

BOARD OF DIRECTORS MEETING MINUTES

MAY, 19 2015

By Teleconference - 8:00pm CDT

CALL TO ORDER. Chairman William Czelusniak called to order a meeting of the board of directors of the Organ Historical Society on May 19, 2015, at 8:01pm CDT.

ROLL CALL.

[P-PRESENT, E-EXCUSED]

William Czelusniak (Chairman) [P]
Daniel Clayton (Vice-Chairman) [P]
Jeff Weiler (Secretary) [P]
Willis Bridegam (Treasurer) [P]
James Cook [P]
Jeffrey Dexter [P]
Christopher Marks [P]
Kimberly Marshall [E]
Daniel Schwandt [P]
James Weaver (Chief Executive Officer) [P]

A quorum of directors was established.

The Minutes of the meeting held by teleconference March 24, 2015 were approved by unanimous vote.

REPORTS.

Financial report. Will Bridegam reviewed first quarter reports for the operating fund, investments, and the balance sheet.

Huber Fund revised income distribution — Motion by Will Bridegam to adopt the following committee recommendation:

The dividends and interest from the Huber Fund may be distributed quarterly. The dividends and interest must be divided equally between the OHS Library and Archives and the OHS General Operating Budget. The investment fee charged by Wells Fargo (currently 1.25%) is deducted from the income prior to its distribution. The Fund's principal may not be used as security for loans. In accordance with this policy, the Board of Directors of the Organ Historical Society requests that Wells Fargo distribute the income from the Huber Fund (\$14,285) for the 4th quarter of 2014 and the 1st quarter of 2015 to the Organ Historical Society. The OHS will divide the \$14,285, dis-

tributing \$7,142.50 to the OHS general operating fund and an equal amount to the OHSLA.

The motion was adopted by unanimous vote.

E. Power Biggs Fund distribution request — Motion by Will Bridegam to adopt the following committee recommendation:

The Biggs Fund Deed of Gift permits only the dividends and interest from this endowed fund to be distributed quarterly. The investment fee charged by Wells Fargo (currently 1.25%) is deducted from the income prior to its distribution. The income is intended to support the E. Power Biggs Fellowship Fund, which is part of the OHS General Operating Budget. The Fund's principal may not be used as security for loans. In accordance with this policy, the Board of Directors of the Organ Historical Society requests that Wells Fargo distribute to the Organ Historical Society \$683.32, the amount representing the dividend and interest income for the period October 1, 2014 through March 30, 2015.

The motion was adopted by unanimous vote. General Endowment Fund distribution request — Motion by Will Bridegam to adopt the following committee recommendation:

With the recommendation of the OHS Endowment Advisory Committee and the approval of the OHS Board of Directors, 3.75% of the most recent three-year average of the Fund's quarterly asset reports should be distributed at the end of each fiscal year to the OHS Operating Budget. The OHS Endowment Advisory Committee may recommend small variations in this percentage for the Board's consideration. The Board may also propose small variations in this percentage, but must discuss its proposal with the Endowment Committee before approving a change in the annual percentage to be distributed. The OHS Chief Executive Officer may use the Fund's principal as security for loans or for a line of credit. In accordance with this policy, the Board of Directors of the Organ Historical Society requests that Wells Fargo distribute to the Organ Historical Society one-quarter of 3.75% of the most recent three-year quarterly average of the Fund's quarterly asset reports covering the period Oct. 1-Dec. 30, 2014, or \$4,308. (Note: The period of Oct./Dec. 2014 was a quarter

added to accommodate OHS's change in fiscal year from Oct. 1/Sept. 30 to Jan. 1-Dec. 30.)

The motion was adopted by unanimous vote.

NEH grant application. Will Bridegam reviewed the status of the proposal. The Chair thanked Messrs. Bridegam, Petty, and Weaver for their advancement of this essential project.

Distinguished Service Award Committee operating procedures — Motion by Chris Marks to adopt the following new operating procedures:

AWARD DESCRIPTION

The Distinguished Service Award is the premier recognition given by the Organ Historical Society for volunteer work by members of the organization. It recognizes significant contributions of the highest order for the promotion and betterment of the Society. Promotion can include noteworthy and outstanding contributions to the programs and mission of the Society as well as advertising and public relations.

Recipients must be members of the OHS who have contributed significant service in terms of time, talent, and work — not philanthropy, though it is recognized that many volunteers also give monetary donations to the OHS.

NOMINATIONS

Nominations may be made by any OHS member or by a non-member organization (church, school, historical society, etc.). Nominations should include a summary of each nominee's qualifications, including information such as:

- National-level offices or positions held (e.g. Board, committees, etc.) including specific years of service.
- OHS projects initiated or participated in, including conventions (but excluding compensated convention chairs).
- Work in any area of organ history, including writing, scholarship, preservation, advocacy, fundraising, organ playing, teaching, promotion, membership recruitment, etc. that directly benefits the OHS.
- Chapter-level involvement, offices held, projects, etc.

