Minutes of a Special Meeting of the Governing Board of the American Organ Archives of the Organ Historical Society

A special meeting of the Governing Board ("GB") of the American Organ Archives of the Organ Historical Society was held on Tuesday, 5 January 2010, at 8:05 p.m. EST by telephone conference call. Notice of the meeting had previously been given. Present by telephone were governors Christopher Marks (Chair), Carol Britt, David Brown, William Parsons, and James L. Wallmann (Secretary). Stephen L. Pinel, the Archivist, joined the conference call at 9:01 p.m. EST. Also present by telephone were ex-officio members Scot Huntington (Society President) and Daniel Colburn (Society Executive Director).

The chair serves as a member of the GB by virtue of his position as Councillor for Archives on the National Council; the chair’s term is coterminous with the regular Society elections for that position. At the GB’s 11 February 2008 meeting, Mr. Wallmann and Ms. Butler were designated to the group of governors whose terms expire in 2010, while Dr. Davidson and Mr. Parsons were designated to the group of governors whose terms expire in 2012. Mr. Brown replaced Ms. Butler and Dr. Britt replaced Dr. Davidson. Therefore, the terms of Messrs. Wallmann and Brown expire in 2010 with the regular annual meeting of the GB, while the terms of Dr. Britt and Mr. Parsons expire in 2012 with the regular annual meeting of the GB.

1. Call to order and establishment of quorum. The Chair called the meeting to order. All participants were able to hear each other by conference telephone.

A quorum of the GB was present to transact business. An agenda for the meeting (Attachment A) had previously been distributed, as well as points for discussion prepared by Dr. Marks. The resignation of Dr. Hans Davidson on 22 November 2009 had been received and the Board expressed its appreciation for the fine service Dr. Davidson had rendered to the Archives and GB. It had been proposed that Dr. Britt fill the remaining term of Dr. Davidson and her appointment to the GB was approved by the National Council of the Society on 4 January 2010. Mr. Wallmann was asked to confirm the current terms of the current members of the GB. Subsequently, Mr. Wallmann reported the following to the GB:

RESOLVED: That the minutes of the meeting of the Governing Board of the American Organ Archives of the Organ Historical Society held on 24 October 2009, be, and hereby are, approved.

Mr. Wallmann will transmit these minutes to the Society’s Director of Publications for publication in The Tracker.

2. Approval of minutes of 24 October 2009 meeting. The minutes of the 24 October 2009 meeting of the GB had previously been circulated for review. Upon motion duly made (Dr. Britt) and seconded (Mr. Brown), it was approved.

3. Honoring Mr. Pinel’s service. In a letter to Dr. Marks dated 30 November 2009, Mr. Pinel announced his retirement as Archivist effective 31 May 2010. The GB discussed ways to honor Mr. Pinel's twenty-five years of service to the Archives and Society.

4. Fall 2010 Archives tour. In light of the demands on his time before the end of May, Mr. Pinel will not be able to complete the organization of an organ tour in New England for the fall of 2010. Mr. Pinel suggested that the GB consider sponsoring such a tour in 2011.

5. Archivist position. The retirement of Mr. Pinel was discussed. Mr. Pinel reminded the GB that he is retiring as Archivist, not resigning. He will prepare a description of his duties for the GB. There would be some savings to the Society if the Archivist position is not immediately filled, but there would be a lack of continuity if the position remained open too long. Mr. Pinel felt that leaving the position open for up to six months would not be a major problem. The library staff at Rider University will be able to assist with interlibrary loan requests but little else of the business of the Archives, according to Mr. Pinel. The GB considered how best to search for a new Archivist and publicize the request. Upon motion duly made (Mr. Wallmann) and seconded (Mr. Brown), it was approved.

RESOLVED: That a transition subcommittee of the Archives Governing Board be, and hereby is, established to review the position of Archivist and to search for and identify a new Archivist, whether interim or permanent.

RESOLVED FURTHER: That the transition subcommittee consist of Dr. Marks (chair), Dr. Britt, and Mr. Brown and, as ex officio members, Messrs. Huntington and Colburn.

The American Organ Archives IS OFFERING FOR SALE TEN COPIES OF A G. DONALD HARRISON PHOTO.

Each 8 x 10 photo is handsomely bound in heavy board with deckle edges, and all are in excellent condition. The cost is $75 plus $5 shipping and handling.

