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Employee Ownership Project; Records

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M.E. Grenander Department of Special Collections & Archives

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Summary Information

Repository:	M.E. Grenander Department of Special Collections & Archives
Title:	Employee Ownership Project Records
ID:	apap120
Date [inclusive]:	1967-2000
Physical Description:	10.17 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Abstract:	Records of independent, non-profit organization which promotes the creation and growth of micro-enterprises and small business ventures to improve the lives of low and moderate income residents of the Capital Region.

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Employee Ownership Project Records, 1967-2000. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Employee Ownership Project Records).

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Administrative History

The Employee Ownership Project (EOP) is an independent, non-profit organization formed in 1987, whose main objective is to improve the lives of low and moderate income residents of the Capital Region through the creation and growth of micro-enterprises and small business ventures. The EOP supports and promotes the creation and development of enterprises which feature democratic ownership and decision making structures. EOP has reached out to and engaged Albany's Arbor Hill and West Hill neighborhoods in order to establish the organization's presence in working and low income communities. EOP has offered a series of workshops and seminars on starting businesses and enterprises as well as reaching out to adolescents.

The EOP has been influential in starting dozens of small businesses, which have created or maintained over one hundred jobs for low and moderate income individuals. The EOP helped start up businesses such as a convenience store, a sewing factory, a dry cleaning business, a contracting firm, and an asbestos and hazardous waste removal business. The EOP serves people who might not otherwise be considered entrepreneurs and tries to match people with complimentary skills necessary in effort to create successful businesses.

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Scope and Contents

The collection contains board meeting minutes, charter financial records, executive director subject files, and loan case files.

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Arrangement of the Collection

The collection is arranged into six series and the series are arranged alphabetically.

- 1 Series 1 - Administration, 1987-2000, 1 cubic ft.
- 2 Series 2 - Organizational Contacts, 1987-1998, 1 cubic ft.
- 3 Series 3 - Network Strategies, 1981-1997, 1 cubic ft.
- 4 Series 4 - Community Outreach, 1970-2000, .83 cubic ft.
- 5 Series 5 - Albany County Opportunity Inc., 1967-1973, .17 cubic ft.
- 6 Series 6 - Loan Case Files, 1984-1997, undated, 6.17 cubic ft.

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Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Revision Description

Encoded in EAD by Tony W. Seewongchai 2012

Processing Information

Processed in 2007 by Chris Batista, Kevin Layer, Kayla Misner.

Acquisition Information

All items in this manuscript group were donated to the University Libraries, M.E. Grenander Department of Special Collections and Archives, by Richard L. Shirey in September 2001.

Access

Access to Series 6 is restricted. No client name, client business name, telephone number, address or personal data may be made public for at least 50 years (2051). Data may be aggregated for research purposes. Access to all other records is unrestricted.

Copyright

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Controlled Access Headings

- Social Activists and Public Advocates
- Labor
- Albany, New York
- Employee ownership--United States
- Albany Pine Bush Preserve (Albany, N.Y.)
- Albany (Or.). Planning and Zoning Commission
- Fundraising--New York (State)--Albany (N.Y.)
- Albany (N.Y.)
- Meetings
- Fundraising
- Cooperative
- Center

- Minutes
- Neighborhoods
- ICA
- Community
- Personnel
- Employee Ownership Project

Collection Inventory

Administration, 1987-2000Undated

Title/Description	Instances
About EOP, Undated	Box 1 (1-Administration) Folder 1
Chart of Accounts, 1983	Box 1 (1-Administration) Folder 2
Board Minutes, 1987-1988	Box 1 (1-Administration) Folder 3
Board of Directors, 1988-1992	Box 1 (1-Administration) Folder 4
Board Minutes, 1989	Box 1 (1-Administration) Folder 5
Board Minutes, 1990	Box 1 (1-Administration) Folder 6
Board Minutes, 1991	Box 1 (1-Administration) Folder 7
Board Minutes, 1992	Box 1 (1-Administration) Folder 8
Board Minutes, 1993	Box 1 (1-Administration) Folder 9
Board Meetings, 1993	Box 1 (1-Administration) Folder 10
Board Meetings, 1994	Box 1 (1-Administration) Folder 11
Board Meeting Notes, 1994	Box 1 (1-Administration) Folder 12
Board Minutes, 1994	Box 1 (1-Administration) Folder 13
Board Meetings, 1995	Box 1 (1-Administration) Folder 14
Board Minutes, 1995	

