

## Minutes of the National Council Meeting

Sunday, June 20, 2010

Point View Room, Sheraton Station Square Hotel, Pittsburgh, Pennsylvania

**Call to Order:** This regular meeting of the National Council of the Organ Historical Society was called to order by President Scot Huntington on Sunday, June 20, 2010, at 9:22 a.m., in the Point View Room of the Sheraton Station Square Hotel, Pittsburgh, Pennsylvania. 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), Allen Langord (Treasurer), and Daniel N. Colburn, II (Executive Director).

**Approval of Minutes:** Moved—Kinzey; second—Wagner, to approve minutes of the regular meeting of the National Council, held Monday and Tuesday, February 15–16, 2010, in Arlington, Virginia, as circulated by the Secretary, and to be published at the Society's website. Motion passed unanimously.

**Moved:** Marks; second—Northway, to amend the minutes of the special meeting of the National Council, held Saturday, May 1, 2010, to "request that the Publications Governing Board resume printing minutes from National Council meetings in *The Tracker*." Motion passed unanimously.

**Moved:** Kinzey; second—Wagner, to approve minutes of the special meeting of the National

Council, held Saturday, May 1, 2010, by teleconference, as circulated by Councilor Marks and amended, and to be published at the Society's website. Motion passed, one abstention (McCabe).

The following motions were passed by unanimous vote by electronic mail since the February 2010 meeting of the Council:

**Moved:** Cook; second—Kinzey, that National Council accept the resignation of Jim Stark as Treasurer effective March 31, 2010, and that Allen Langord be appointed Treasurer effective April 1, 2010.

**Moved:** Marks; second—McCabe, that the Organ Historical Society co-sponsor the Eastman Rochester Organ Initiative symposium, November 11–14, 2010.

### REPORTS

**President's Report:** Scot Huntington. A restructuring of the Richmond headquarters has been carried out by the Executive Director and the Treasurer. The President will have the Council consider revising the membership renewal process during this meeting. Mr. Huntington is actively involved with the restructuring committee. He has met with the Vermont and (proposed) Western Massachusetts convention committees, and has fielded four requests regarding the Phoenix Project. The President is active with the Archives Governing Board in activities outlined in Councilor Marks' report below. He will also participate in Executive Director candidate interviews next month.

**Vice-President's Report:** Joseph McCabe. The Vice-President looks to announce a new membership campaign in autumn 2010, to reverse the trend of dwindling membership. Mr. McCabe works with committees looking for a new Executive Director and Archivist. He is working with Jonathan Ortloff on production of compact disks from the 2009 Cleveland Convention.

**Treasurer:** Allen Langord. All Assets under active professional management increased modestly in value. Surplus from overall operations exceeded \$37,000 in April and \$64,000 in May. It is good news that the now-projected surplus for the Pittsburgh Convention (from gloomy negative results anticipated in February) is believed realistic. Catalog operations produced respectable surpluses in both April and May. Budgeting for 2010–2011 will begin this summer. The Treasurer will soon meet with members of the Endowment Fund Advisory Board.

**Moved:** Cook; second—Robinson, that National Council authorize the Executive Director to make new arrangements for the ongoing financial management and information technology requirements of the organization. Motion passed unanimously.

**Executive Director:** Daniel N. Colburn, II. Mr. Colburn has travelled to the Richmond headquarters four times since the May teleconference of the Council, continuing his work for transition and restructuring in Richmond. Much of the Executive Director's time has been spent acclimating himself to the information technology systems of the headquarters, striving with the Treasurer to make improvements to the system. He has also worked closely with the 2010 National Convention Committee in their preparations for this week's events.

### COUNCILORS' REPORTS

**Archives:** Christopher Marks. The Archives Governing Board is continuing to explore the possibility of relocating part of the collection, specifically, items in Enfield, New Hampshire. One location has been examined by several members of the Board. A Request for Proposals is being drafted to approach other possible venues, as well. Stephen Pinel retired as Archivist on May 31, 2010. The Board looks to hire

an interim archivist on or about September 1 and is in the process of identifying candidates for this position. A job description for the interim has been developed. The Board will use the time between archivists to assess the collection and its management. Mr. Pinel has spent his last days as Archivist bringing a number of projects up to date.

