

THE ORGAN HISTORICAL SOCIETY
Minutes of the National Council Meeting
Wednesday, October 10, 2007
Hyatt Regency Hotel, Rochester, New York

These minutes follow the order of the agenda and do not necessarily follow the order in which they were discussed.

Call to Order: The meeting of the National Council of the Organ Historical Society was called to order by President Laurence Libin on Wednesday, October 10, 2007, at 8:01 a.m., in the George Eastman Boardroom of the Hyatt Regency Hotel, Rochester, New York. A quorum of Council members was established. Present: Laurence Libin (President), Joseph McCabe (Vice-President), Stephen Schnurr (Secretary), James Stark (Treasurer), Jack Bethards (Councilor for Organizational Concerns), Carol Britt (Councilor for Archives), Will Headlee (Councilor for Education), Scot Huntington (Councilor for Publications, arrived 3:02 p.m.), Allen Kinzey (Councilor for Conventions), Randall Wagner (Councilor for Finance and Development), and Daniel N. Colburn, II (Executive Director).

The President asked for a special teleconference call of the National Council for Monday, October 29, 8:30 p.m. Eastern Daylight time.

Resolved: Bethards; second—McCabe, that the National Council send its unanimous thanks to the Eastman School of Music and the University of Rochester for their support of the 2007 American Organ Archives Symposium. Resolution passed unanimously.

Approval of Minutes: **Moved**—McCabe; second—Schnurr, to approve minutes of the Indianapolis, Indiana, meeting of the National Council, held Tuesday and Wednesday, July 10-11, 2007, as circulated by the Secretary and to be published in accordance with *Robert's Rules of Order*. Motion passed unanimously

Moved—Britt; second—McCabe, to approve minutes of the special meeting of the National Council via telephone conference call, Monday, July 30, 2007, as circulated by the Secretary and to be published in accordance with *Robert's Rules of Order*. Motion passed unanimously.

Moved—McCabe; second—Wagner, to approve minutes of the special meeting of the National Council via telephone conference call, Tuesday, September 4, 2007, as circulated by the Secretary and to be published in accordance with *Robert's Rules of Order*. Motion passed unanimously.

REPORTS

President's Report: Laurence Libin. President Libin presented a written report to the Council, detailing his activities since the last regular meeting of the Council. He has been involved in planning the 2007 and 2008 symposia and has worked closely on website improvements leading towards implementation of a members-only message board and membership directory. He has called for discussion of long-range planning for permanent space for the American Organ Archives, as well as plans to protect Society assets and reduce liabilities by naming substitutes to act in place of staff absent due to emergency. He has attempted to initiate discussion towards encouraging interest in the Society on the part of underrepresented minorities.

Vice-President's Report: Joseph McCabe. A written report was submitted by the Vice-President. Mr. McCabe has been adjusting to his new position on the Council with a variety of activities. He has worked closely with the President and others in advancing the website improvements outlined in the President's report. He has begun a dialogue with persons in the Catholic Diocese of Buffalo, New York, regarding

the future of significant instruments in numerous churches closed within the past several months. He continues his work as Chair of the 2009 National Convention Committee, which has focused recently on the possibility of cooperative efforts with the American Theatre Organ Society towards having the conventions of both organizations held successively in Cleveland with one combined event. This project would bring forward the dates of the OHS convention. He has participated in ongoing planning for the future of convention publications with the Publications Governing Board. The Vice-President plans to work toward development of job descriptions for all staff and regular contractors of the Society.

Moved: McCabe; second – Headlee, that the National Council expresses its gratitude to Paul Marchesano and the Website Committee for their work in advancing the OHS website. Motion passed unanimously.

Mr. McCabe distributed an Electronic Membership Directory Policy and Email Discussion List Policy for Council to review and discuss further during the teleconference meeting on October 29.

Moved: McCabe; second – Schnurr, that National Council require that the respective governing boards provide draft job descriptions for the Archivist and the Director of Publications before the February 2008 meeting of the Council. Motion passed unanimously.

Treasurer: James Stark. The Treasurer presented a written report, including a handout of budget figures for the 2007-2008 Fiscal Year.