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	Box 1 (1-Administration)	Folder 15
Board Meetings, 1996	Box 1 (1-Administration)	Folder 16
Board Minutes, 1996	Box 1 (1-Administration)	Folder 17
Board Minutes, 1997	Box 1 (1-Administration)	Folder 18
Board Meetings, 1998	Box 1 (1-Administration)	Folder 19
Board Minutes, 1998	Box 1 (1-Administration)	Folder 20
Board Nominations and Job Descriptions, 1996-1997	Box 1 (1-Administration)	Folder 21
Board Planning, Undated	Box 1 (1-Administration)	Folder 22
Board Surveys, Undated	Box 1 (1-Administration)	Folder 23
By-laws and Mission, Undated	Box 1 (1-Administration)	Folder 24
Capitol District Community Economic Development Network, 1993	Box 1 (1-Administration)	Folder 25
Catholic Charities Wire Transfers, 1993	Box 1 (1-Administration)	Folder 26
Certificate of Incorporation, 1987	Box 1 (1-Administration)	Folder 27
Community Development Black Grant Proposal, 1997	Box 1 (1-Administration)	Folder 28
Community Economic Development Mondragon Model, 199019941997	Box 1 (1-Administration)	Folder 29
Corporate Records Kit, Undated	Box 1 (1-Administration)	Folder 30
Correspondence, 19892000	Box 1 (1-Administration)	Folder 31
Development Committee, 1996	Box 1 (1-Administration)	Folder 32
Development Finance Study, 1992	Box 1 (1-Administration)	Folder 33
Diocesan Development Project Proposal, 1990	Box 1 (1-Administration)	Folder 34
Executive Committee, 1997		

	Box 1 (1-Administration)	Folder 35
Frederick McDonald Trust Grant Sienna College, 1997	Box 1 (1-Administration)	Folder 36
Human Resources Committee, 1996	Box 1 (1-Administration)	Folder 37
Internal Affairs Nomination Committee, Undated	Box 1 (1-Administration)	Folder 38
Long Range Planning Committee, 1992	Box 1 (1-Administration)	Folder 39
McTAP Training, 1998	Box 1 (1-Administration)	Folder 40
Mailing Lists, 1993	Box 1 (1-Administration)	Folder 41
Personnel Directors Search Advertising, 1988	Box 1 (1-Administration)	Folder 42
Personnel Funding From Catholic Charities, 1988-1992	Box 1 (1-Administration)	Folder 43
Personnel Policies, 1987/1995-1997	Box 1 (1-Administration)	Folder 44
Powers, Joseph, Obituary, 1994	Box 1 (1-Administration)	Folder 45
Program Committee, 1996	Box 1 (1-Administration)	Folder 46
Recruitment Outreach Committee, Undated	Box 1 (1-Administration)	Folder 47
Social Dimension of Workers Cooperatives, 1996	Box 1 (1-Administration)	Folder 48
Staff Meetings, 1995-1997	Box 1 (1-Administration)	Folder 49
Tax Exempt Certificate, 1987-1989/1997	Box 1 (1-Administration)	Folder 50
Youth Entrepreneur Program, Undated	Box 1 (1-Administration)	Folder 51

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Organizational Contacts, 1987-1998Undated

Title/Description	Instances
Articles and News Clippings, 1988-1993	

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	Box 1 (2-Organizational Contacts)	Folder 1
Babson College, 1993-1995	Box 1 (2-Organizational Contacts)	Folder 2
Bank Symposium, 1996-1997	Box 1 (2-Organizational Contacts)	Folder 3
Ben and Jerry's, 1990	Box 1 (2-Organizational Contacts)	Folder 4
Bloom, Jane, 1991-1992	Box 1 (2-Organizational Contacts)	Folder 5
Business Maintenance Organization, 1989-1992	Box 1 (2-Organizational Contacts)	Folder 6
Chase Chemical, 1996	Box 1 (2-Organizational Contacts)	Folder 7
Charitable Venture Foundation, 1995	Box 1 (2-Organizational Contacts)	Folder 8
Citibank Proposal, 1989	Box 1 (2-Organizational Contacts)	Folder 9
Corpus Christi Church, 1996	Box 1 (2-Organizational Contacts)	Folder 10
Department of Economic Development Recycling Grant, 1990	Box 1 (2-Organizational Contacts)	Folder 11
Department of Labor Microenterprise, 1994	Box 1 (2-Organizational Contacts)	Folder 12
The Discount Foundation, 1997	Box 1 (2-Organizational Contacts)	Folder 13
Donation Response, 1993-1994	Box 1 (2-Organizational Contacts)	Folder 14
Empowerment Zones, 1996	Box 1 (2-Organizational Contacts)	Folder 15
Enterprise Community, 1995-1998		