**Moved:** Kinzey; second—Wagner, that National Council empower the Archives Governing Board to employ an interim Archivist. Motion passed unanimously.

**Conventions:** Allen Kinzey. The Councilor thanked the 2010 National Convention co-chairs (James Stark and J.R. Daniels) for their hard work for a successful convention. Planning and implementation for the 2011 Washington, DC, convention is on track. Venue agreements are in process. Almost all artists have been selected. For the Chicago 2012 convention, the committee is finalizing the schedule and confirming the viability of venue instruments. Advertising has also commenced. The schedule for the 2013 Vermont convention is being worked out. A proposal has been received for a 2014 Convention.

**Moved:** Kinzey; second—Northway, that the fees for recitalists at OHS National Conventions be set as follows: 20 minute demonstration, \$300; 20 minute demonstration, if repeated, then \$50 for each additional performance; 30 to 40 minute recital, \$400; 30 to 40 minute recital, if repeated, then \$100 for each additional performance; 50 minute recital, \$500; and evening recital, regardless of length, \$750. If a recitalist requires a larger payment, this must be funded from other sources. Motion passed unanimously.

**Moved:** Kinzey; second—Wagner, that recitalists and lecturers at OHS National Conventions, as part of their contract, should be offered one-day free registration

or a 25% discount on early full registration, whichever the recit-  
alist or lecturer chooses. Motion  
passed unanimously.

**Moved:** Kinzey; second—Marks,  
that the fees for lecturers at OHS  
National Conventions be \$400  
for a lecture of forty minutes or  
less and to \$600 for a lecture of  
forty-one minutes or more, to be  
paid upon submission of a manu-  
script for publication. Motion  
passed unanimously.

*The meeting recessed for luncheon at  
12:21 p.m. The meeting reconvened at  
1:46 p.m.*

**Moved:** Kinzey; second—Mc-  
Cabe, that National Council ac-  
cept the proposal from Western  
Massachusetts to host the Nation-  
al Convention in 2014. Motion  
passed unanimously.

**Education:** James Cook. The  
E. Power Biggs Committee re-  
viewed applications from seven  
applicants. The committee selected  
four for this year's 2009 E. Power  
Biggs Fellowship award: Timothy  
Davis, Philip Joseph Fillion Evan  
Jacob Griffith, and Don Verkuilen.  
The Historic Organ Citations  
Committee has awarded seven  
Citations, including five for the  
National Convention. The Cita-  
tions Committee declined one  
application. The Citations Chair  
(Stephen Schnurr) has worked  
with Councilor Cook, co-chair of  
the yet-to-be-named Committee  
for reworking the Citations system,  
to formulate committee members.  
Committee members are: James H.  
Cook (co-chair), Stephen Schnurr  
(co-chair), Joseph Dzeda, Paul  
Marchesano, John Watson, and  
Keith Williams, with the following  
*ex-officio*: Scot Huntington (Presi-  
dent), Joseph McCabe (Vice-Presi-  
dent), and Daniel Colburn (Execu-  
tive Director). A set of instructions  
and operating procedures for a  
Pipe Organ Database Manager is  
under development. The Coun-  
cilor has worked with Citations  
Chair Stephen Schnurr and the  
status designations of Database  
entries so as to have both programs

in accordance with the practical  
and philosophical concepts of the  
*Guidelines for Conservation*.

**Moved:** Cook; second—Wagner,  
that Council accept the follow-  
ing structure for a new Database  
Committee, with term endings as  
noted in parentheses and future  
terms to be for a period of four  
years: James Cook, Chair (Sum-  
mer 2012); Jeff Scofield, stoplists  
(Summer 2012); James R. Stettner,  
photographs (Summer 2011); and  
Chad Boorsma, photographs-  
stoplists (Summer 2013). Motion  
passed unanimously.

**Finance and Development:**  
Randall Wagner. There was no  
report from the Van Pelt Fund  
Committee. Councilor Wagner  
referred to the Treasurer and the  
Executive Director for their re-  
ports on the Endowment Fund  
and Annual Fund.

