



**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.

**Dates Covered:** 2004; 2006-2017, n.d.

**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, Benjamin  
Harlem Renaissance and Beyond  
Mississippi Arts Commission  
Mississippi Humanities Council  
SonEdna Foundation  
SonEdna Foundation Board  
SonEdna Literary Salon

**SonEdna Foundation, Inc.**

**Series I: Organizational Files, 2004; 2006-2017, n.d.**  
**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  
F3: Potential Writers – 2007-2009  
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**

- F01: SonEdna Foundation, Inc., Business Meeting Agenda, February 10, 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
- F08: Theatre Goodman: The Ballad of Emmitt Till, May 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
- F19: New Hampshire Charitable Foundation, 2008
- F20: 2008 IRS Form 990
- F21: Ideas for Newsletters, 2008
- F22: Arboretum Information
- F23: Marketing Ideas, 2008
- F24: Festival Ideas, 2008
- F25: Tennessee Williams/New Orleans Literary Festival, 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
- F10: Financial Records, 2013
- F11: Financial Records, 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
- F28: Financial Records, November 30, 2013
- F29: Financial Records, October 13, 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
- F14: Financial Records, 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

**Series I: Organizational Files, 2004; 2006-2017, n.d.**

**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
- F06: National Black Theatre Festival, The Ballad of Emmett Till, program, August 2-3, 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
- F06: SonEdna Foundation Silent Auction Guide, February 7, 2008
- 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: April 1-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  
F24: American Express Statements, 2008  
F25: Copies of Checks, 2008  
F26: Blank Credit Card Order Forms  
F27: Bank Statements, 2009  
F28: American Express Statements, 2011  
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  
F12: Federal Employment Tax Records, 2012  
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  
F27: Financial Records, 2014

- F28: American Express Statements, 2015
- F29: Taxes, 2015
- F30: Invoices Paid, 2015
- F31: Deposit Slips, 2015
- F32: Financial Records, 2016
- F33: Taxes, 2016
- F34: Invoices, 2017
- F35: 3<sup>rd</sup> 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

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

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