

MINUTES OF A SPECIAL MEETING OF THE NATIONAL COUNCIL MONDAY, JANUARY 4, 2010

A special meeting of the National Council of the Organ Historical Society was convened by telephone conference call on Monday, January 4, 2010, at 8:02 p.m. Eastern Standard Time by President Scot Huntington. This special meeting was called in accordance with the Society's Bylaws, sections 4.13, 4.14, and 4.17. A quorum of Council members was established. Present: Scot Huntington (President), Joseph McCabe (Vice-President); Stephen Schnurr (Secretary), Allen Kinzey (Councilor for Conventions), James Cook (Councilor for Education), Dana Robinson (Councilor for Organizational Concerns), Dennis Northway (Councilor for Research and Publications), Daniel Colburn (Executive Director), and James Stark (Treasurer). Absent: Christopher Marks (Councilor for Archives) and Randall Wagner (Councilor for Finance and Development).

The following was transacted during the telephone conference meeting:

MOVED: Cook; second — Kinzey, that National Council ratify Carol Britt's election to the Archives Governing Board to fill the vacancy left by Hans Davidsson's resignation. Motion passed, one opposed (Schnurr), one abstention (McCabe).

ADJOURNMENT: moved, Cook; second — Schnurr, that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 8:29 p.m.

*Respectfully submitted,
Stephen Schnurr, Secretary.
Draft, Monday, January 18, 2010.*

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 mem-

bership 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 Orloff 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 recitalist 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 manuscript 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 — McCabe, that National Council accept the proposal from Western Massachusetts to host the National Convention in 2014. Motion passed unanimously.

EDUCATION: James Cook. The E. Power Biggs Committee reviewed 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 Citations 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 (President), Joseph McCabe (Vice-President), and Daniel Colburn (Executive Director). A set of instructions and operating procedures for a Pipe Organ Database Manager is under development. The Councilor 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 following 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 (Summer 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 reports on the Endowment Fund and Annual Fund.

ORGANIZATIONAL CONCERNS: Dana Robinson. Review of applications for the po-

sition of Executive 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 Publications Governing Board held a meeting in person in February. There is active and ongoing discussion regarding the viability and ultimate quality of "on demand" printing versus traditional hardbound and sewn volumes. A Publications Governing Board Operating Procedures draft was distributed and discussed. It should be presented to the National Council for ratification at the next meeting. After inspecting the Richmond headquarters, the Board has begun working with the overstock and remainders 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 Pittsburgh Atlas contains over seventy pages of essays by seven authors. In addition, a seventy-page Handbook has been prepared.

MOVED: that National Council accept the membership of the Publications Governing Board as presented by Councilor Northway. Motion passed unanimously.

MOVED: that National Council accept the membership of the Archives Governing Board as presented by Councilor Marks. Motion passed unanimously.

OLD BUSINESS

GUIDELINES FOR RESTORATION AND CONSERVATION:

Cook. The Councilor is developing a "Frequently Asked Questions" page regarding the Guidelines for the Society's website.

NEW BUSINESS

A discussion was held relevant to the membership renewal procedure.

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 empowered to negotiate an extension 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.

REVIEW OF FUTURE MEETINGS

REVIEW OF DATES, TIMES, AND PLACES OF UPCOMING COUNCIL MEETINGS: Monday and Tuesday, October 18 and 19, 2010, beginning Monday evening

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 OF 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, October 19, 2010, at 10:40 a.m. Present: Scot Huntington (President), 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) and James Weaver (Executive Director). Also present for part of the meeting as a consultant was Daniel N. Colburn II. Absent: Joseph McCabe (Vice President), Stephen Schnurr (Secretary), Allen Langord (Treasurer).

MOVED: Wagner, second Kinzey, to accept minutes from the National Council meeting on June 20, 2010. Motion passed unanimously.

MOVED: Northway, second Wagner, to accept the minutes from the special National Council teleconference meeting on September 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. 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 been 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 reactivation 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.*

MINUTES OF THE NATIONAL COUNCIL MEETING

JULY 7-10, 2012

Marriott O'Hare Hotel, Chicago, Illinois

CALL TO ORDER: President Scot Huntington called to order a regular meeting of the National Council of the Organ Historical Society on Saturday, July 7, 2012, at 9:07am. A quorum of Council members was established. Present: Scot Huntington (President), William F. Czelusniak (Vice-President), Allen Langord (Treasurer), Jeff Weiler (Secretary), James Cook (Councilor

for Education), Jeff Dexter (Councilor for Organizational Concerns) A. Graham Down (Councilor for Finance and Development), Christopher Marks (Councilor for Archives), Daniel Schwandt (Councilor for Conventions), Theresa Slowik (Councilor for Research and Publications), and James Weaver (Executive Director).

The President welcomed Theresa Slowik to the National Council.

The order of the agenda was adjusted based on the needs of the directors.

APPROVAL OF MINUTES: Moved – Chris Marks, to approve Minutes of the special teleconference meeting of the National Council held June 4, 2012, to be published on the Society's website and in the Society's journal. Motion carried.

ARCHIVES GOVERNING BOARD APPOINTMENT: Moved – Jim Cook, to appoint Joel Bacon to a four year term to the Archives Governing Board, expiring 2016. Motion carried.

ACCEPTANCE OF REPORTS: Moved – Jeff Dexter, that the following written reports, submitted as of the time of the meeting, be accepted and filed: President's report, Vice-President's report, Treasurer's report, Executive Director's report, Councilor for Archives report, Councilor for Conventions report, Councilor for Education report, and the Councilor for Finance and Development report. Motion carried.