**Organizational Concerns:**  
Dana Robinson. Review of ap-  
plications for the position of Ex-  
ecutive Director is under way. A  
preliminary round of interviews is  
scheduled to take place in July in  
Washington, DC. The Executive  
Director and the Treasurer have  
overseen the personnel transitions  
in the Richmond headquarters.  
A priority for the new Executive  
Director will be assessment of the  
Society's information technology  
systems.

**Research and Publications:**  
Dennis Northway. The Publica-  
tions Governing Board held a  
meeting in person in February.  
There is active and ongoing dis-  
cussion regarding the viability  
and ultimate quality of "on de-  
mand" printing versus traditional  
hardbound and sewn volumes.  
A Publications Governing Board  
Operating Procedures draft was  
distributed and discussed. It  
should be presented to the Na-  
tional Council for ratification at  
the next meeting. After inspect-  
ing the Richmond headquarters,  
the Board has begun working  
with the overstock and remain-  
ders under its purview. The most

important new book from OHS  
Press is Barbara Owen's history of  
the Boston Music Hall organ. A  
subscription has begun and will  
continue with the October issue  
of *The Tracker*. This year's Pitts-  
burgh *Atlas* contains over seventy  
pages of essays by seven authors.  
In addition, a seventy-page *Hand-  
book* has been prepared.

**Moved:** that National Council  
accept the membership of the  
Publications Governing Board as  
presented by Councilor North-  
way. Motion passed unanimously.

**Moved:** that National Council  
accept the membership of the  
Archives Governing Board as pre-  
sented by Councilor Marks. Mo-  
tion passed unanimously.

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## OLD BUSINESS

**Guidelines for Restoration  
and Conservation:** Cook. The  
Councilor is developing a "Fre-  
quently Asked Questions" page  
regarding the Guidelines for the  
Society's website.

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## NEW BUSINESS

A discussion was held relevant to  
the membership renewal proce-  
dure.

**Moved:** Northway; second—  
Marks, that National Council  
extend the employment of Daniel  
Colburn as Executive Director  
until September 30, 2010, or until  
a mutually agreeable date. Motion  
passed unanimously.

**Moved:** McCabe; second—  
Cook, that the President be em-  
powered to negotiate an exten-  
sion of the employment of Daniel  
Colburn as Executive Director as  
necessary, in consultation with the  
Treasurer and the Councilor for  
Organizational Concerns. Motion  
passed unanimously.

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## REVIEW OF FUTURE MEETINGS

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

Monday and Tuesday, Octo-  
ber 18 and 19, 2010, beginning  
Monday evening

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## ADJOURNMENT

**Moved:** Wagner; to adjourn the  
meeting. Meeting adjourned at  
4:48 p.m.

—*Respectfully submitted, Stephen  
Schnurr, Secretary.*

—*Approved Tuesday, October 19,  
2010, in Chicago, Illinois.*

## Minutes from the National Council Meeting October 19, 2010, Chicago, Illinois

**Call to order:** This regular  
meeting of the National Council  
of the Organ Historical Society  
was called to order by President  
Scot Huntington on Tuesday, Oc-  
tober 19, 2010, at 10:40 a.m. Pres-  
ent: Scot Huntington (President),  
James Cook (Councilor for Edu-  
cation), Allen Kinzey (Councilor  
for Conventions), Christopher  
Marks (Councilor for Archives),  
Dennis Northway (Councilor for  
Research and Publications), Dana  
Robinson (Councilor for Organi-  
zational Concerns), Randall Wag-  
ner (Councilor for Finance and  
Development) and James Weaver  
(Executive Director). Also pres-  
ent for part of the meeting as a  
consultant was Daniel N. Colburn  
II. Absent: Joseph McCabe (Vice  
President), Stephen Schnurr (Sec-  
retary), Allen Langord (Treasurer).

**Moved:** Wagner, second Kinzey,  
to accept minutes from the Na-  
tional Council meeting on June  
20, 2010. Motion passed unani-  
mously.

**Moved:** Northway, second Wag-  
ner, to accept the minutes from  
the special National Council  
teleconference meeting on Sep-  
tember 23, 2010. Motion passed  
unanimously.