Contact the Archivist at archivist@organsociety.org.
Minutes of a Special Meeting of the Governing Board of the American Organ Archives of the Organ Historical Society

A special meeting of the Governing Board (“GB”) of the American Organ Archives of the Organ Historical Society was held on Monday, 17 May 2010, at 7:34 p.m. EST by telephone conference call. Notice of the meeting had previously been given. Present by telephone were governors Christopher Marks (Chair), CarolBritt, David Brown, William Parsons, and James L. Wallmann (Secretary). Governor Willis Bridegam was absent and excused. Also present by telephone were ex-officio members Scot Huntington (Society President) and Daniel Colburn (Society Executive Director).

The outline of these minutes follows the agenda of the meeting. All actions taken by the GB were unanimous.

1. Call to order and establishment of quorum. The Chair called the meeting to order. All participants were able to hear each other by conference telephone. A quorum of the GB was present to transact business. An agenda for the meeting (Attachment A) had previously been distributed.

2. Announcements. Dr. Marks reported that the National Council approved the appointment of Mr. Bridegam as a governor (voting member) of the GB on 5 January 2010, be, and hereby are, approved.

Mr. Wallmann will transmit these minutes to the Society’s Director of Publications for publication in The Tracker.

3. Approval of minutes of 5 January 2010 meeting. The minutes of the 5 January 2010 telephone meeting of the GB had previously been circulated for review. Upon motion duly made (Dr. Britt) and seconded (Mr. Brown), it was RESOLVED: That the minutes of the meeting of the Governing Board of the American Organ Archives of the Organ Historical Society held on 5 January 2010, be, and hereby are, approved.

Mr. Wallmann described the positive visit to Rochester, New York, the relocation subcommittee had in February. The organ department and library at Eastman School of Music would very much like to see the Archives relocate to Rochester. Christ Church is a block from Eastman and could serve as a new home for the Archives. A draft request for proposal (“RFP”) about the possible relocation of the Archives had been prepared and is ready to be circulated to the rest of the GB, including ex officio members. It will also be important to receive comments to the draft RFP from Rider University before the RFP is distributed to interested institutions. Mr. Huntington noted that the National Council will need to be involved in major decisions affecting the Archives.

4. Transition plan. The GB would like an interim Archivist to start in the fall of 2010, at which time the search for a permanent Archivist can begin. Various candidates for the interim position were discussed. Practical matters such as keys to the Archives, telephone numbers, and the availability
of Archives materials through the Talbott Library reference desk were also mentioned. The transition subcommittee will contact the four candidates on the list and ask for résumés, as well as contact Rider University to see if there are any possible candidates among students or library staff. Compensation for the interim Archivist was also discussed. Messrs. Wallmann, Bridegam, and Parsons will assist with acquisitions for the Archives while there is no permanent or interim Archivist; send acquisition requests to Mr. Wallmann.

Upon motion duly made (Mr. Wallmann) and seconded (Dr. Britt), it was

**RESOLVED: **That the transition subcommittee of the Archives Governing Board be, and hereby is, authorized to identify candidates for the position of interim Archivist and collect résumés and gather information about these candidates.

**RESOLVED FURTHER:** That, if, in the transition subcommittee’s reasonable opinion, a suitable candidate is found, the approval of the National Committee be sought at the National Council’s June 2010 meeting to engage such candidate to commence his or her duties around September 1, 2010, at the discussion considered.

The GB discussed a photocopying policy for the Archives. Dr. Marks will draft and circulate a photocopying policy. It will be impossible to please everyone with a photocopying policy, but different prices for members and non-members should cover the actual expenses to the Archives when duplication of Archives materials is requested. Dr. Marks will also follow up on practical matters following the retirement of Stephen Pinel – email contact on the Society website, keys, telephone numbers, etc.

**Minutes of a Regular Meeting of the Governing Board of the American Organ Archives of the Organ Historical Society**

A regular meeting of the Governing Board (“GB”) of the American Organ Archives of the Organ Historical Society was held on Saturday, October 30, 2010, at 9:06 a.m. EDT at the American Organ Archives, Princeton, New Jersey. Notice of the meeting had previously been given. Present were governors Christopher Marks (Chair), Willis Bridegam, Carol Britt, David Brown, and James L. Wallmann (Secretary), and Bynum Petty, Interim Archivist. Governor William Parsons was absent and excused. Also present was James Weaver (Executive Director of the Society). Stephen Pinel arrived at 11:30 a.m. and Mi-Hye Chun arrived at 12:22 p.m.