OLD BUSINESS

CONVENTION CALENDAR: Future convention calendars were discussed.

CONVENTION SOURCEBOOK: the committee shall work to have a revised handbook ready for approval in 2013.

The meeting recessed for lunch at 12:15 pm
The meeting reconvened at 1:40pm

ARCHIVES GOVERNING BOARD: Chris Marks discussed possible terms and conditions for the transfer of the OHS archive.

BUDGET REVIEW: Treasurer Langord discussed the current financial state of the organization. Opportunities for raising additional funds were discussed.

ABOLISHMENT OF HYMNLET: Moved – Dan Schwandt, to abolish the printed and bound version of the Hymnlet. Motion carried.

END-OF-FISCAL-YEAR FUNDRAISING: Jim Weaver agreed to spearhead an end-of-year fundraising effort with a stated goal of \$25,000.

NEW BUSINESS

CONVENTION RECORDINGS: Chris Marks advised that there is no documented understanding of how convention recordings are to be handled. There is a need for funding.

CONVENTION BUDGET: Moved – Scot Huntington, that the Treasurer will be in charge of drafting convention budgets in conjunction with the convention coordinator and local convention planners. Motion carried.

The meeting recessed for the day at 5:29pm.

The meeting reconvened Sunday, July 8, 2012 at 9:10am.

PRESENT: Scot Huntington (President), William F. Czelusniak (Vice-President), Allen Langord (Treasurer), Jeff Weiler (Secretary), James Cook (Councilor for Education), Jeff Dexter (Councilor for Organizational Concerns), Christopher Marks (Councilor for Archives), Theresa Slowik (Councilor for Research and Publications), and James Weaver (Executive Director). Absent: A. Graham Down, Dan Schwandt.

Recitals, Organ Consultation, Workshops

George BOZEMAN

georgebozeman@myfairpoint.net

MaryAnn Crugher Balduf
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Minutes

CONVENTION CALENDAR: Moved—Bill Czelusniak, that the convention calendar shall be under the purview of convention operations and budget. Motion carried.

CONVENTION MARKETING

STRATEGY: Moved—Bill Czelusniak, that the convention marketing strategy shall include an advertising display in THE TRACKER beginning with the fall issue, publication and distribution of a convention calendar in October, and a promotional article in the winter issue of THE TRACKER. The convention atlas shall be delivered to the membership one month prior to the convention. E-mail and social media promotion shall occur throughout the first six months of the year; the OHS web site shall display convention information immediately following the prior convention, with registration information posted no later than January. Motion carried.

ATLAS: Moved—Chris Marks, that the National Council shall direct the Publications Governing Board that the Atlas shall be mailed between April 15 and May 15, 2013 and that the total budget, excluding the author's compensation, shall not exceed \$30,000 unless approved by National Council. Motion carried.

CITATIONS REVISIONS COMMITTEE:

Moved—Jim Cook, that the Citations Revisions Committee, having completed its work, shall be thanked and the committee be dissolved. Motion carried.

HISTORIC ORGANS AWARD REVIEW

COMMITTEE: Moved—Chris Marks, that an Historic Organs Award Review Committee be established. Motion carried.

MEMBERSHIP COMMITTEE: Moved—Jeff Dexter, that a Membership Committee shall be re-established to recommend membership growth strategies and to work with the Executive Director on implementation. The committee shall include Jeff Dexter, Theresa Slowik, Scot Huntington, Len Levasseur, and a youth member to be determined. Motion carried.

COMMENDATION: Moved—Chris Marks, that Mike Foley of Foley-Baker, Inc. is to be commended for supporting the digitization of the collection of Aeolian, Skinner, and Aeolian-Skinner engineering drawings in the American Organ Archive. Motion carried.

GOOD OF THE ORDER

Bill Czelusniak and Jim Weaver discussed an improved administrative approach to advertising management for the OHS journal.

Next meeting of the National Council: Moved—Jeff Dexter, that the next meeting of the National Council be set for Monday, October 15, 2012 in Baltimore. Time and place are to be determined. Motion carried.

The meeting was recessed at 12:07pm
The meeting reconvened at Tuesday, July 10, at 5:36pm

ADJOURNMENT: The President declared the meeting adjourned at 5:37pm.

*Jeff Weiler, Secretary
Draft: August 5, 2012*

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8'	Diapason	61 pipes
8'	Claribel Flute	61 pipes
4'	Octave	61 pipes
4'	Flute	61 notes (Swell)
8'	Cornopean	61 notes (Swell)
	Blank knob for addition	

Swell

16'	Bourdon	73 pipes
8'	Diapason	73 pipes
8'	Gedeckt	73 pipes
8'	Salicional	73 pipes
8'	Voix Celeste	73 pipes
8'	Flauto Dolce	73 pipes
8'	Flute Celeste (t.c.)	61 pipes
4'	Triangle Flute	73 pipes
V	Mixture	305 pipes
8'	Cornopean	73 pipes
8'	Flügel Horn	73 pipes
8'	Vox Humana	73 pipes
	Tremolo	

Choir

8'	Concert Flute	73 pipes
8'	Dulciana	73 pipes
4'	Flute	73 pipes
8'	English Horn	73 pipes (flat top style)
	Tremolo	

Pedal

16'	Diapason	44 pipes
16'	Bourdon	61 pipes
16'	Echo Bourdon	32 notes (Swell)
8'	Octave	32 notes (ext. 16')
8'	Gedeckt	32 notes (ext. 16')
8'	Still Gedeckt	32 notes (Swell)
	Blank knob for addition	

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