Further guidelines:

- Nominees must be members of the Organ Historical Society.
- Past recipients of the DSA are not eligible to receive the award again.
- Current DSA Committee members are not eligible to be nominated for the award.
- Paid employees or independent contractors working for the OHS are ineligible to receive the award based on work compensated by the OHS (e.g. convention chairs/coordinators, consultants, executive directors, recording engineers, etc.). This does not apply to people who receive one-time or occasional stipends for service as convention recitalists or lecturers, as committee chairs, or research grants, or other similar non-pecuniary payments.
- Nominees who are not selected for the award may be nominated in future years but will not be automatically reconsidered.
- Members of the DSA Committee may make nominations.
- Nominations will remain confidential.

TIMELINE

At the Annual Meeting, the Chair of the Board of Directors announces the nomination period open until April 1 the following year. A nomination form that includes selection and nomination criteria shall be made available on the website for electronic or mail submission.

A call for nominations along with criteria and instructions for submission (electronically or by mail) shall be included in the Summer, Fall, and Winter issues of *The Tracker*.

Nominations are forwarded to the Chair.

After April 1, nominations are closed and the Committee makes its selection. The Committee's selection is presented to the Board for ratification during the spring. The DSA Committee and the Board are not to reveal the name of the winner to anyone until after the public announcement.

ANNOUNCEMENT

The recipient of the award is announced publicly at the OHS Annual Meeting. The DSA Chair or his/her designee makes the announcement. The usual format of the presentation is to give a brief summary of the program,

recognize previous award winners who may be present, make the announcement of the new winner, give a summary of the recipient's qualifications and contributions, and present a plaque. Members of the Committee will also be identified and recognized.

The recipient should be notified prior to the Annual Meeting so that he/she can make plans to be present for the announcement if this is possible. The award may be made *in absentia*, if the recipient is not present at the meeting. The recipient should be asked to keep the award confidential until the public announcement.

CONSTITUTION AND RESPONSIBILITIES OF THE DSA COMMITTEE

The DSA Committee is a standing committee of the OHS. The Committee consists of two former DSA winners, one member of the Board of Directors, and two members at large. The Chair is appointed by the Board. Committee members' terms are for one year, renewable at the discretion of the Board. The Board appoints the committee annually at the summer meeting.

The Chair administers the work of the committee — notifications, handling of nominations and convening the selection process, reporting to Board or other Society officers, procurement of plaques, public presentations, and other administrative correspondence.

After nominations close on April 1, the Chair shall convene the Committee by teleconference, e-mail, or in person to select a recipient. The person with the highest number of votes from the committee is the winner. In the event of a tie, two awards will be given. The names of the unsuccessful nominees are not to be disclosed by the Chair or the Committee.

The name of the winner will be sent to the Board of Directors for ratification. In the event that Board declines the nomination, the Committee will be asked to make another selection or may opt not to make an award that year.

PLAQUE

The Committee is authorized to present an individual plaque to each recipient at Society expense. The Chair is responsible for procuring the plaque and arranging for pay-

ment or reimbursement of the cost of the plaque in coordination with the Society's Treasurer, accountant, or Executive Director as appropriate.

The plaque shall contain this information and text:

[Society emblem]
Organ Historical Society
Distinguished Service Award
"For significant contributions of the highest order for the promotion of the Society."
[Name of Recipient]
[Year]

The plaque should be approximately 9" x 12" in size, of good quality, and professionally engraved. A metal plaque affixed to a solid wood background is preferred.

REVIEW

These operating procedures of the Distinguished Service Award Committee are subject to review by the Board of Directors from time to time for any necessary revisions. The budget for the DSA is subject to annual review by the Board.

Input or suggestions concerning the Committee may be made at any time by any member of the Society and should be communicated through and coordinated by the Chair of the Board of Directors.

Any Society member is free to request a copy of these procedures. A copy of these procedures is to be kept on file at the Society's headquarters. It is advised that the Chair send out copies of these procedures to the committee members.

OTHER

It is the intent of the Society to present this award annually; believing that there is and will continue to be an adequate pool of worthy potential recipients. However, should a situation arise wherein the Committee decides that in a given year the award will not be given, the matter shall be brought to the attention of the Board of Directors.

Awards will not be made retroactively if no award is made in a given year.

The motion was adopted by unanimous vote, and Chris thanked members of the committee for their assistance in drafting the new procedures.