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	Box 1 (2-Organizational Contacts)	Folder 16
Fee Scale, Undated	Box 1 (2-Organizational Contacts)	Folder 17
Fleet Bank, 1994-1997	Box 1 (2-Organizational Contacts)	Folder 18
Fleet Youths Grant, 1997	Box 1 (2-Organizational Contacts)	Folder 19
Ford Foundation, 1994-1995	Box 1 (2-Organizational Contacts)	Folder 20
Fundraising, 1989-1992	Box 1 (2-Organizational Contacts)	Folder 21
Fundraising Letter, 1997	Box 1 (2-Organizational Contacts)	Folder 22
Gift In Kind America, 1992-1996	Box 1 (2-Organizational Contacts)	Folder 23
Hitachi Foundation, 1997	Box 1 (2-Organizational Contacts)	Folder 24
Howard and Bush, 1997	Box 1 (2-Organizational Contacts)	Folder 25
Industrial Cooperative Association, 1987-1993	Box 1 (2-Organizational Contacts)	Folder 26
Jobs Now, 1996	Box 1 (2-Organizational Contacts)	Folder 27
Kazanjan Economics Foundation Inc., 1991	Box 1 (2-Organizational Contacts)	Folder 28
Kellogg Foundation, 1996	Box 1 (2-Organizational Contacts)	Folder 29
Leviticus Alternative Fund, 1987-1997	Box 1 (2-Organizational Contacts)	Folder 30
Marketing Course, Undated		

	Box 1 (2-Organizational Contacts)	Folder 31
Marketing Plans, 1991	Box 1 (2-Organizational Contacts)	Folder 32
McDonald Trust, Siena College, 1997	Box 1 (2-Organizational Contacts)	Folder 33
Merck Foundation, 1993-1996	Box 1 (2-Organizational Contacts)	Folder 34
Miscellaneous Grants, 1992-1997	Box 1 (2-Organizational Contacts)	Folder 35
Miscellaneous Grants, 1994-1997	Box 1 (2-Organizational Contacts)	Folder 36
Mohawk Hudson Community Foundation, 1990-1996	Box 1 (2-Organizational Contacts)	Folder 37
Mott Foundation, 1997	Box 1 (2-Organizational Contacts)	Folder 38
Ms. Foundation, 1995-1996	Box 1 (2-Organizational Contacts)	Folder 39
Needmor Fund, 1990	Box 1 (2-Organizational Contacts)	Folder 40
New Business Ventures and Entrepreneurship, 1992	Box 1 (2-Organizational Contacts)	Folder 41
New York State Legislature, 1997	Box 1 (2-Organizational Contacts)	Folder 42
Possible Grants, 1995-1996	Box 1 (2-Organizational Contacts)	Folder 43
Reaching the Hip Hop Generation, 1990	Box 1 (2-Organizational Contacts)	Folder 44
SEFA Campaign, 1993	Box 1 (2-Organizational Contacts)	Folder 45
Siena College, 1988-198919951997		

	Box 1 (2-Organizational Contacts)	Folder 46
St. Madeleine Sophie Sacrificial Sharing, Undated	Box 1 (2-Organizational Contacts)	Folder 47
Loan Papers, Undated	Box 1 (2-Organizational Contacts)	Folder 48

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Network Strategies, 1981-1997 Undated

Title/Description	Instances	
Business Incubator Without Walls, 1997	Box 1 (3-Network Strategies)	Folder 1
Capitol District Community Economic Development Network Meetings, 1993-1994	Box 1 (3-Network Strategies)	Folder 2
Capitol Region Education Center for Economic Development, 1987-1992	Box 1 (3-Network Strategies)	Folder 3
Capozolla, Nick, 1992-1995	Box 1 (3-Network Strategies)	Folder 4
Davis, Bonita, 1992	Box 1 (3-Network Strategies)	Folder 5
Demographics, Undated	Box 1 (3-Network Strategies)	Folder 6
Dudley Park Residents Council, 1993	Box 1 (3-Network Strategies)	Folder 7
EOP Goal and Mission, 1989	Box 1 (3-Network Strategies)	Folder 8
Federation of Industrial Retention and Renewal, 1989-1996	Box 1 (3-Network Strategies)	Folder 9
Finn, Jonathan Vista Volunteer, 1995-1997		

