

Minutes of the National Council Meeting

Monday and Tuesday,
February 15-16, 2010
Holiday Inn Crystal
City/National Airport,
Arlington, Virginia

Call to Order: This regular meeting of the National Council of the Organ Historical Society was called to order by President Scot Huntington on Monday, February 15, 2010, at 2:22 p.m. A quorum of Council members was established. Present: Scot Huntington (President), Joseph McCabe (Vice-President), Stephen Schnurr (Secretary), James Cook (Councilor for Education), Allen Kinzey (Councilor for Conventions), Christopher Marks (Councilor for Archives), Dennis Northway (Councilor for Research and Publications), Dana Robinson (Councilor for Organizational Concerns), Randall Wagner (Councilor for Finance and Development), James Stark (Treasurer), and Daniel N. Colburn, II (Executive Director). Also present: Allen Langord.

The meeting opened during a previously convened meeting of the Organ Historical Society Publications Governing Board. Board members present, in addition to any above: Rollin Smith (Director of Publications), James Wallmann, Andrew Unsworth, Orpha Ochse, Len Levasseur, and Christopher Anderson.

The President distributed copies of books about to be published and available for sale, including works by Barbara Owen (*Music on the Green*), Henry A. Jones (*The Old Organist*), and John R. Watson (*Artifacts in Use*), and James Lewis (*Organs in the Land of Sunshine*).

Moved: Northway; second—Wagner, that excess inventories of convention publication and journal issues be placed under the control of the Publications Governing Board. Motion passed unanimously.

Moved: Northway; second—Wagner, that National Council ratify the reappointment of Christopher Anderson, Andrew Unsworth, and James Wallmann to a four-year term on the Publications Governing Board, expiring April 2014. Motion passed unanimously.

Discussion ensued regarding inclusion of regular columns for Chapter news, Citations, and the Archives in *The Tracker*.

Moved: Cook; second—Marks, that the Citations Committee will send regular reports to *The Tracker* for inclusion in each issue. Motion passed, one opposed (Schnurr), one abstained (Wagner).

Councilor Kinzey, a member of the Citations Committee, agreed to coordinate providing Citations reports to *The Tracker*.

The National Council requested the Archives Governing Board to furnish materials to the Director of Publications to facilitate the publication of a regular Archives column in the journal.

Discussion ensued between the Council and the Board regarding budget issues and the Society's publications, as well as the headquarters operations.

Moved: McCabe; second—Kinzey, that National Council create an *ad hoc* committee, chaired by James Cook, charged to conduct a review of the information technology system of the organization. Additional members will be selected at the pleasure of the Chair. Motion passed unanimously.

Councilor Northway left the meeting at 4:20 p.m. Councilor Wagner left the meeting at 4:30 p.m. The meeting recessed for the day at 5:09 p.m. The meeting reconvened on Tuesday, February 16, 2010, at 8:45 a.m. Present: Scot Huntington (President), Stephen Schnurr (Secretary), James Cook (Councilor for Education), Allen Kinzey (Councilor for Conventions), Christopher Marks (Councilor for Archives), Dana Robinson (Councilor for Organizational Concerns), Randall Wagner (Councilor for Finance and Development), Daniel Colburn

(Executive Director), and James Stark (Treasurer). Also present: Allen Langord. Absent: Joseph McCabe (Vice-President), Dennis Northway (Councilor for Research and Publications).

Approval of Minutes: Moved—Wagner; second—Kinzey, to approve minutes of the regular meeting of the National Council, held Friday, October 23, 2009, in Princeton, New Jersey, as circulated by the Secretary, and to be published at the Society's website. Motion passed unanimously.

Moved: Kinzey; second—Robinson, to approve minutes of the special meeting of the National Council, held Monday, January 4, 2010, by teleconference, as circulated by the Secretary, and to be published at the Society's website. Motion passed unanimously.

REPORTS

President's Report: Scot Huntington. Mr. Huntington has been concentrating his efforts on the committee to restructure the Society's administration as well as similar efforts for the Archives. He has consulted with Allen Langord and Jack Bethards. James Stark has resigned as Treasurer of the Society. The President has been working on several proposals to improve membership numbers and to reduce the recent decline of membership. A membership survey may be in order. Facing a deficit outlined in the Treasurer's report below, some budget cuts will need to be considered. Mr. Huntington called for long-range goal setting and planning, requesting that the Vice-President spearhead this effort. Jason McHale of the Richmond office has been given the task of advertising manager. He has completed advertising for *The Tracker* and now begins work on the same project for the convention *Atlas*. Mr. Huntington has fielded two more inquiries for the Phoenix Project since the October meeting of the Council.