Executive Director: Daniel N. Colburn, II. The Executive Director presented a written report. The 2007 National Convention returned a profit of approximately \$25,000, 25% more than the Society's budget expected. There were 197 full registrations plus 76 persons buying 201 daily registrations, for a total of 273 persons. Mr. Colburn is now working closely with the 2008 National Convention Committee and will meet with them in person later this month. A reception was held during the Central Indiana Convention for OHS major donors, attended by about thirty persons. In August, checks were received from the estate of Forrest C. Mack in the amount of \$14,285 for each of the E. Power Biggs Fund and the Society's general operations. Advertising billed for 2007 amounted to \$13,340 for the *Atlas* and \$21,415 for *The Tracker*. Catalogue operations continue to be successful. Membership renewal forms and letters have been mailed by the Controller, David Barnett. The 2004 Buffalo Convention CD's are presently being mastered, with work beginning on the layout of the booklet as well.

COUNCILORS' REPORTS

Archives: Carol Britt. Dr. Britt submitted a written report. The Archives is now current with acquisitions, binding, and cataloguing. Approximately 320 books and pamphlets have been catalogued. The library has had 38 visitors so far this year. The on-line catalog had 36,200 hits, up slightly from previous years. 121 items were sent out on loan. A budget for the 2007-2008 fiscal year will be forthcoming. The offsite storage space has been cleaned and organized, should additional items need to be placed there. The Archives Governing Board will meet the morning following the National Council meeting.

Conventions: Allen Kinzey. Mr. Kinzey presented a written report with updates pertaining to several conventions from various chairs. Joseph Roberts, Chair of the 2007 Central Indiana Convention, provided a brief review of his committee's successful work. Photography and documentation for the 2008 Seattle/Tacoma Convention has commenced, and the website for this event is under construction. Research for the 2009 Cleveland venues has been underway for about two years already. A supplemental funding campaign for potential donors and sponsors of convention events has commenced. The itinerary for the 2010 Pittsburgh Convention is being laid out. The 2011 Washington, DC, Convention Committee has focused on several possible dates for their event. The Executive Director presented results of the 2007 National Convention survey, compiled by the registrar, Paul Marchesano. In overview, the responses were positive.

Education: Will Headlee. There is one candidate for the E. Power Biggs Fellowship for the 2008 National Convention as of this date, with a deadline for applications of February 28, 2008. One Historic Organ Citation has been awarded since the last meeting of the Council. Five Citations were presented during the 2007 National Convention, and two more will be presented during the symposium over the next several days. Two cited organs are in danger: #227, for the c. 1898 M. P. Möller opus 217; and #328 for the 1911 J. W. Steere & Son organ. The Citations committee welcomed Michael Friesen and Paul Marchesano to their work on October 1. One organ is now under consideration by the committee. There continues to be no activity on the part of Historic Organ Recitals due to budget limitations. The Pipe Organ Database now has 29,132 entries. The degree of OHS involvement in the 2008 symposium, *Organs in Art/Organs as Art*, is evolving. Paul Marchesano, chair of the website committee, submitted a written report, noting that the Committee has not been able to make progress with the website, as information to accomplish their goals has been withheld or provided with lack of cooperation on the part of staff and volunteers.

Moved: Britt; second—Headlee, that National Council dissolve the Website Committee with thanks for their efforts and accomplishments to date. Motion passed, one opposed (Schnurr).

Moved: Headlee; second—Kinzey, that website oversight is vested in the Executive Director, who will be advised by a committee he will appoint. Motion passed unanimously.

Finance and Development: Randall Wagner. Councilor Wagner provided a report from the Endowment Fund Advisory Board. In the 2006-2007 fiscal year the Fund has accepted gifts of \$22,478.00 and provided income to the Society of over \$8,000.00. The Fund has grown in value through contributions, appreciation, and income by nearly \$34,700.00 to \$365,079.27. The newly-formed Development Committee held its first meeting on Tuesday, October 9.

Moved: Schnurr; second—Headlee, that the National Council ratify the membership of the Development Committee, a standing committee, as follows: Randall Wagner, Joseph McCabe, Jack Bethards, and Stephen Pinel. Motion passed unanimously.

Organizational Concerns: Jack Bethards. Councilor Bethards presented a written report from the Chair of the Membership Committee, Dennis Northway. Mr. Northway continues to write welcoming letters to all new members. In concert with the Executive Director and the Society Controller, David Barnett, he put together a packet of membership information for distribution at the upcoming American Institute of Organbuilders convention later this month. The Membership Chair looks to coordinate activities in locales without Society chapters, in an effort to establish new ones. He seeks to bring new, active members to his Committee. A Chapter Handbook is in formation by the Councilor and the Executive Director.