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	Box 1 (3- Network Strategies)	Folder 10
Human Resources Committee, 1996-1997	Box 1 (3- Network Strategies)	Folder 11
Ideas and General Information, 1991-1992	Box 1 (3- Network Strategies)	Folder 12
Industrial Cooperative Association, 1984-1989	Box 1 (3- Network Strategies)	Folder 13
ICA Documents, 1981-1986	Box 1 (3- Network Strategies)	Folder 14
ICA Education Models, 1989-1990	Box 1 (3- Network Strategies)	Folder 15
ICA General, 1983-1993	Box 1 (3- Network Strategies)	Folder 16
ICA Getting Organized For Worker Ownership, 1987	Box 1 (3- Network Strategies)	Folder 17
Interns, 1988-1990	Box 1 (3- Network Strategies)	Folder 18
Job Placement Consortium, Undated	Box 1 (3- Network Strategies)	Folder 19
Job Service Corps, 1995	Box 1 (3- Network Strategies)	Folder 20
Long Term Planning, 1992	Box 1 (3- Network Strategies)	Folder 21
Microenterprise Project, 1990-1996	Box 1 (3- Network Strategies)	Folder 22
Miscellaneous, Undated	Box 1 (3- Network Strategies)	Folder 23
National Center for Employee Ownership, 1985-1987	Box 1 (3- Network Strategies)	Folder 24
National Cooperative Bank, 1988-1991		

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	Box 1 (3- Network Strategies)	Folder 25
National Cooperative Bank, Bank Notes, 1988-1992	Box 1 (3- Network Strategies)	Folder 26
National Equity Development Group, 1995	Box 1 (3- Network Strategies)	Folder 27
Naigutuch Valley Project, 1985-1986	Box 1 (3- Network Strategies)	Folder 28
The Neighborhood Works, 1993-1997	Box 1 (3- Network Strategies)	Folder 29
New York Center for Employee Ownership and Participation, 1986-1989	Box 1 (3- Network Strategies)	Folder 30
Organizations, 1980-1995	Box 1 (3- Network Strategies)	Folder 31
Rensselaer County Entrepreneurship Assistance Program, 1997	Box 1 (3- Network Strategies)	Folder 32
Research, 1995	Box 1 (3- Network Strategies)	Folder 33
Saint Patrick's Parish, 1990-1992	Box 1 (3- Network Strategies)	Folder 34
Small Business Development Center, 1990	Box 1 (3- Network Strategies)	Folder 35
Small Business Network, 1992	Box 1 (3- Network Strategies)	Folder 36
Staff Development, 1996	Box 1 (3- Network Strategies)	Folder 37
Strategy, 1987-1988	Box 1 (3- Network Strategies)	Folder 38
Tri-City Shalom Americorps, 1997	Box 1 (3- Network Strategies)	Folder 39
Volunteerism, 1984-1986		

	Box 1 (3- Network Strategies)	Folder 40
Welfare to Work, 1995	Box 1 (3- Network Strategies)	Folder 41
Workers Owned Sewing Company, 1981-19821992	Box 1 (3- Network Strategies)	Folder 42

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Community Outreach, 1970-2000Undated

Title/Description	Instances	
Advisory Council, 1989-19921997	Box 1 (4- Community Outreach)	Folder 1
Albany Black Investors Inc., 1970	Box 1 (4- Community Outreach)	Folder 2
Albany-Colonie Regional Chamber of Commerce, 1989-1996	Box 1 (4- Community Outreach)	Folder 3
Albany Community and Trust, 1992	Box 1 (4- Community Outreach)	Folder 4
Annual Dinner, 1992-1994	Box 1 (4- Community Outreach)	Folder 5
Conference and Training on Democratic Employee Ownership First Annual March, 1989 March 101989 March 11	Box 1 (4- Community Outreach)	Folder 6
Employee Stock Ownership Plan Association, 1987-1989	Box 1 (4- Community Outreach)	Folder 7
Farmworkers, 1999-2000	Box 1 (4- Community Outreach)	Folder 8
Finance Class, 1992-1993	Box 1 (4- Community Outreach)	Folder 9
Frank Kramer Award, 1993-1994		

