

## MINUTES OF THE NATIONAL COUNCIL MEETING

OCTOBER 8-9, 2011

The Genesee Grande Hotel,  
Syracuse, New York

**CALL TO ORDER:** President Scot Huntington called a regular meeting of the National Council of the Organ Historical Society to order on Saturday, October 8, 2011, at 9:03am. A quorum of Council members was established. Present: Scot Huntington (President), William F. Czelusniak (Vice-President), Allen Langord (Treasurer), Jeff Weiler (Secretary), James Cook (Councillor for Education), A. Graham Down (Councillor for Finance and Development), Christopher Marks (Councillor for Archives), Daniel Schwandt (Councillor for Conventions), and James Weaver (Executive Director). Also present for part of the meeting: Randy Wagner and Leslie Bartholomew.

The unexcused absences of Dennis Northway (Councillor for Research and Publications) and Dana Robinson (Councillor for Organizational Concerns) were noted.

The order of the agenda was adjusted based on the needs of the directors present.

President Huntington introduced Leslie Bartholomew of the Westerly [R.I.] Hospital, who presented an analysis of the Management by Strength surveys. Lunch was served and the discussion continued.

**APPROVAL OF MINUTES:** MOVED: Chris Marks; second by Graham Down, to approve Minutes of the regular meeting of the National Council, held Sunday, June 26, 2011 in Arlington, Virginia, and to be published on the Society's website. **MOTION CARRIED.**

**ACCEPTANCE OF WRITTEN REPORTS:** MOVED: Chris Marks; second by Dan Schwandt, that the following reports, submitted as of the time of this meeting, be accepted for filing, including President's report, Vice-President's report, Councillor for Archives report, Councillor for Conventions report, Councillor for Education report, Councillor for Research and Publications report, Director of Publications report, Archivist's Activities report, and Executive Director's report. **MOTION CARRIED.**

**COUNCILLOR FOR ORGANIZATIONAL CONCERNS:** MOVED: Scot Huntington; second by Chris Marks, that the office of the Councillor for Organizational Concerns be de-

clared vacant in keeping with Bylaw 4.24 (e). **MOTION CARRIED.**

- Possible appointments for Councillor for Organizational Concerns were discussed.
- Professional responses from Richmond were discussed.
- A master calendar that amalgamates pertinent dates for the Society shall be developed by the Secretary.
- Distinguished Service Award: There was general discussion about the nature of the Distinguished Service Award and the award process.

**DISTINGUISHED SERVICE AWARD:** MOVED: Chris Marks; second by Bill Czelusniak, that an ad hoc committee consisting of the Councillor for Organizational Concerns, Dan Schwandt, and Randy Wagner be formed to review the Distinguished Service Award and procedures. A report shall be presented at the February meeting. **MOTION CARRIED.**

**BIGGS FELLOWSHIP RESTRUCTURING:** Moved by recommendation of the ad hoc committee to adopt revisions drafted September 28 and distributed October 8. **MOTION CARRIED.**

**YOUTH PROTECTION POLICY:** Moved by recommendation of the ad hoc committee that the National Council adopt the Youth Protection Policy drafted September 28 and distributed October 8. **MOTION CARRIED.**

**BIGGS FELLOWSHIP COMMITTEE:** MOVED: Chris Marks; second by Graham Down, that the Councillor for Education be empowered to appoint members to the new Biggs Fellowship Committee. In adopting this motion, the Biggs Restructuring Committee was thanked for their work and the Committee dissolved. **MOTION CARRIED.**

- There was discussion regarding the date and place of the strategic planning session.
- Dan Schwandt left the meeting at 5:03pm.

**HISTORIC ORGAN CITATIONS COMMITTEE:** MOVED: Bill Czelusniak; second by Jim Cook, that all actions of the Historic Organ Citations committee be suspended immediately pending the restructuring of the guidelines and process. **MOTION CARRIED.**

**HISTORIC ORGAN CITATIONS COMMITTEE RESTRUCTURING:** MOVED: Bill Czelusniak; second Jim Cook,

that the Councillor for Education shall chair and reconstitute the Citations Restructuring Committee. A report shall be due in February. **MOTION CARRIED.**

**ORGAN DATABASE:** MOVED: Jim Cook; second by Graham Down, that the Database Manager be permitted to work with Will Sherwood on a cooperative venture between the OHS Database and the Worcester and Boston [Mass.] AGO Chapters. **MOTION CARRIED.**

**ORGAN DATABASE COMMITTEE:** MOVED: Jim Cook; second by Bill Czelusniak, that Jim Stettner be removed from the Database Committee and that Connor Annable and Daniel Hancock be appointed. **MOTION CARRIED.**

Meeting recessed for the day at 5:50 p.m.

