INTRODUCTION
The records of the John H. Walters Hospice of Central Missouri consist of correspondence, financial and administrative records, committee reports, minutes, meeting agendas, memos, personnel records, organization and dissolution records, and miscellaneous material.

DONOR INFORMATION
The John H. Walters Hospice of Central Missouri records were donated to the University of Missouri by Mary Kaye Doyle on behalf of the organization on December 8, 1991 (Accession No. 5119). An addition to the records was made on August 2, 1995 (Accession No. 5553).

ORGANIZATIONAL HISTORY
In January 1978 Dr. John H. Walters of Columbia, Missouri, with other health care and social service professionals, began development of a local hospice program. The organization was incorporated in July 1978 as the Hospice of Central Missouri. In January 1979 Dr. Walters died and the hospice's board of directors took steps to rename the organization the John H. Walters Hospice of Central Missouri in recognition of his efforts and leadership.

The administration of the hospice was conducted primarily by an executive director and a medical director with assistance from a board of directors and a number of advisory committees. The goals of the hospice were to provide care for terminally ill patients and a variety of counseling services for the families of their patients. To meet these goals, the hospice had a staff of physicians, registered nurses, social workers, clergy, volunteers, and other health care professionals. It appears from the records that funding and staffing difficulties led to the eventual dissolution of the hospice in October 1990.

SCOPE AND CONTENT NOTE
The John H. Walters Hospice of Central Missouri records consist primarily of correspondence and financial records. Also included are committee reports, minutes, memos, personnel records, organization and dissolution records, and miscellaneous material. Little specific information is included about patients or patient services. These records are most complete for the activities of the Executive Director, Mary Kaye Doyle. The bulk of the records are for the years 1979 to 1984. In addition to information about the administrative history of the John H. Walters Hospice, the collection contains some materials relating to other central Missouri health care organizations and to the development of the hospice concept in the United States. The papers are arranged into ten series: Organization and Dissolution, Board of Directors, Executive Director, Advisory Committees, Publicity, Staff/Volunteers, Patient/Family, General Correspondence, Financial, and Miscellaneous.

The Organization and Dissolution series consists of articles of incorporation, by-laws, purpose and program statements, goal and objective statements, ad hoc council training programs, dissolution papers, organizational charts, a report of the advisory study committee, and an agreement with the Columbia Visiting Nurses Association.
The **Board of Directors** series is divided into sub-series of correspondence, meeting agendas and minutes, and miscellaneous information. The correspondence, arranged chronologically, covers the years 1979 to 1982. It includes information about committee organizational efforts, a contract between the hospice and the Columbia Visiting Nurses Association, and Board of Directors membership. The board meeting agendas and minutes include hiring and organizational decisions and reflect the regular business of the hospice. Also included are some ballots, board member vitae and resumés, and recognition certificates.

The **Executive Director** series consists of correspondence and reports submitted to the Board of Directors. The correspondence, arranged chronologically, includes communications with the National Hospice Organization, various other hospices in the United States, members of the Board of Directors, and other miscellaneous persons and organizations. The bulk of the correspondence is outgoing and dates from 1979 to 1984. The reports to the Board of Directors contain information about the activities of Mary Kaye Doyle pertaining to educational activities, administrative services, fund raising efforts, finances for, and contributions to the hospice.

The **Advisory Committees** series consists of brief information about four committees: Bereavement, Finance, Medical, and Personnel. Included is correspondence, meeting agendas and minutes, membership information, budget materials, newspaper articles, workshop and training materials, and job descriptions for the Executive and Medical Directors. This series also provides a description of the bereavement program, an outline of fiscal policies, budget information, lists of committee members, admission criteria for the hospice, referral procedures, goals and objectives, and descriptions of patient care.

The **Publicity** series consists of brochures from 1979 and 1980, newsletters from 1980, the text of public service announcements from 1981, a press release announcing the results of board member elections, a press release and Missouri House of Representatives Resolution No. 674 (September 1982) honoring the hospice and other Missouri hospice care providers, and a small collection of newspaper articles from 1980 to 1983 concerning issues of interest to the hospice.

The **Staff/Volunteer** series consists of correspondence, applications, staff lists, training materials, workshop program notes, personnel files, staff objectives, vitae, fellowship programs, public information forums, education materials, articles, volunteer applications, volunteer manuals, magazine articles on stress management, some committee and personnel lists, hospice objectives for 1981 and 1982, and other documents. Many of these materials are undated. The correspondence covers the years 1980 to 1982.

The **Patient/Family** series contains information on the development of the bereavement program, pamphlets suggesting ways families can deal with the financial aspects of a death, and information on admission to the hospice and its care plan.

The **General Correspondence** series contains incoming correspondence addressed to the hospice and copies of some outgoing correspondence not specifically relating to the Executive Director or the Board of Directors. Included in the correspondence are early (1978) letters related to making the hospice operational; letters to Dr. Walters from his lawyer regarding incorporation of the hospice; and advice from area care givers on practices, procedures and start up costs. This series also includes a resolution on hospices, letters regarding the approval of the incorporation of the John H. Walters Hospice of Central Missouri, requests for fund raising for training staff, notes and letters from contributors, and information regarding a prospective gift of land to the hospice.

The **Financial** series contains budgets, statements, audits, ledgers, banking records, contribution reports, investment reports, fundraising correspondence and reports, grant information, tax records, and insurance papers.
The **Miscellaneous** series contains information about the Missouri Hospice Organization; copies of by-laws, standards, correspondence, and newsletters from the National Hospice Organization; information about various other hospice programs; and information about related health care providers in central Missouri.

### FOLDER LIST

**Organization and Dissolution** Series

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- f. 2-3  Purpose and program statements
- f. 4  Goals and objectives statements
- f. 5  Ad-hoc council training program
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