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	Box 1 (4-Community Outreach)	Folder 10
Fundraising Dinner, 1994	Box 1 (4-Community Outreach)	Folder 11
Hill and Vale Business Loan Fund, 1997-1998	Box 1 (4-Community Outreach)	Folder 12
Hill and Vale Business Loan Fund, Loan Proposal for Johnson Designs, 1997-1998	Box 1 (4-Community Outreach)	Folder 13
Mailing Lists, 1993	Box 1 (4-Community Outreach)	Folder 14
Microenterprise Workshop Senses, 19911995-1997	Box 2 (4-Community Outreach)	Folder 1
Neighborhood Community Centre, 1992-1996	Box 2 (4-Community Outreach)	Folder 2
Neighborhood Resource Center, Childcare, 1991-1992	Box 2 (4-Community Outreach)	Folder 3
Neighborhood Resource Center, Finances, Undated	Box 2 (4-Community Outreach)	Folder 4
Neighborhood Resource Center, Kuumba Arts and Cultural Center, 1993	Box 2 (4-Community Outreach)	Folder 5
Neighborhood Resource Center, Maintenance, 1995	Box 2 (4-Community Outreach)	Folder 6
Neighborhood Resource Center, Meetings, 1992-1997	Box 2 (4-Community Outreach)	Folder 7
Neighborhood Resource Center, Police, 1995	Box 2 (4-Community Outreach)	Folder 8
Neighborhood Resource Center, Rental Agreements, 1994-1995	Box 2 (4-Community Outreach)	Folder 9
Newsletters and Flyers, 1993	Box 2 (4-Community Outreach)	Folder 10
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	Box 2 (4-Community Outreach)	Folder 11
Outreach, 1988-1994	Box 2 (4-Community Outreach)	Folder 12
Outreach Arbor Hill, 1990-1991	Box 2 (4-Community Outreach)	Folder 13
Outreach Banks, 1996	Box 2 (4-Community Outreach)	Folder 14
Outreach Businesses, 1988	Box 2 (4-Community Outreach)	Folder 15
Outreach, Chambers of Commerce, 1996	Box 3 (4-Community Outreach)	Folder 1
Outreach, Churches, 1991-1993	Box 3 (4-Community Outreach)	Folder 2
Outreach Committee, 1997-1998	Box 3 (4-Community Outreach)	Folder 3
Outreach, De Fosses, Helen, 1996	Box 3 (4-Community Outreach)	Folder 4
Outreach, Education, 1988	Box 3 (4-Community Outreach)	Folder 5
Outreach, Immigrant Workers, 1994	Box 3 (4-Community Outreach)	Folder 6
Outreach, Labor, 1988-1990	Box 3 (4-Community Outreach)	Folder 7
Outreach, Saratoga, 1991	Box 3 (4-Community Outreach)	Folder 8
Outreach, Schenectady, Undated	Box 3 (4-Community Outreach)	Folder 9
Outreach, Siena College, 1988-1992-1996	Box 3 (4-Community Outreach)	Folder 10
Outreach, Siena College, Building Networks Conference, 1995		

	Box 3 (4-Community Outreach)	Folder 11
Outreach, South Bronx Franklin Men's Shelter, 1990	Box 3 (4-Community Outreach)	Folder 12
Public Relations, EOP Owners Manual, 1996-1997	Box 3 (4-Community Outreach)	Folder 13
Welfare Warriors, 1993-1994	Box 3 (4-Community Outreach)	Folder 14

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Albany County Opportunity Inc., 1967-1973Undated

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By-laws, Tentative and Approved, 1966	Box 1 (5-Albany County Opportunity Inc.)	Folder 2
Consumer Credit Union Proposal, 1965-1968	Box 1 (5-Albany County Opportunity Inc.)	Folder 3
Council of Community Services of the Albany Area Inc., 1967	Box 1 (5-Albany County Opportunity Inc.)	Folder 4
Year Round Head Start, 1968	Box 1 (5-Albany County Opportunity Inc.)	Folder 5

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Loan Case Files [RESTRICTED], 1984-1997Undated

Scope and Contents

Access to Series 6 is restricted. No client name, client business name, telephone number, address or personal data can be made public for at least 50 years (2051 A.D.). Data may be aggregated for research purposes. Consult a staff member for further information.

Conditions Governing Access:

Conditions Governing Access

Access Restricted until 2051.

Title/Description	Instances
<p>House Rental Informational Pamphlets [RESTRICTED], Undated</p> <p><u>Conditions Governing Access:</u></p> <p>Conditions Governing Access</p> <p>Access Restricted until 2051.</p>	<p>Box 4 Folder 10-12</p> <p>(6-Loan</p> <p>Case Files</p> <p>[RESTRICTED])</p>

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