## REPORTS

**President's report:** Scot Huntington verbally reported on the positive activity in the Society as a whole and the expected financial health coming out of the previous fiscal year.

**Executive Director's report:**

Scot Huntington welcomed James Weaver to the Council meeting, his first as Executive Director. Weaver reported on his progress during his short term as ED, including working with the staff in the Richmond office and getting a new cell telephone. New e-mail address is [jweaver@organsociety.org](mailto:jweaver@organsociety.org). Huntington requested that the Executive Director write a column to appear in every issue in *The Tracker*. There was discussion about cooperation with other pipe organ organizations (AIO, APOBA, ATOS, AGO).

**Archives report:** There was discussion about the future of the Archives collection and the possibility of grants to help develop and preserve the collection.

**Conventions report:** Allen Kinzey expressed concern that the 2013 convention be referred to as the "Northern Vermont" convention, rather than the "Vermont" convention. Discussion was held about the possible location of the 2015 convention, with the suggestion that Cincinnati would have great potential. Kinzey will follow up with members in Cincinnati.

**Education report:** The pipe organ database has being relocated to a new server, which required a great deal of reprogramming, but it is up and running again, with only a few glitches. Discussion was held about the scanning of past *Tracker* issues and their future accessibility online.

**Finance and Development report:** Discussion was held about making sure that the Endowment Fund Advisory Board had the appropriate number of members. Discussion ensued about the lack of activity of the Van Pelt Fund.

**Organizational Concerns**

**report:** Cultivation of members was discussed, including the re-activation of a membership committee. There was discussion of publicity for Distinguished Service Award recipients.

**Research and Publications report:**

Discussion was held about the many wonderful publications in the works and completed.

## NEW BUSINESS

**Technology Report:** Dan Colburn brought a report on the suggested purchase of new integrated software to manage all aspects of OHS operations, including membership, accounting, fundraising, catalog and other systems. Dan received advice from a variety of sources to arrive at several possible choices for software, having also developed a list of requirements that would

be necessary for the software to fulfill. Dan presented to the Council the many advantages and few disadvantages of the proposed new system, along with information about financing and future maintenance of the system.

**Moved:** Northway, second Wagner, that the purchase of SAGE/MAS90 software and consulting services, as identified on Software Solutions proposal of October 5, 2010, and related hardware and labor services identified on the proposal from Network Integration Specialists, Inc. dated October 11, 2010, be approved, and that a leasing agreement be entered into with Key Equipment Finance, Inc. for these purchases, totaling \$41,315.75, to be paid in 36 monthly installments of \$1,363. Motion passed unanimously.

**Resolved:** Northway, second Kinzey -- that Council commend Dan Colburn for his yeoman-like work in reporting on information technology options and his valuable recommendations in transitioning to a new system. Resolution carries by acclamation.

**Resolved:** Robinson, second Northway -- to commend Dan Colburn for his four years of service as Executive Director, which will conclude at the end of the transition period on October 31, 2010, and to wish him well in his future endeavors. Resolution carries by acclamation.

Discussion ensued about the Biggs Fellowship and the need to improve the quality of Biggs fellowship experience for next convention.

**Moved:** Cook, second Northway -- to form an *ad hoc* Biggs Restructuring Committee to review all processes involving the Biggs Fellowship and propose implementation of new procedures to National Council at its next meeting. The committee will consist of the following persons, with others to be appointed by the existing committee -- Christopher Marks and Dana Robinson, co-Chairs; Carol Britt, Derek Nickels. Motion passed unanimously.

*Allen Kinzey departed 4:15pm.*

Discussion ensued about the 2010-11 fiscal year budget.

**Moved:** Marks, seconded Wagner -- to adopt the balanced budget for fiscal year 2010-11 as amended. Motion passed unanimously.

**Moved:** Northway, seconded Wagner -- that the Publications Prize be placed under the purview of the Councilor for Education. Motion passed unanimously.

## ADJOURNMENT

*Meeting adjourned at 4:51 pm.*

Submitted by Christopher Marks, acting as Secretary.

Recitals, Organ Consultation, Workshops

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