## OCTOBER 9, 2011

The meeting was reconvened by President Huntington at 8:37am, Sunday, October 9.

**PRESENT:** Scot Huntington (President), William F. Czelusniak (Vice-President), Allen Langord (Treasurer), Jeff Weiler (Secretary), James Cook (Councillor for Education), A. Graham Down (Councillor for Finance and Development), Christopher Marks (Councillor for Archives), and James Weaver (Executive Director). Also present for part of the meeting: Randy Wagner, Len Levasseur, Ryan Boyle, Joe Vitacco, and Sarah Kate Snyder.

- The budget was discussed; the Treasurer reported that the 2011 convention incurred a shortfall of approximately \$18,000.

**PROVISIONAL BUDGET:** MOVED: Bill Czelusniak; second by Chris Marks, to adopt a provisional budget to meet fixed expenses until December 31, 2011. **Motion Carried**

**ARCHIVES BUDGET:** MOVED: Chris Marks; second by Jim Cook, to allocate a budget of \$53,000 for Archives. **MOTION CARRIED.**

**PUBLICATIONS BUDGET:** MOVED: Bill Czelusniak; second by Chris Marks, to allocate a \$65,000 budget for Publications. **MOTION CARRIED.**

- Sarah Kate Snyder, Ryan Boyle, Len Levasseur, and Joe Vitacco joined the meeting at 10:14am.
- Sarah Kate Snyder of Studio Snyder gave a presentation on branding, website and membership development.

**BRANDING AND WEBSITE REDEVELOPMENT:** MOVED: Allen Langord; second by Graham Down, that an amount not to exceed \$5000 be allocated for the OHS rebranding and website redevelopment project to begin immediately. **MOTION CARRIED.**

**REBRANDING AND WEBSITE REDEVELOPMENT:** MOVED: Allen Langord; second by Jim Cook, that Studio Snyder be retained immediately to begin the rebranding and website redevelopment project, with the oversight of the Executive Director. This work shall be completed by December 31, 2011. **MOTION CARRIED.**

- Ideas for membership development were discussed.
- Allen Langord left the meeting at 2:10pm.

**CHICAGO CONVENTION COORDINATOR:** MOVED: Graham Down; second by Bill Czelusniak, that \$10,000 plus expenses be allocated immediately for a Coordinator to assist the Chicago Convention Planning Committee in the finalization and implementation of preparations for the 2012 convention. This temporary position shall be funded from the Chicago convention budget. **MOTION CARRIED.**

**REACTIVATION OF CENTRAL NEW YORK CHAPTER:** MOVED: Jim Cook; second by Bill Czelusniak, that the Central New York Chapter be reactivated. **MOTION CARRIED.**

**ADJOURNMENT:** The President declared the meeting adjourned at 3:55pm.

/s/ Jeff Weiler, Secretary  
Draft: October 24, 2011  
Approved February 10, 2010

## MINUTES OF THE NATIONAL COUNCIL MEETING

FEBRUARY 10-12, 2012

La Fonda Hotel,  
Santa Fe, New Mexico

**CALL TO ORDER:** President Scot Huntington called to order a regular meeting of the National Council of the Organ Historical Society on Friday, February 10, 2011, at 9:14am. A quorum of Council members was established. Present: Scot Huntington (President), William F. Czelusniak (Vice-

President), Allen Langord (Treasurer), Jeff Weiler (Secretary), James Cook (Councillor for Education), A. Graham Down (Councillor for Finance and Development), Christopher Marks (Councillor for Archives), Daniel Schwandt (Councillor for Conventions), Jeff Dexter (Councillor for Organizational Concerns), and James Weaver (Executive Director). Also present for the meeting: William A. Weary, Ph.D.

The order of the agenda was adjusted based on the needs of the directors.

President Huntington announced the availability of *pro bono* services from Robert A. James, an attorney with the firm of Pillsbury Winthrop Shaw Pittman, LLP of San Francisco.

