
F17: Federal and State Tax Documents, 2007-2010
F18: Determination of Federal Tax Exempt Status Letter
F19: Trademark Application
F20: Trademark Status
F21: Regions Bank Correspondence
F22: Fall Event 2008 Copies of Checks
F23: Bank Statements, 2008
F25: Copies of Checks, 2008
F26: Blank Credit Card Order Forms
F27: Bank Statements, 2009
F29: Form 1099, 2011
F30: Form 990, 2011
F31: Tax Documents, 2011
F32: American Express Statements, 2011
F33: American Express Statements, 2011

**Box 1 SonEdna Foundation, Financial Records, 2012-2017**

F01: Deposits, 2012
F02: Invoices
F03: PayPal Statements
F04: Budget notes
F05: Sam’s Club
F06: Bank Statements
F07: American Express Statements, 2012
F08: Tax Returns, 2012
F09: State Employment Tax Forms, 2012
F10: Bank Statements, 2012
F11: Form 990 and 8879, 2013
F13: Invoices and Receipts, 2013
F14: Executive Director Interviews Minutes and Notes
F15: Bank Statements, 2013
F16: Budget, 2013
F17: Insurance Application, 2013
F18: D&O Insurance Inquiries
F19: Tax Returns, 2013
F20: Bank Statements, 2014
F21: Payroll Tax, 2013
F22: Form 990, 2014
F23: Tax Returns, 2014
F24: W-9s
F25: Check Stubs, 2014-2016
F26: Authorized signers on checking account
F29: Taxes, 2015
F30: Invoices Paid, 2015
F31: Deposit Slips, 2015
F33: Taxes, 2016
F34: Invoices, 2017
F35: 3rd Quarter 941, 2017
F36: Credit Card Authorization Forms

Box 1 Newspapers and Clippings
F01: Tallahatchie County Sun-Sentinel, July 24, 2014, 10 items
F02: Clipping: “SonEdna to Host Reception for New Executive Director,” July 24, 2014, 2 items
F03: Clipping: “Program to Show How Use of Poetry can help Dementia,” October 30, 2014
F04: Clipping: “Gateway to the Delta Festival in Charleston,” September 25, 2014, 2 items
F05: Clipping: “Extended Care Facility News,” December 4, 2014
F06: Clipping: “SonEdna given Grant Awards,” December 25, 2014
F07: Clipping: “TGH donates $7,000 to SonEdna to assist with Elderly Poetry Project, April 16, 2015
F08: Tallahatchie County Sun-Sentinel, April 23, 2015

Box 2: Newspapers, Clippings, Posters
F01: Clipping: “State Arts Board Meets in Charleston,” October 25, 2012
F02: Clipping: “Remembering Stark Young,” April 5, 2013
F03: Tallahatchie County Sun-Sentinel, July 24, 2014
F04: The Greenwood Commonwealth, September 8, 2016
F05: Clipping: “SonEdna to Teach Hip-Hop Poetry,” July 18, 2013
F06: Clipping: “Douglas serves a Grant Reviewer,” May 10, 2010
F07: Clipping: “Writing the Wrong,” April 24, 2007
F08: Clipping: “Actress Ruby Dee among Authors Reading at Morgan Freeman Home,” April 20, 2007
F09: Clipping: “Freeman Estate Hosts Literary Showcase,” n.d.
F10: Clipping: “A Literary Celebration,” April 29, 2007
F11: Clipping: “SonEdna Foundation hosts Ruby Dee, other writers,” March 22, 2007
F12: Clipping: “Dee to Read at Morgan Freeman’s,” April 20, 2007
F13: Clipping: “Actress Ruby Dee Among Authors Reading at Morgan Freeman Home,” April 22, 2007
F14: Clipping: “SonEdna Foundation hosts second literary salon on April 21,” April 2007
F15: Clipping: “Morgan Freeman hosting reading,” April 21, 2007

Box 3: Newspapers, Clippings, Posters
F01: The Chronicle, July/August 2011, 11 items
F02: Invitation Oxford, Holiday 2010, 6 items
F03: The Oxford Eagle, April 24, 2007, 1 item
F04: The Oxford Eagle, November 29, 2010, 7 items
F05: Poster: Victoria Rowell Reading, November 3, 2007, 6 items
Subseries 3: Digital Material (External Hard Drive contained in a separate box.)

<table>
<thead>
<tr>
<th>Title</th>
<th>Date(s)</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>SonEdna Organizational Calendar</td>
<td>2013</td>
<td>PDF</td>
</tr>
<tr>
<td>Myrna Colley Lee electronic signature</td>
<td>n.d.</td>
<td>JPEG</td>
</tr>
<tr>
<td>Myrna Colley Lee head shot (full color image)</td>
<td>n.d.</td>
<td>JPEG</td>
</tr>
<tr>
<td>Trademark application notice</td>
<td>04/29/2008</td>
<td>PDF</td>
</tr>
<tr>
<td>Stuart Hammer Correspondence (Outgoing)</td>
<td>09/28/2006</td>
<td>MS WORD</td>
</tr>
<tr>
<td>Alzheimer’s Poetry Project Correspondence (Incoming)</td>
<td>02/15/2015</td>
<td>MS WORD</td>
</tr>
<tr>
<td>Advance Ruling Information IRS Correspondence (Incoming)</td>
<td>06/15/2009</td>
<td>PDF</td>
</tr>
<tr>
<td>About SonEdna</td>
<td>n.d.</td>
<td>PDF</td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>2013</td>
<td>PDF</td>
</tr>
<tr>
<td>SonEdna Preliminary Writers Retreat Discussion</td>
<td>02/1-2/2014</td>
<td>PDF</td>
</tr>
<tr>
<td>Writers’ Center</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Volunteers</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Photos Library</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Board</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Public Relations</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Programs and Events</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Policies</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>IT</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Internship</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Guiding Documents</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Forms</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Finances</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>ED</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Dissolution</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Quick Look</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Art. Inc. Amendment Cover letter (Pages document)</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Charitable Organization registration</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>501(c)3 Application</td>
<td></td>
<td>File folder</td>
</tr>
<tr>
<td>Applications</td>
<td></td>
<td>File folder</td>
</tr>
</tbody>
</table>