The outline of these minutes follows the agenda of the meeting. All actions taken by the GB were unanimous.

1. **Establishment of quorum.** The Chair called the meeting to order. A quorum of the GB was present to transact business. An agenda for the meeting (Attachment A) had previously been distributed.

2. **Approval of minutes from May 17, 2010, telephone meeting.** The minutes of the May 17, 2010, telephone meeting of the GB had previously been circulated for review. Upon motion duly made (Dr. Britt) and seconded (Mr. Brown), it was

**RESOLVED:** That the minutes of the meeting of the Governing Board of the American Organ Archives of the Organ Historical Society held on May 17, 2010, be, and hereby are, approved.

Mr. Wallmann will transmit these minutes to the Society’s Director of Publications for publication in The Tracker.

3. **Reports.** Mr. Petty noted the urgency of protecting materials at the Enfield, N.H., facility. There has been water intrusion on the west side of the building where a window panel fell out. Mr. Petty shared with the group a photo negative stored in Enfield that had completely disintegrated. Some carbon copies from the 1920s are in poor condition. Mr. Petty has been working with the Joseph G. Bradley Charitable Foundation of Philadelphia for funding to digitize E.M. Skinner drawings in the Archives collection. Dr. Marks asked Mr. Petty to work with Mr. Weaver on these fund-raising efforts. Mr. Bridegam asked how the Skinner files should be organized. Mr. Petty replied that there might be several ways to organize the files, but that the drawings should be sorted by opus number. Mr. Bridegam wondered if funding should first go to organizing the drawings, and then to digitizing. Mr. Petty mentioned that Mike Foley, an organbuilder in Connecticut, has offered to help organize the Skinner drawings.

Mr. Petty discussed other goals for the Archives. Ephemera such as nineteenth-century American concert programs should be organized and cataloged. The Archives recently received the organ toolbox of Octavius Marshall. Finding aids for manuscript materials are a priority. Mr. Bridegam suggested that this would be a good project for a local library school, such as Rutgers. As an example, the GB looked at the finding aids prepared for the Frederick Roth Webber correspondence. Similar finding aids should be done for the Aeolian-Skinner shop lists and other manuscript material. To date, about 50 collection-level records have been created.

Mr. Petty continues to collect new and antiquarian books for the Archives. Mr. Bridegam asked if we should consider not binding periodicals if the periodical is available online; however, only a handful of organ periodicals are available online. Dr. Marks and the rest of the GB thanked Mr. Petty for his excellent work as Interim Archivist.

Mr. Bridegam reported on the meeting he and Scott Huntington had with the Northeast Document Conservation Center (“NDCC”) regarding the Enfield storage facility. Messrs. Bridegam and Huntington had prepared a written report, a copy of which is attached hereto as Attachment B. Ms. Conn of the NDCC said that the highest priority should be to find a new and appropriate home for the Enfield collection. The situation with Rider needs to be clarified, a request for proposal for relocation of the Archives (“RFP”) prepared, and grants pursued. Ms. Conn agreed to assist with the grant-writing process. Mr. Bridegam suggested that a grant committee be formed; Mr. Petty will follow up. The GB thanked Messrs. Bridegam and Huntington for their efforts and discussed the necessity for a long-term plan to relocate the Enfield collection, not only for its preservation, but to bring this valuable resource to a broader research community.

4. **Budget for 2010–11 fiscal year.** The Archives requested $35,000 from the Society general fund for the 2010–11 fiscal year. Actual numbers for the 2009–10 fiscal year are not yet known with certainty, but it appears that spending for 2009–10 was within budget. One important budget consideration is whether the Archives engages a permanent Archivist. If not, there may be
American Organ Archives announces a Request for Proposal

The American Organ Archives of the Organ Historical Society seeks expressions of interest from institutions that would be interested in housing its collection. The Archives is the world’s largest collection of books, periodicals, and manuscripts about the organ. Printed materials are housed in a dedicated reading room at an academic institution in Princeton, New Jersey, while the manuscript materials, primarily consisting of the archives and business records of numerous American organbuilders, are located at a storage facility in Enfield, New Hampshire. The Archives seeks to unite its materials at a single institution where the entire collection of books, periodicals, and manuscripts will be available for research by students, scholars, organbuilders, and others interested in the king of instruments. A formal Request for Proposal, in .pdf format, is available at www.organsociety.org (click on “The Archives”). Please direct questions to James L. Wallmann, whose contact information is found on the last page of the RFP.