President Huntington introduced William A. Weary, Ph.D. of Fieldstone Consulting, Inc. who would be facilitating the weekend strategic planning sessions.

**APPROVAL OF MINUTES:** MOVED: Jim Cook, to approve Minutes of the regular meeting of the National Council held October 8-9, 2011 in Syracuse, New York, as amended, to be published on the Society's website and in the Society's journal. **MOTION CARRIED.**

**ACCEPTANCE OF WRITTEN REPORTS:** MOVED: Dan Schwandt that the following written reports, submitted as of the time of the meeting, be accepted and filed: President's report, Vice-President's report, Treasurer's report, Executive Director's report, Councillor for Archives report, Councillor for Conventions report, Councillor for Education report, and the Councillor for Finance and Development report. **MOTION CARRIED.**

Jim Cook made several amendments to his written report noting that Sam Baker is now chairman of the Biggs Fellowship Committee and that applications for the Biggs Fellowship are available online. A revised copy of the report has been submitted and filed. There was no Councillor for Organizational Concerns report as Jeff Dexter only recently had assumed this seat.

The meeting recessed for lunch at 12:10pm.

The meeting reconvened at 1:05pm.

The President introduced Demetri Sampas who would be participating in the strategic planning sessions.

**2011-2012 BUDGET:** The board reviewed the financial condition of the organization and budget projections based upon figures from the last fiscal year. Councillors agreed to re-

convene after dinner to review and adopt a new budget.

**MASTER CALENDAR:** Jeff Weiler has identified a format for a perpetual calendar and work has begun.

**HISTORICAL ORGAN RECITALS PROGRAM:** MOVED: Jim Cook, that the Historical Organ Recitals Program be abolished. **MOTION CARRIED.**

**APPOINTMENT TO DATABASE COMMITTEE:** MOVED: Jim Cook, that Stephen Hall be appointed to the Database Committee. **MOTION CARRIED.**

**APPOINTMENT TO PUBLICATIONS GOVERNING BOARD:** MOVED: Bill Czelusniak, that Theresa J. Slowik be appointed to the Publications Governing Board. **MOTION CARRIED.**

**RESIGNATION OF COUNCILLOR FOR PUBLICATIONS AND RESEARCH:** MOVED: Bill Czelusniak, to accept with regret the resignation of Dennis Northway. **MOTION CARRIED.**

**COMBINATION OF THE SUMMER 2012 ISSUE OF THE TRACKER WITH THE ATLAS:** MOVED: A. Grahame Down, that, due to significant budgetary constraints, the Summer 2012 issue of *The Tracker* shall be combined with the *Atlas*. **MOTION CARRIED.**

The meeting recessed for dinner at 6:02pm.

The meeting reconvened at 7:41pm.

**ADOPTION OF THE 2011-2012 BUDGET:** MOVED: Chris Marks, that the budget be adopted that allows for an estimated \$10,000 surplus for the year. The final budgetary figures shall be distributed to Councillors and filed. **MOTION CARRIED.**

The meeting recessed for the evening at 9:23pm.

The meeting reconvened at 10:00am on February 11, 2012.

All officers and councillors were present. Jack Bethards and Stephen Pinel joined the meeting; Demetri Sampas re-joined the meeting.

President Huntington introduced William A. Weary of Fieldstone Consulting, Inc., who would lead a strategic planning seminar over the course of the next two days.

The meeting recessed for the day at 5:00pm.

The meeting reconvened at 9:08am on February 12, 2012 with all officers, councillors, Jack Bethards, Stephen Pinel, and Demetri Sampas present.

William Weary continued the strategic planning sessions.

Jack Bethards and Demetri Sampas left the meeting at 2:45pm.

At 3:15 the National Council resumed consideration of new business.

**PRELIMINARY OUTLINE OF A STRATEGIC PLAN:** MOVED: Dan Schwandt, that the preliminary outline of a strategic plan for the Society be endorsed. **MOTION CARRIED.**

**COMMENDATION OF WILLIAM WEARY:** MOVED: Dan Schwandt, to commend Bill Weary for his extraordinary assistance and excellent leadership in establishing a strategic plan for the Society. **MOTION CARRIED.**

**ELIMINATION OF OFFICER AND COUNCILLOR EXPENSE REIMBURSEMENTS:** MOVED: Jim Cook, that all councillors and officers able to cover individual expenses associated with attendance at Council meetings shall do so henceforth. **MOTION CARRIED.**

