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), 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 Landang (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 1-2, 2010, in Arlington, Virginia, as circulated by the Secretary, and to be published at the Society’s website. Motion passed unanimously.

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

Respectfully submitted,
Stephen Schnurr, Secretary.

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 Landang (Treasurer), and Daniel N. Colburn, ii (Executive Director).

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 Onkoff on production of compact discs from the 2009 Cleveland Convention.

TREASURER: Allen Landang. 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 telephone conference 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 Phoenix Convention, 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 — Wagner, that the fees for recitlists 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 recitlists 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 Filion 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. Stetmer, 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 position 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 seven 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 Council 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 4:40 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@organarchive.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/MA590 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 carried.

MOVED: Northway, second Wagner — to adopt the balanced budget for fiscal year 2010-11 as amended. Motion passed unanimously.

MOVED: Northway, second 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, 2011, at 9:07am. A quorum of Council members was established. Present: Scot Huntington (President), William F. Czelusniak (Vice-President), Allen Langard (Treasurer), Jeff Weiler (Secretary), James Cook (Councillor for Education), Jeff Dexter (Councillor for Organizational Concerns), A. Graham Down (Councillor for Finance and Development), Christopher Marks (Councillor for Archives), Daniel Schwandt (Councillor for Conventions), Theresa Slowik (Councillor 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, Councillor for Archives report, Councillor for Conventions report, Councillor for Education report, and the Councillor 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 1:40 pm.

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 print-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 Langard (Treasurer), Jeff Weiler (Secretary), James Cook (Councillor for Education), Jeff Dexter (Councillor for Organizational Concerns), Christopher Marks (Councillor for Archives), Theresa Slowik (Councillor for Research and Publications), and James Weaver (Executive Director). Absent: A. Graham Down, Dan Schwandt.

Recitals, Organ Consultation, Workshops

George BOZEMAN
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MaryAnn Crugher Balduf
Organist • Recitalist • Accompanist
Ypsilanti, MI (734) 485-0411

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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. Email 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.

CONVENTION 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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Skinner Organ Co. Opus 574
3 manuals, 30 stops, 25 ranks

Great
16’ Bourdon 61 notes (Pedal extension)
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’ Gedeck 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’ Gedeck 32 notes (ext. 16’)
8’ Still Gedeck 32 notes (Swell)
Blank knob for addition

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