Vice-President's Report: Joseph McCabe. The Vice-President worked to produce a catalogue

for mailing. In addition, he has worked with the catalogue staff to identify new merchandise. Mr. McCabe visited Pittsburgh, Pennsylvania, to discuss issues of the upcoming National Convention with convention committee members. He worked on a calendar for the 2010 year; however, a severe decline in advertising commitments necessitated shelving that project. He has also been active in discussions for searches for a new Executive Director and Archivist.

Treasurer: James Stark. As of the financial report distributed to the National Council on January 22, 2010, the Treasurer predicted an annual deficit of \$35,000. The catalogue operation is outperforming its goals at the moment. Membership income remains \$38,000 below budget. As of December 31, 2009, the Endowment Fund stands at \$502,622.44, with a one-year total return of 10.4%. Two- and four-year annual returns were 2.9% and 3.4%, respectively. As of December 31, 2009, the Huber Fund now stands at \$1,063,429.54, with a one-year total return of 13.8%, and a two-year annualized return of 4.8%. Both funds have weathered the market decline well.

Executive Director: Daniel N. Colburn, II. The Executive Director has been heavily involved in preparations for the summer's National Convention in Pittsburgh, Pennsylvania. The convention registration form and Friends of the Convention letter have been finished earlier than in recent years. An online registration form was available February 2. Mr. Colburn continues his work with the other convention committees, as well. The 2013 Vermont Convention has been set for Monday, June 24, through Friday, June 28, with an optional additional day of Saturday, June 29. Letters are being sent to those who have not renewed their membership for this fiscal year. An Annual Fund email was sent in December, requesting gifts at the close of the calendar/tax year. The Legacy Society Charter is now closed with

34 members. The compact disc set, *Historic Organs of Seattle*, was released in late November, and has sold relatively well thus far.

COUNCILORS' REPORTS

Archives: Christopher Marks. The Archives Governing Board is facing two issues: the search for a new Archivist to replace Stephen Pinel upon his retirement on May 31, 2010, and the potential relocation of Archives holdings. A subcommittee has been formed by the Board to deal with each of these issues. The Transition subcommittee (Christopher Marks, chair, David Brown, Carol Britt, Scot Huntington, and Dan Colburn) will work towards a new Archivist. The Relocation subcommittee (James Wallmann, chair, William Parsons, Joseph McCabe, and Stephen Pinel) are considering offers from the Eastman School of Music as well as other entities for possible permanent relocation of the Archives. **Moved:** Marks; second—Kinzey, that National Council approve the appointment of Willis Bridgeman to the Archives Governing Board as a new governor, effective March 1, 2010, for a four-year term. Motion passed unanimously. **Conventions:** Allen Kinzey. All arrangements and contracts are completed for the 2010 National Convention in Pittsburgh. Information is now being gathered for the convention *Atlas*. The 2011 Convention Committee for Washington, DC, is formalizing arrangements with several venues and has chosen and contacted several recitalists. The Executive Director and Carl Schwartz, Convention Chair, have met with the hotel management. A committee member is attending to transportation issues. The 2012 Chicago Committee is finalizing its schedule. Initial discussion of recitalists yields that at least one young artist will be asked to play each day of the Convention and the vast majority of players will have a Chicago connection. The 2013 Vermont Committee is working on the convention itinerary. The

hotel contract has been finalized and signed with the Sheraton Hotel of Burlington.

Education: James Cook. The deadline for applications for the E. Power Biggs Fellowship is February 28. Since the October meeting of the Council, the Historic Organ Citations Committee has awarded two Citations: #386, First Presbyterian Church, Danville, Illinois, 1947 Aeolian-Skinner Organ Co. opus 1115; and #387, Stephen Schnurr residence, Gary, Indiana, c. 1850's George Jardine. Former Councilor for Education Paul Marchesano presented Citation #382 on January 5, 2010, at the residence of Mr. Schnurr, for the 1885 Frank Roosevelt opus 297. Five other organs are under consideration by the committee. The size of the organ database has now exceeded the memory capabilities of the server. The database will be moved to another server on the campus as a short-term solution to this issue. The Central Hudson Valley Chapter of the American Guild of Organists has agreed to systematically review, complete, and augment entries on all pipe organs in their area.

Finance and Development: Randall Wagner. Councilor Wagner's report echoed sections of the Treasurer's report outlined above with regards to the Huber and Endowment Funds and the Executive Director's report with regards to the Annual Fund. The Councilor has committed to working with John Lovegren, Chair of the Van Pelt Fund Committee, to prepare an acceptable mission statement and governance guidelines.

