



MINNESOTA HISTORICAL SOCIETY  
Manuscript Collections

## MINNESOTA ASSOCIATION OF OCCUPATIONAL HEALTH NURSES: An Inventory of Its Records

### OVERVIEW OF THE COLLECTION

- Creator:** Minnesota Association of Occupational Health Nurses.
- Title:** MAOHN records.
- Dates:** 1945-2003.
- Abstract:** Historical information; articles of incorporation (1945-1999) and bylaws (1965-2002); minutes and related papers (1967-2002) for membership, board of directors, and annual business meetings; administrative and resource manuals (1990-2002); president's (1998-2003) and committee (1957-2003) files; financial records (1968-2002); officer, board, and membership rosters (1967-2002); newsletters (1971-1999); awards and proclamations (1977-1997); and photographs (1976-1995) documenting the concerns, programs, and activities of a professional association for occupational health nurses incorporated in 1945.
- Quantity:** 4.3 cu. ft. (5 boxes and 1 folder in partial box) and 1 microfilm reel.
- Location:** See Detailed Description section for box locations.

### HISTORY OF MINNESOTA ASSOCIATION OF OCCUPATIONAL HEALTH NURSES

In 1945, Minnesota Nurses in Industry was incorporated as a professional association by and for Minnesota nurses engaged in the specialty practice of industrial nursing. Industrial nurses, usually employed in private industry, provided for and delivered nursing services to workers in the workplace and sought to maintain workers' health. The organization's name was changed to Minnesota Association of Industrial Nurses (MAIN) in 1967, when it became a constituent association of the American Association of Industrial Nurses (AAIN) (founded 1942). MAIN was incorporated in 1971.

MAIN adopted the name Minnesota Association of Occupational Health Nurses (MAOHN) in 1977 to conform to the new names of the national organization – American Association of Occupational Health Nurses (AAOHN) – and the profession. The name

changes reflected the profession's expanded activities in health promotion and illness and injury prevention, as well as the variety of settings in which the nurses now practiced. In subsequent years the scope of practice continued to expand to include disease and disability management, injury prevention and safety, environmental health, emergency preparedness, and disaster planning, and the profession began to develop programs and services directed not only at workers in their place of employment but also at worker populations and community groups outside the workplace.

Over the years MAOHN developed partnerships with individuals and organizations involved with occupational and environmental health and safety issues in order to provide high quality continuing education, professional support, and resources for Minnesota occupational and environmental health nurses and to better promote the health and safety of workers in the state. The Minnesota association and its programs have been recognized for excellence by AAOHN on a number of occasions, including in 1991, when it gave MAOHN the 1990 Constituent Association of the Year Award.

## **INDEX TERMS**

*This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.*

### **Topics:**

- Industrial nursing – Minnesota.
- Nursing – Minnesota – Societies, etc.
- Occupational health services – Minnesota.
- Professional associations – Minnesota.
- Women in medicine – Minnesota.
- Women in the professions – Minnesota.

### **Organizations:**

- American Association of Industrial Nurses.
- American Association of Occupational Health Nurses.
- Minnesota Association of Industrial Nurses.

### **Types of Documentation:**

- Awards.
- Financial statements.
- Manuals (instructional materials).
- Minutes.
- Newsletters.
- Photographs.
- Proclamations.

### **Occupations:**

- Nurses – Minnesota.

**Titles:**

Main Liner (Minnesota Association of Industrial Nurses).  
MAOHN News.  
MAOHN News Briefs.  
Notes and Quotes (Minnesota Association of Occupational Health Nurses).

**ADMINISTRATIVE INFORMATION**

**Preferred Citation:**

*[Indicate the cited item and/or series here].* Minnesota Association of Occupational Health Nurses Records. Minnesota Historical Society.  
*See the Chicago Manual of Style for additional examples.*

**Accession Information:**

Accession numbers: 14,242; 15,955.

**Processing Information:**

Processed by: Kathryn A. Johnson, December 1989; Deborah Kahn, May 2007.  
Catalog ID number: 1712642

**DETAILED DESCRIPTION OF THE COLLECTION**

*Note to Researchers: To request materials, please note both the location and box numbers shown below.*

<b>Location</b>	<b>Box</b>	
149.E.10.2F	1	Historical information, 1955-2000. Articles of incorporation, 1945-[2000?]. Officers and board members (lists), 1968-1969 – 2001-2002. Minutes and related papers: Membership dinner meetings, 1967-1983. 2 folders. Board of directors meetings, 1969-1988. 2 folders. Annual business meetings, 1969-1988. 3 folders. Board and annual business meetings: 1990-1999. 14 folders.
149.E.10.3B	2	1999-2002. 4 folders. Manuals: Administrative manual, 1991. 3 folders. Information on MAOHN; membership; education and training; professional, community, and governmental involvement; goals and objectives; public affairs; and networking. Also includes photographs. Administrative manual: secretary, 1997. 4 folders. Includes bylaws; correspondence; budgets; policies and procedures statements; strategic plans; secretary's

job description; and information on the board and committees, meetings, programs, and AAOHN.

“Board Book”, 1998-2000. 5 folders.

Resource material for board members regarding officers and board members, budgets, policies and procedures, meetings, and committees.

Job descriptions, 1991-2002.

Policies and procedures, 1994-2002. 2 folders.

Strategic plans, 1990-1993 – 2002-2005.

President’s files, 1998-2003:

Folders 1-8.

**Location**      **Box**  
146.B.20.11B    3

Folders 9-10.

Treasurer’s files:

These files are continued by the files of the Finance Committee, which was established in 1980.

Financial reports, 1968-1981.

Ledger, 1976-1980. 1 volume.

Miscellaneous, 1970-1980.

Tax returns, 1972-1980.

Committee files:

1971-1978.

Bylaws Committee 1965-2002. 5 folders.

Communications/Public Relations Committee:

1971-2000. 6 folders.

Public relations manual, 1997. 2 folders.

Newsletter:

1989-1995.

Includes photographs.

**Location**      **Reel**  
M656              1

“Main Liner,” Fall 1971 – Summer 1976.

**Location**      **Box**  
146.B.20.11B    3

“Notes and Quotes,” Winter 1977 – October 1990.

“MAOHNews (sic) Briefs,” June 1991 – June 1992;

“MAOHN News,” October 1992 – August 1999.

Education Committee, 1957-1989. 2 folders.

**Location**      **Box**  
146.B.20.12F    4

Finance Committee, 1980-2001. 8 folders.

Governmental Affairs Committee, 1983-1996. 3 folders.

Membership Committee, 1967-1998. 4 folders.

Includes membership rosters.

Nominating Committee, 1979-1997.  
Program Committee, 1971-1995. 2 folders.  
Special Projects Committee:  
1989-2000. 2 folders.  
ASSIST Nursing Task Force, 1994.  
Nursing School Curriculum Task Force, 1992-1994.  
TEAM Approach Planning Committee, 1998-2003. 2 folders.  
American Association of Industrial Nurses (AAIN) / American  
Association of Occupational Health Nurses (AAOHN):  
MAOHN annual reports to, 1974-2002. 2 folders.  
Awards to MAOHN, 1989-1997.

<b>Location</b>	<b>Box</b>	
146.B.20.13B	5	Correspondence and other papers, 1967-1989. 2 folders. Print and near print materials, 1955-1988. Photographs, 1976-1990. 2 folders.
144.D.5.7B	6	Gubernatorial proclamations: Minnesota Occupational Health Nurse Week, 1977-1980. 1 folder, including 4 items.