Library and Archives Collection Development policy — Motion by Chris Marks to adopt the following collection development policy:

I-MISSION STATEMENT

The Organ Historical Society (OHS) celebrates, preserves, and studies the pipe organ in America in all its historic styles, through research, education, advocacy, and music.

The OHS Library and Archives (OHSLA) supports the OHS mission by collecting, preserving, and providing access to information about the pipe organ in America and throughout the world.

II-PURPOSE

The OHSLA serves OHS members, scholars, students, and pipe organ builders. Information from the OHSLA collections supports professional research publications, student research projects, and pipe organ building, relocation, and restoration efforts.

III-SCOPE

A. EXISTING COLLECTION STRENGTHS

The OHSLA is the world's largest collection of books, periodicals, and manuscripts about the organ. While its focus is on North American pipe organs, the OHSLA also collects materials from all over the world. OHSLA holdings include historical items, from among the earliest known writings about the organ, through the most recent scholarship about the instrument. Holdings include:

- 12,000 books about organs, organ building, organists, and organ music in more than 20 different languages
- 450 periodical titles, including the largest body of organ serials anywhere
- 400 dissertations about organs, organ builders, organists, and organ music
- 20,000 organ stop-lists, photographs, and dedication programs
- 1,500 sales brochures, catalogs, and promotional publications from hundreds of organ builders and firms
- 500 nameplates from various organ builders and firms
- 5,000 postcards of organs
- 15,000 photographs of organs, including stereo cards
- Records of the American Institute of Organbuilders, as well as business records, tools, and correspondence of many American organ building firms

- More than 7,000 digital images of drawings from the archives

B. CURRENT COLLECTING FOCUSES

Areas of collecting interest are defined by the existing strengths of the collection and the anticipated needs of its users. The OHSLA collects research material — both current and rare — related to all aspects of organ building and associated disciplines. The OHSLA is committed to preserving the intellectual works and associated ephemera of North American organ builders and organists, and to promoting and preserving original scholarly research related to all aspects of organ building. The focus of the collection is on pipe organs in the United States and publications in English, but books and journals in many other languages (especially Western European languages) are an important part of the collection as well. Although the OHSLA houses a small number of audio recordings and printed organ music, these are not currently a priority for collection. In making selection decisions, consideration is given to the holdings of other major music library collections.

The OHSLA considers service to scholars on national and international levels to be an important part of its mission. It seeks to play a role in the broader research community by building collections in areas not well covered by other repositories. Scholars depend upon the OHS Library and Archives to support their scholarship through direct borrowing, interlibrary loan, and the distribution of digitized copies of requested material.

The OHSLA also serves as the repository for records of the OHS and the American Institute of Organbuilders.

IV-GIFT POLICY

The Archivist is authorized to accept unrestricted gifts to the OHSLA in accordance with the OHSLA collection development policy, provided that the donor makes a complete written transfer of title that the OHSLA accepts in writing. Acceptance of gifts with restrictions must be approved by the Board of Directors. The OHSLA reserves the right to dispose of duplicate or unwanted gift material. The OHSLA cannot provide a monetary assessment to the donor.

V-DEACCESSION POLICY

Materials in the OHSLA collection may be deaccessioned for one or more of the following reasons:

- the material does not fall within the defined scope of the OHSLA collection policy;
- the material duplicates material already in the collection; and
- the material has deteriorated beyond real usefulness.

Further details are found in the Deaccession Policy Addendum, maintained by the Archivist.

VI-REVIEW OF COLLECTION DEVELOPMENT POLICY

To ensure that the Collection Development Policy reflects the needs of the OHSLA and its users, the Collection Development Policy will be reviewed no less than once every five years by the Archivist and the OHSLA Advisory Committee.

The motion was adopted by unanimous vote. Chris thanked the members of the committee for their assistance in developing the revised policies.

Upcoming conventions. Dan Schwandt solicited ideas for a convention site in 2018. Dates for the 2017 convention, to be held in Minneapolis-St. Paul, have been established: August 5-11. Some progress has been made on the convention sourcebook. Jim Weaver anticipates a splendid convention in Springfield in a few weeks with in excess of 244 registered as of this date.

OTHER BUSINESS

Jim Weaver complimented Bill Czelusniak on the excellent fundraising work he has accomplished in conjunction with the upcoming convention.

Several officers of the organization will be meeting this week to discuss ongoing plans for the relocation of the OHS Library and Archives.

DATE AND TIME OF NEXT MEETING.

The next meeting of the board shall be in person in Springfield, Massachusetts on Sunday, June 28, 2015 at 8:30am EDT at the convention host hotel.

ADJOURNMENT. The chairman declared the meeting adjourned at 9:45 pm CDT.