Organizational Concerns: Dana Robinson. The Councilor's committee charged with studying the structure of the administrative arm of the organization has made progress by electronic mail and telephone conference. Discussion has focused on the potential Executive Director's management and development responsibilities, his/her responsibilities and relationships to officers, National Council, and the membership, and his/her relationship and re-

sponsibility to OHS employees, operations, and the governing boards. A number of qualifications and attributes desirable in candidates have been drawn and developed into a job description. Chicago-Midwest, Hilbus, Michigan, and New Orleans chapters remain the most active in the organization, with activities, publications, and websites. The Councilor suggested a regular chapter news section in *The Tracker*, similar to that in *The American Organist* magazine. Membership remains in decline, with a noticeable decline in gifts that accompany membership renewals. A membership committee is being formed.

Research and Publications: Dennis Northway. Books by Barbara Owen and Stephen Pinel will be available for purchase shortly. The Publications Governing Board is scheduled to meet immediately preceding this National Council meeting. Rollin Smith, James Stark, Michael Friesen, and others are at work on the Pittsburgh Convention *Atlas*. Photography for the Washington, DC, convention publication has been taken. The Councilor works with various people for progress with the Alan Laufman Grant Committee and the Publications Prize Committee.

OLD BUSINESS

Guidelines for Restoration and Conservation: Cook. The Councilor distributed electronically a one-page condensed version of the Guidelines. Discussion of the document occurred with suggestions for revision.

Bylaws revisions: Huntington and Robinson.

Moved: Robinson; second—Cook, that National Council rescind the proposed amendment to section 5.2, *Ex officio* defined, passed in July 2007. Motion passed unanimously.

Moved: Robinson; second—Kinzey, that National Council rescind the proposed amendments to section 5.3, Committees, subsections (a) and (f), passed in July 2007. Motion passed unanimously.

Moved: Robinson; second—Wagner, that National Council rescind the proposed amendment to section 5.4, Nominating Committee, subsection (a), passed in July 2007. Motion passed unanimously. **Moved:** Robinson; second—Kinzey, that National Council rescind the proposed amendment to section 5.6, Archives Governing Board, subsection (e), and section 5.7, Publications Governing Board, subsection (d), passed in July 2007. Motion passed unanimously.

Moved: Robinson; second—Cook, that National Council rescind the proposed amendment to section 5.8, Governing Boards—Additional Provisions, new subsection (d), passed in July 2007. Motion passed unanimously. **Moved:** Robinson; second—Wagner, that National Council rescind the proposed amendment to section 6.1, Annual Meeting, passed in July 2007. Motion passed unanimously.

Moved: Robinson; second—Marks, that National Council rescind the proposed amendment to section 10.2, Amendment by National Council and Society Members, passed in July 2007. Motion passed unanimously.

Moved: Cook; second—Robinson, that National Council reconstitute the Database Committee to include members designated in charge of various areas of database work. Membership in this committee will be identified by the Database Committee Chair and presented to Council in June. Motion passed unanimously.

The meeting recessed for luncheon at 12:01 p.m. The meeting reconvened at 1:02 p.m.

Moved: Cook; second—Robinson, that National Council establish an *ad hoc* committee to study and make recommendations to the Council on whether to alter the Citations program and, if so, in what way. A preliminary report is requested by autumn. The membership of the committee will be determined by the Councilor for Education and the Chair for Historic Organ Citations. Motion passed unanimously.

NEW BUSINESS

Resolved: Marks; second—Kinzey, that National Council expresses its appreciation to Joseph McCabe and the 2009 Cleveland Convention Committee for the presentation of an outstanding convention. Motion passed, one abstention (Schnurr).

The Council discussed possibilities for Society presence at the 2010 National Convention of the American Guild of Organists in Washington, DC.

The Council discussed options for restructuring the administration of the Society as the search continues for a replacement for the Executive Director. *The Executive Director left the meeting at 3:20 p.m.*

Moved: Robinson; second—Marks, that the committee formed in October 2009 and charged with studying the needs of the Society with respect to the Executive Director's position will henceforth be known as the Restructuring and Search Committee. Membership will be Dana Robinson, Jack Bethards, David Dahl, and Allen Langord. Motion passed unanimously.

Moved: Wagner; second—Cook, that the National Council accept the report of the Restructuring and Search Committee and empower the Committee to proceed with a job search for a Managing Director. Motion passed, one opposed (Schnurr).

The President requested that the Restructuring and Search Committee to develop new job descriptions for the Society's officers, to be presented at the Pittsburgh, Pennsylvania, meeting of the Council in June.

The Council discussed a transition to a new Treasurer. *The Secretary left the meeting at 3:45 p.m.*

The Council accepted the resignation of Jim Stark as Treasurer, effective September 30, 2010, with regret.