**NEXT MEETING OF THE NATIONAL COUNCIL:** MOVED: Bill Czelusniak, that the date, time, and place of the next meeting of the National Council will be on July 7, 2012 at 9:00am at the O'Hare Airport Marriott Hotel. **MOTION CARRIED.**

**ADJOURNMENT:** The President declared the meeting adjourned at 4:36pm.

/s/ Jeff Weiler, Secretary  
Draft: February 12, 2012

## MINUTES OF THE NATIONAL COUNCIL MEETING

APRIL 9, 2012  
Special Meeting by Teleconference

**CALL TO ORDER:** President Scot Huntington called to order a special telephone meeting of the National Council of the Organ Historical Society on Monday, April 9, 2012, at 7:03pm CDT.

The secretary called the roll: (P-PRESENT, A-ABSENT)

Scot Huntington, (President) P  
William F. Czelusniak (Vice-President) P  
Jeff Dexter (Councillor for Organizational Concerns) P  
Allen Langord (Treasurer) P  
Jeff Weiler (Secretary) P  
James Cook (Councillor for Education) P  
Graham Down (Councillor for Finance and Development) A  
Christopher Marks (Councillor for Archives) P  
Daniel Schwandt (Councillor for Conventions) P  
James Weaver (Executive Director) P

A quorum of Council members was established.

**APPROVAL OF MINUTES:** MOVED: Jeff Dexter, to approve Minutes of the regular meeting of the National Council held February 10-12, 2012 in Santa Fe, New Mexico, to be published on the Society's website and in the Society's journal. **MOTION CARRIED.**

**MOTION:** MOVED: Scot Huntington, to empower the nominating committee to put forth candidates for the three Councillor positions up for election, without portfolio, for the 2013 National Council ballot. **MOTION CARRIED.**

**MOTION:** MOVED: Bill Czelusniak, that the National Council give authorization to and approval for the Archives Governing Board, and specifically its Relocation Sub-committee, to enter into direct and detailed negotiations with an academic institution for the cooperative hosting of the American Organ Archive, according to the plan proposed by Relocation Chairman James Wallmann. **MOTION CARRIED.**

The current status of planning for the 2012 convention in Chicago was reviewed briefly.

Jim Cook left the meeting at 7:27pm.

Several recommendations for immediate implementation arising from the Santa Fe Summit Conference were discussed and will be a topic for further deliberation at the next teleconference.

President Huntington requested another teleconference be set for 7:00pm CDT on Monday, May 7, 2012.

**ADJOURNMENT:** The President declared the meeting adjourned at 7:54pm.

/s/ Jeff Weiler, Secretary  
Approved: May 7, 2012

## MINUTES OF THE NATIONAL COUNCIL MEETING

JUNE 4, 2012

Special Meeting by Teleconference

**CALL TO ORDER:** President Scot Huntington called to order a special telephone meeting of the National Council of the Organ Historical Society on Monday, June 4, 2012, at 7:06pm CDT.

The secretary called the roll:  
(P-PRESENT, A-ABSENT)

Scot Huntington (President) P  
William F. Czelusniak (Vice-President) P  
Jeff Dexter (Councillor for Organizational Concerns) P  
Allen Langord (Treasurer) P  
Jeff Weiler (Secretary) P  
James Cook (Councillor for Education) P  
Graham Down (Councillor for Finance and Development) A  
Christopher Marks (Councillor for Archives) P  
Daniel Schwandt (Councillor for Conventions) P  
Theresa Slowik (Councillor for Research and Publications) A  
James Weaver (Executive Director) P

A quorum of Council members was established.

**APPROVAL OF MINUTES: MOVED:** Bill Czelusniak, to approve minutes of the special teleconference meeting of the National Council held May 7, 2012, to be published on the Society's website and in the Society's journal. **MOTION CARRIED.**

Treasurer Langord made brief comments on his quarterly report. The need to bring membership renewals in promptly and careful management of cash flow were emphasized. The importance of positive financial performance by the Chicago Convention was acknowledged.

Theresa Slowik joined the meeting at 7:32pm.

Jim Weaver reported 345 convention registrations to date. The topics of office relocation, gift memberships, and income opportunities through the sale of excess inventory were explored.

Jeff Dexter provided an update on the work of the nominating committee.