/s/ Jeff Weiler, Secretary

MINUTES OF THE ANNUAL MEETING WEDNESDAY, JULY 1, 2015

St. Theresa of Lisieux Church, South Hadley, Massachusetts

CALL TO ORDER. Chairman William F. Czelusniak called the 60th annual meeting of the Organ Historical Society to order at 1:07pm, with Jeff Weiler recording. After welcoming the assembly, the officers, directors, and staff members of the organization were introduced. Also introduced was E. Marie Wilson, a Certified Professional Parliamentarian-Teacher and Professional Registered Parliamentarian. Ms. Wilson had been retained to serve as parliamentarian for the meeting.

REGISTRATION REPORT. Daniel Colburn reported that 252 members were registered at the annual meeting site and moved that the roll of members registered on site and submitted be the official roll of the voting members of the meeting. The motion was approved and a quorum was established.

Special Rules of Order for the meeting were adopted by a two-thirds vote.

The agenda was adopted.

The timekeeper appointed was Carol Britt.

A Minutes Approval Committee was appointed consisting of Jeffrey Dexter from Ohio, Marilyn Polson from Vermont, and John Ourensma from Michigan.

NECROLOGY:

A moment of silence was observed for deceased members of the past year: Beth Berry Barber, Robert L. Barrows, C.W. Belcher, John DeCamp, Martha Derthnick, A. Graham Down, Richard W. Edyvean, Carrol W. Hassman, Gregory R. Keefe, Allen C. Langord, Robert MacDonald, Judith Ollikkala, William A. Palmer, Earl D. Shoulders, Jr., Robert W. Smith, Jr., Thomas H. Smith, and Georg F. Steinmeyer.

OHS LIBRARY AND ARCHIVES RELOCATION. Frederick R. Haas provided a presentation on plans for the relocation of the OHS Library, Archives, and headquarters to Stoneleigh, an historic estate on the Philadelphia Main Line.

OFFICERS REPORTS:

Chairman Czelusniak referenced his written report without further comment.

Vice-Chairman Dan Clayton referenced his written report without further comment.

Secretary Jeff Weiler gave a report of the recent election. The newly elected directors of the Organ Historical Society are Craig Cramer and William Czelusniak.

Treasurer Willis Bridegam referenced his written report without further comment.

Chief Executive Officer James Weaver referenced his written report without further comment.

DIRECTORS' REPORTS AND RECOGNITION OF COMMITTEE HEADS:

The following reports were distributed and filed:

Archives - Christopher Marks
Conventions - Daniel Schwandt
Education - James Cook
Finance and Development - Willis Bridegam
Organizational Concerns - Jeffrey Dexter
Research and Publications - Kimberly Marshall

OHS LIBRARY AND ARCHIVES ADVISORY COMMITTEE:

Chris Marks introduced Will Bridegam, chairman of the Friends of the Library and Archives, who presented Fred Haas with a certificate of gratitude for his support of the OHS Library and Archives.

The Nominating Committee met and offers the following candidates for the two positions on the Nominating Committee to be elected by the members: Carolyn Lamb Booth, James H. Cook, Roberta Morkin, and Bruce Stevens.

MOTIONS FROM THE MEMBERS:

Keith Biggers moved that the OHS investigate the feasibility of seeking a formal affiliation with the Automatic Musical Instrument Collectors Association (AMICA) with a report to be given at the next annual meeting. The motion was seconded by Larry Marowsky. The motion was adopted.

DISTINGUISHED SERVICE AWARD:

The Distinguished Service Award was presented to Allen Langord.

CHAIRMAN'S AWARD:

The Chairman's Award was presented to Len Levasseur in recognition of his work on behalf of the Society.

UPCOMING CONVENTIONS:

Presentations on upcoming conventions were made.

2016 PHILADELPHIA:

Fred Haas, Chairman, presenter

2017 TWIN CITIES, MINNESOTA:

Robert Vickery, Co-Chairman, presenter

The chair of the 2015 convention committee, Roy Perdue, was thanked and then called forward to recognize his committee, Bill Czelusniak, Bobby Morkin, Rosalind Mohansen, Tom Stockton, and the Rev. William H. Wallis. Additional assistance came from Maria Burridge, bus coordinator; Len Levasseur, photographs and handbook layout; Barbara Owen, handbook essays; and Rollin Smith, handbook editing.

The next annual meeting shall be held Tuesday, June 28, 2016, 1:00pm, at Keneseth Israel, Elkins Park, Pennsylvania.

There being no further business, the meeting was adjourned at 2:22pm.

/s/ Jeff Weiler, Secretary

We, the undersigned members, do hereby approve these minutes as an accurate record of the proceedings as of July 27, 2015.

/s/ Jeffrey Dexter
/s/ John Ourensma
/s/ Marilyn Polson