Research and Publications: Scot Huntington. Several written reports were submitted by the Councilor. A report from the Director of Publications outlined his activities since the last meeting of the Council. Future issues of *The Tracker* look to revive the "Organ Update" column, and will likely include articles on the Archives. Plans are being carried out for production of the 2008 Convention *Atlas*, and photography is underway. David Dahl, Paul Fritts, and others will contribute texts and organ analyses. *Music and Its Questions: Essays in Honor of Peter Williams* is in the final stages of production and will be sent to press soon. *Giles Beach and the American Church Organ Works*, by Stephen Pinel, a reprint from the 2006 *Organ Atlas* is currently available for purchase. Other projects are advancing. Publications Governing Board meeting minutes from June 15, 2007, were presented. The Alan Laufman Grant Committee has awarded grants to Mariko Morita and Charlie Steele. The Councilor's report included various proposals for the future of the Society's convention publications and how they relate to the journal.

OLD BUSINESS

Guidelines for Restoration and Conservation: Huntington. Due to uncontrollable circumstances causing the Councilor's delayed arrival, copies outlining the committee's progress were unavailable.

Archives Operating Procedures: Britt. The Archives Governing Board continues to discuss the draft Operating Procedures and will continue the discussion at the Board's meeting on Thursday, October 11.

Convention Sourcebook: Schnurr. The Chair of this Committee and the Executive Director held a half-day teleconference to outline overall aspects of the resource that need revision and plans for carrying this out. It is expected that another teleconference will occur shortly before items are taken to the full Committee. The Executive Director has now had the experience of a full year with conventions.

Online Chatlist and Membership Directory: Libin. These items are in process and there was no further report.

Articles of Incorporation and Mission Statement: Colburn. The Executive Director is in contact with the Society's attorney regarding what is needed to amend the Articles.

Organ Tours: Colburn. The Executive Director is working on coordinating a tour to Italy in October of 2008. He has been in contact with a travel agency and has an itinerary sketched by the tour leader.

American Guild of Organists 2008 National Convention: Colburn. The Society will provide inserts for registration packets for this convention.

Moved: Bethards; second—Kinzey, that the National Council send Laurence Libin's letter to Victor Schantz regarding hiring a professional publicist to promote public awareness of the pipe organ. Motion passed unanimously.

Moved: Wagner; second—McCabe, that the National Council appoint Jack Bethards as the OHS representative on a joint committee on publicity to promote public awareness of the pipe organ. Motion passed unanimously.

There was discussion about the OHS reimbursable expense policy in regard to meals. The Executive Director will draft further procedures for use by committees.

Van Pelt Fund for Preservation and Restoration of Historic Organs: Wagner. There was no report, as the committee is working on operating procedures to bring to the Council.

The Council discussed the advisability of changing National Council election timing and method. The President will consult with James Wallmann about procedure methods, to be reported to the Council as soon as possible.

The meeting recessed for luncheon at 11:40 a.m. The meeting reconvened at 1:12 p.m.

Moved: Huntington; second—McCabe, that Society bylaw 5.7 (a)(2) be amended to read as follows: "its convention publication published in connection with the national convention of the Society, and. . ." subject to approval of the membership. Motion passed unanimously.

NEW BUSINESS

Moved: McCabe; second—Bethards, that half of the undesignated portion of the Forrest Mack bequest received to date be transferred to the Archives Fund and half to offset the current deficit from the 2007 *Atlas* expenses. Motion passed, one abstention (Schnurr).

Moved: McCabe; second – Schnurr, that the National Council develop job descriptions and performance evaluations for all employees. Motion passed unanimously.

Moved: Britt; second – Wagner, that the National Council go into Executive Session. The Council moved into Executive Session at 2:24 p.m.

Moved: Wagner; second – Kinzey, that the National Council come out of Executive Session. The Council came out of Executive Session at 2:49 p.m.

Moved: Bethards; second – McCabe, that National Council accept the budget for the Fiscal Year 2007-2008, dated September 28, 2007, with the request that the Treasurer add an additional page outlining fundraising goals for the year. Motion passes unanimously.

The Councilor for Organizational Concerns distributed a draft Councilor's and Officer's Responsibilities for further discussion at the teleconference meeting on October 29.

Discussion followed regarding production of Convention compact disc booklets.

REVIEW OF FUTURE MEETINGS

Review of dates, times, and places of upcoming Council meetings:
Friday and Saturday, February 15 and 16, 2008, in Seattle, Washington
Saturday and Sunday, July 12 and 13, 2008, in Seattle, Washington
October 2008, in Cleveland, Ohio

ADJOURNMENT

Moved: Bethards; second – Britt, to adjourn. Motion passed unanimously. Meeting adjourned at 3:44 p.m.

--Respectfully submitted, Stephen Schnurr, Secretary.

--Approved, Monday, February 18, 2008, in Pittsburgh, Pennsylvania.