

## 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 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, as well as points for discussion prepared by Dr. Marks. The resignation of Dr. Hans Davidsson on 22 November 2009 had been received and the Board expressed its appreciation for the fine service Dr. Davidsson had rendered to the Archives and GB. It had been proposed that Dr. Britt fill the remaining term of Dr. Davidsson 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: 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. Davidsson 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. Davidsson. 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.]

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

**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*.

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

**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.

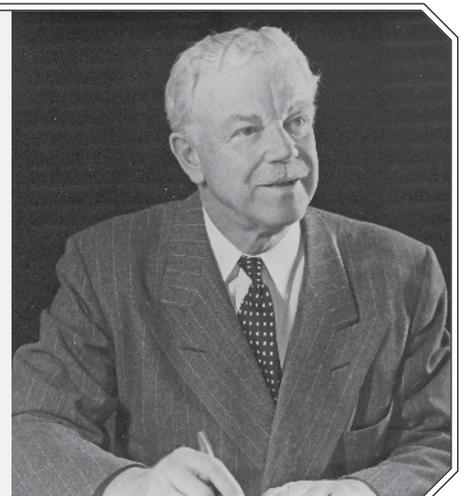
**RESOLVED FURTHER:** That the transition subcommittee consist of Dr. Marks (chair), Dr. Britt, and Mr. Brown and, as ex officio members, Messrs. Huntington and Colburn.

## 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](mailto:archivist@organsociety.org).



6. *Investigating the situation at Eastman.* The GB has a long-term plan to consider the future of the Archives. There is special emphasis in the plan to bring the manuscript materials now in storage in Enfield, New Hampshire under one roof with the books and periodicals now in Princeton. In this regard, a proposal from the Eastman School of Music had been received. Investigating all options for the future of the Archives is prudent, but it would also be appropriate to visit Rochester to learn more about Eastman's proposal and to view the space identified as a potential new home for some or all of the collections of the Archives.

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

**RESOLVED:** That a relocation subcommittee of the Archives Governing Board be and hereby is established to consider the long-term needs of the Archives and the desire to have all of the collections of the Archives under one roof.

**RESOLVED FURTHER:** That the relocation subcommittee consist of Mr. Wallmann (chair), Mr. Parsons, Willis Bridegam, Joseph McCabe (Society Vice President) and, as long as he serves as Archivist, Mr. Pinel.

7. *Changes to Governing Board.* The GB discussed the need for a sixth voting member to provide additional oversight as the Archives deals with the retirement of Mr. Pinel and the long-term needs of its collections. Willis Bridegam, an organist and recently retired as Amherst College Librarian, was mentioned as a possible sixth voting member of the GB. Upon motion duly made (Mr. Wallmann) and seconded (Dr. Britt), it was

**RESOLVED:** That the Archives Governing Board have five or six

voting members, the exact number to be determined in consultation with the National Council and approved by the National Council.

**RESOLVED FURTHER:**

That, subject to an increase in the number of voting members of the Archives Governing Board, his acceptance of the position, and approval by the National Council of his appointment, Willis Bridegam be appointed as an additional voting member of the Archives Governing Board.

Mr. Huntington will ask the National Council to approve a sixth voting member of the Archives Governing Board. Dr. Marks will contact the Society Secretary concerning the above resolutions and will approach Mr. Bridegam about his willingness to serve on the Archives Governing Board. [Subsequent to the meeting, the National Council approved a sixth voting member and Mr. Bridegam's appointment as that voting member. Mr. Bridegam accepted the appointment.]

8. *2009–2010 budget review.* Acquisition expenses are higher than expected and there has been additional and unexpected travel to Rochester. However, there will be some savings after Mr. Pinel retires at the end of May. Drs. Marks and Britt will work with Mr. Pinel to review budgetary items. The Richmond office provides reports of Archives expenses but the reports are not always complete and are not sent regularly.

9. *Next steps.* Business records from the Tellers Organ Company should be available to the Archives in 2010. Arrangements will have to be made to pick these up.

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The meeting adjourned at 10:11 p.m. EST.  
James L. Wallmann, Secretary

## 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), Carol Britt, 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 May 1, 2010. The National Council also approved the nomination of Stephen Pinel for honorary membership in the Society. Treasurer Jim Stark and controller David Barnett resigned from their positions as of March 31, 2010. Other changes in the Richmond office had also

taken place. Mr. Colburn reported on efforts to improve financial reporting within the Society. A new Executive Director of the Society is expected to be named by September 1, 2010.

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 will transmit these minutes to the Society's Director of Publications for publication in *The Tracker*.

4. *Update on relocation.* 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.

5. *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 Talbot 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 compensation discussed.

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.