Moved: Wagner; second—Robinson, to appoint Allen Langord as Treasurer, effective October 1, 2010. Motion passed unanimously.

Moved: Cook; second—Wagner, to establish a new membership category called "gift membership," wherein members in good standing could purchase gift memberships, costing \$50 for the first, \$45 for succeeding gifts, and \$18 for ages 25 and under. Motion passed unanimously.

The President will work with the Executive Director to enact these changes.

The President proposed a "return" incentive to former members whose memberships have lapsed. This could be a one-time \$45 fee to get these members active again. He also suggested an incentive for new or possibly returning members in the form of a compact disk or other item to give them. There was consensus that the Cincinnati organ book should be given as the incentive for new, gift, or lapsed members.

The President will work with the Executive Director to establish a few questions to ask lapsed members when telephoned to be asked to renew.

REVIEW OF FUTURE MEETINGS

Review of dates, times, and places of upcoming Council meetings:

Sunday, June 20, 2010, 9:00 a.m., in Pittsburgh, Pennsylvania.

ADJOURNMENT

Meeting adjourned at 4:24 p.m.

—*Respectfully submitted, Stephen Schnurr, Secretary, assisted by Christopher Marks.*

—*Approved, June 20, 2010, in Pittsburgh, Pennsylvania.*

Minutes of the National Council Meeting

Saturday, May 1, 2010

BY TELEPHONE

Call to Order: This special telephone meeting of the National Council of the Organ

Historical Society was called to order by President Scot Huntington on Saturday, May 1, 2010, at 10:08 a.m. EDT. A quorum of Council members was established. Present: Scot Huntington (President), James Cook (Councilor for Education), Allen Kinzey (Councilor for Conventions), Christopher Marks (Councilor for Archives), Dana Robinson (Councilor for Organizational Concerns), Randall Wagner (Councilor for Finance and Development), Allen Langord (Treasurer), and Daniel N. Colburn, II (Executive Director).

Moved: Robinson; second: Wagner; to substitute "March 31" for "September 30" in the motion passed at the regular meeting on February 16, 2010, accepting the resignation of James Stark as Treasurer. Motion passed unanimously.

Moved: Wagner; second: Cook, to co-sponsor the Hook Holiday presented by the St. John's Organ Society, Bangor, ME, in October 2010. Motion passed unanimously. Discussion included observance of the fact that the OHS would be adding its name to the event with no financial responsibility on its part, simply to lend strength to advertising a worthy celebration.

REPORTS

Reports on personnel changes at the Richmond headquarters and transition to a new Treasurer, previously submitted by Executive Director and Treasurer, were discussed. Scot Huntington thanked them for their exemplary reports.

The Council discussed the ownership of domain names pertaining to the OHS.

The Council discussed management of the Huber Fund.

The Council discussed the Sunbury Press items that have been in warehouse storage.

The Council discussed new ease of accessibility to financial and membership information and possibilities for better information flow and better designed reports for more realistic assessment of financial information.

The Council discussed the possibility of moving towards an open-source and/or off-the-shelf software system for managing information. The *ad hoc* committee on information technology (chaired by Jim Cook) formed at the Feb. 15-16 regular meeting will review recommendations on new systems.

Moved: Cook; seconded: Kinzey, to accept the Recommended Realigned Staff Responsibilities and associated salaries in Executive Director's report to Council, thereby reassigning line items in the budget accordingly. Motion passed unanimously.

Moved: Kinzey; seconded: Cook, to revert supervision of all headquarters operation staff to the Executive Director. Motion passed unanimously.

The Council discussed timing and appropriate methods of notifying general membership of changes in personnel.

Executive Director left the meeting 11:51 a.m. EDT.

Moved: Cook; seconded: Kinzey, to request that the Publications Governing Board resume printing minutes from National Council meetings in *The Tracker*. Motion passed unanimously.

Moved: Wagner; seconded: Robinson, to approve the nomination of Stephen Pinel as Honorary Member, to be voted on by the general membership at the Annual Meeting in June 2010. Motion passed unanimously. Stephen Pinel was nominated for Honorary Membership in the OHS by members Carol Britt, David Brown, Scot Huntington, Christopher Marks, and James Wallmann, in accordance with Section 3.2 (b) of the OHS By-Laws. **Moved:** Wagner; seconded: Cook, to adjourn.

Meeting adjourned at 12:03 p.m. EDT.

—*Respectfully submitted by Christopher Marks, Councilor for Archives, acting as Secretary for this meeting.*

—*Amended and approved, June 20, 2010, in Pittsburgh, Pennsylvania.*