Jim Cook reported that the revisions for historic organ citations program are approaching completion.

Dan Schwandt reported interest from a possible host for a California convention. Several other possible locations were also discussed. The president asked that a new committee be appointed immediately to draft a new convention sourcebook, and that the present convention coordinator be included on that committee.

Chris Marks discussed the present status of the ongoing negotiations regarding the proposed relocation of the American Organ Archives.

**COUNCILLOR APPOINTMENT: MOVED:** Jeff Dexter to ratify the appointment of Theresa Slowik as Councillor for Research and Publications. **MOTION CARRIED.**

Annual reports are to be submitted to the secretary by June 18.

The next meeting of the National Council will be Saturday July 7, 2012 at 9:00am at the O'Hare Marriott Hotel.

**ADJOURNMENT:** The president declared the meeting adjourned at 8:33pm.

/s/ Jeff Weiler, Secretary

## MINUTES OF THE NATIONAL COUNCIL MEETING

MONDAY, AUGUST 6, 2012

Special Meeting by Teleconference

**CALL TO ORDER:** President Scot Huntington called to order a special telephone meeting of the National Council of the Organ Historical Society on Monday, August 6, 2012, at 4:00pm CDT.

The President called the roll:  
(P-PRESENT, A-ABSENT, E-EXCUSED)

Scot Huntington (President) P  
William F. Czelusniak (Vice-President) P  
Jeff Dexter (Councillor for Organizational Concerns) P  
Allen Langord (Treasurer) P  
Jeff Weiler (Secretary) E  
James Cook (Councillor for Education) P  
Graham Down (Councillor for Finance and Development) P  
Christopher Marks (Councillor for Archives) P  
Daniel Schwandt (Councillor for Conventions) P  
Theresa Slowik (Councillor for Research and Publications) P  
James Weaver (Executive Director) P

A quorum of Council members was established.

**APPROVAL OF MINUTES: MOVED:** Down, to approve minutes of the regular meeting of the National Council held July 7-10, 2012, to be published on the Society's website and in the Society's journal. **MOTION CARRIED.**

**PUBLICATIONS CHAIR: MOVED:** Huntington, to ratify the appointment of Theresa Slowik as chair of the Publications Governing Board for a four-year term expiring in April 2016. **MOTION CARRIED.**

**HISTORIC ORGANS CITATION COMMITTEE CHAIR: MOVED:** Cook, that Stephen Schnurr's resignation as chair of the Historic Organs Citation Committee be accepted with regret. **MOTION CARRIED.**

Council passed the following by unanimous vote.

Be it resolved that National Council expresses its sincere thanks to Stephen Schnurr for his years of service to OHS as Chair of the Historic Organ Citations Committee.

The Council engaged in additional, general discussion about the form and timeline for financial reporting within administration and to the general membership.

Jeff Dexter left the meeting at 5:13 CDT.

The next meeting of the National Council will be by teleconference Tuesday, September 4, 2012 at 6:00pm CDT.

**ADJOURNMENT:** The president declared the meeting adjourned at 5:24 pm CDT.

/s/ James Cook, Scribe

## MINUTES OF THE NATIONAL COUNCIL MEETING

SEPTEMBER 4, 2012

Special Meeting by Teleconference

**CALL TO ORDER:** President Scot Huntington called to order a special telephone meeting of the National Council of the Organ Historical Society on Tuesday, August 4, 2012, at 6:08pm CDT.

The secretary called the roll:  
(P-PRESENT, A-ABSENT, E-EXCUSED)

Scot Huntington (President) P  
William F. Czelusniak (Vice-President) P

Jeff Dexter (Councillor for Organizational Concerns) E  
Allen Langord (Treasurer) P  
Jeff Weiler (Secretary) P  
James Cook (Councillor for Education) P  
Graham Down (Councillor for Finance and Development) P  
Christopher Marks (Councillor for Archives) P  
Daniel Schwandt (Councillor for Conventions) P  
Theresa Slowik (Councillor for Research and Publications) P  
James Weaver (Executive Director) P

A quorum of Council members was established.

**FINANCES:** Treasurer Langord reported that the books on the Chicago convention are about 90% complete and that the financial performance was strong. The total number of registrants was 467. The Treasurer will be preparing reports on OHS finances for publication. Current membership renewals were discussed with Jim Weaver.

**CONVENTION RECORDINGS:** Chris Marks discussed a proposal he is developing for improving the method by which convention recordings are handled.