6. *Fall meeting date.* The GB would like to hold a face-to-face

meeting in Princeton in the fall. A date will be set and circulated by email.

7. *Next steps.* There were no other matters of business to discuss.

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The meeting adjourned at 9:21 p.m. EST.

James L. Wallmann, Secretary

## 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 Scot 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 \$53,000 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

additional funds. The GB agreed that it is difficult to prepare a job description for a permanent Archivist or conduct a search if the location for the Archives is uncertain. Upon motion duly made (Mr. Wallmann) and seconded (Mr. Bridegam), it was

**RESOLVED:** That the Governing Board postpone its search for a permanent Archivist until there is a clear indication of the future home of the Archives.

The status of Mr. Petty was discussed. Upon motion duly made (Dr. Britt) and seconded (Mr. Brown), it was

**RESOLVED:** That Mr. Petty no longer be designed as “interim Archivist” but as “Archivist” at compensation reflecting his new position.

Mr. Wallmann noted that the interim Archivist was intended to be a true placeholder with minimal activity and compensation to match. Mr. Petty is performing many more duties and this should be reflected. The GB agreed that Mr. Petty’s compensation would be changed to \$1,800 per month effective November, 2010. Mr. Petty continues to track his time spent on Archives business. The compensation line item on the proposed budget was changed. Equipment and supplies should be separate line items. Mr. Weaver said that the GB can request new account codes to better track the income and expenses

of the Archives. Expenses for GB travel were reduced. Travel by the Archivist to the Society convention is important; \$2,000 should be budgeted. Dr. Marks and Mr. Weaver will check on complimentary or reduced-fee convention registration for the Archivist. The excess budget funds should be designated for a contingency fund. Mr. Petty will take efforts to improve the sale of excess materials from the Archives. A copy of the proposed budget as revised is attached hereto as Attachment C. Upon motion duly made (Mr. Bridegam) and seconded (Dr. Britt), it was

**RESOLVED:** That the proposed budget for the 2010–11 fiscal year as revised be, and hereby is, approved as the 2010–11 budget for the Archives.

5. *Search process for Archivist.* With the change in Mr. Petty’s status to Archivist, it is no longer necessary to search for an Archivist.

6. *Updates on relocation and RFP.* A revised RFP was presented to the GB and discussed. Upon motion duly made (Mr. Bridegam) and seconded (Dr. Britt), it was

**RESOLVED:** That the Request for Proposal for relocation of the Archives in substantially the form presented to the Governing Board be and hereby is accepted by the Governing Board.

**RESOLVED FURTHER:** That the Request for Proposal be presented to the National Council for that body’s comments prior to releasing the Request for Proposal to the public.

Dr. Marks will speak with Mr. Huntington about how best to present the RFP to the National Council. The GB thanked Mr. Wallmann for his efforts in preparing the RFP and discussed those academic institutions which should receive the RFP. While Mr. Wallmann is the logical person to distribute the RFP, others can assist in this process. The RFP should be sent to representatives of both the organ department and the library at the same institution.

7. *Greet Mi-Hye Chun.* The GB welcomed Mi-Hye Chun, head of the Westminster Choir College library, and discussed a potential move by the Archives from Rider. Ms. Chun would be sorry to see the Archives go, but she said she understood why the Archives is looking for a new home. Ms. Chun thanked the GB that the draft RFP has only been shared with Rider and not any other institutions. While Rider is looking for additional space to satisfy the Archives, nothing has been found yet.

8. *Photocopy policy.* Dr. Marks had previously distributed a proposed photocopy policy with suggested fees for duplication services. See Attachment D. Upon motion duly made (Mr.

Bridegam) and seconded (Mr. Wallmann), it was

**RESOLVED:** That the Research and Photocopy Fee Policy be, and hereby is, adopted as a policy of the Archives.

9. *Discussions.* Now that he is no longer interim Archivist, Mr. Petty can now focus more on acquisitions for the Archives. Current books and other printed materials should be collected, with organ periodicals checked to identify new publications. Martin Walsh is no longer finding and purchasing pictures and stereo slides on behalf of the Archives. Mr. Petty was asked to prepare a draft acquisition and de-accessioning policy for the GB to consider at its next meeting. In particular, what materials are given away, what is sold, and what is traded? A special fund for rare items was also considered. In the past, a rare item was purchased and friends of the Archives would be approached to underwrite its purchase.

The GB considered whether to establish an endowment fund in honor of Stephen Pinel. The fund would be used to purchase rare books and other materials. Dr. Marks will discuss this idea with Messrs. Huntington and Weaver. 10. *Next meeting.* The next meeting will be scheduled later. Mr. Petty was thanked for coordinating this meeting.

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The meeting adjourned at 2:26 p.m. EDT.

James L. Wallmann, Secretary

## 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](http://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.