**FUNDRAISING:** Jim Weaver reviewed recent advancement efforts.

**NEWSLETTER:** A regular electronic newsletter was discussed.

The next meeting of the National Council will take place in Baltimore Monday, October 15, 2012 at 10:00am EDT. The location will be announced.

**ADJOURNMENT:** The President declared the meeting adjourned at 8:00pm CDT.

/s/ Jeff Weiler, Secretary

## MINUTES OF THE NATIONAL COUNCIL MEETING

OCTOBER 15, 2012

The Cathedral Center,  
Baltimore, Maryland

**CALL TO ORDER:** President Scot Huntington called to order a regular meeting of the National Council of the Organ Historical Society on Monday, October 15, 2012, at 10:01am EDT.

Present were Scot Huntington (President); William F. Czelusniak (Vice-President); Allen Langord (Treasurer); Jeff Weiler (Secretary);

James Cook (Councillor for Education); Jeff Dexter (Councillor for Organizational Concerns); Graham Down (Councillor for Finance and Development); Christopher Marks (Councillor for Archives); Daniel Schwandt (Councillor for Conventions); Theresa Slowik (Councillor for Research and Publications); and James Weaver (Executive Director).

The arrival of James Cook (Councillor for Education) was slightly delayed.

A quorum of Council members was established.

The order of the agenda was adjusted based on the needs of the directors.

**APPROVAL OF MINUTES:** August 6, 2012 teleconference and September 4, 2012 teleconference. **MOVED:** Chris Marks. **MOTION CARRIED.**

Jim Cook joined the meeting at 10:22am.

**ACCEPTANCE OF WRITTEN REPORTS:** **Moved:** Jim Cook, that the following reports, submitted as of the time of this meeting, be accepted for filing: the report of the President,

Vice-President, Treasurer, Councillor for Archives, Councillor for Conventions, Councillor for Education, Councillor for Organizational Concerns, Councillor for Research and Publications, Councillor for Finance and Development, and Executive Director. **MOTION CARRIED.**

**MOVED:** Chris Marks, that a standing Budget Committee, consisting of the Vice-President, Treasurer, and one other appointed member of National Council, be formed to prepare a draft of the annual budget to be presented no later than one week in advance of the fall meeting. **MOVED:** Scot Huntington, to amend motion to make the committee appointments non-specific. The motion to amend was defeated; the original **MOTION CARRIED.**

The President appointed Jeffrey Dexter to the standing Budget Committee. The Committee will make its recommendation on or before Friday, November 16, 2012.

**MOVED:** Graham Down, that a financial audit be completed before the end of the current calendar year. **MOTION CARRIED.**

## OLD BUSINESS

**MOVED:** Jeff Weiler, that the July 7–12, 2012 National Council Meeting Minutes be amended to show Joel Bacon as having been appointed to the Publications Prize Committee not the Archives Governing Board. **MOTION CARRIED.**

**MOVED:** Jim Cook, to accept the proposal of Chris Marks, as presented, to establish an OHS Recordings Committee. **MOTION CARRIED.**

**MOVED:** Jim Cook, that the proposal for a Landmark of Organbuilding award be accepted. **MOTION CARRIED.**

Allen Langord left the meeting at 1:59pm.

**MOVED:** Dan Schwandt, that the proposal from the Award Revisions Committee be adopted and that a new operating procedure for the Distinguished Service award be produced by December 1, 2012. **MOTION CARRIED.**

## NEW BUSINESS

**MOVED:** Graham Down, that Dan Coburn be

engaged as Convention Coordinator for a three-year period subject to annual review. **MOTION CARRIED.**

**MOVED:** Scot Huntington, that Edgar A. Boadway be nominated for honorary membership. **MOTION CARRIED.**

**MOVED:** Theresa Slowik, that a Mission and Vision Committee composed of Graham Down, Chris Marks, and Dan Schwandt be established with the initial charge of drafting a new mission statement. **MOTION CARRIED.**

**REVIEW OF DATES AND TIME OF NEXT COUNCIL MEETING:** The next meeting is scheduled for November 20, 2012 at 8:00pm EST. This meeting shall be held by teleconference.

**ADJOURNMENT:** The President declared the meeting adjourned at 3:53pm.

/s/ Jeff Weiler, Secretary  
Draft: October 2012

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