

ORGAN HISTORICAL SOCIETY
DISTINGUISHED SERVICE AWARD COMMITTEE
OPERATING PROCEDURES
(Approved 5/19/15 by the OHS Board of Directors)
(Updated 4/25/18)

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 such as conventions, outreach, documentation, membership, research, publishing, etc.
- Work in any area of organ history, including writing, scholarship, preservation, advocacy, fundraising, organ playing, organ restoration/maintenance, 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. paid 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. OHS employees, contractors or paid coordinators are eligible for nomination based on volunteer work occurring before or after the term of paid service.
- 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.

Certificate

The Committee is authorized to present an individual certificate to each recipient at Society expense. The Chair is responsible for procuring the certificate and arranging for payment or reimbursement of the cost of the certificate in coordination with the Society's Treasurer, accountant, or Executive Director as appropriate.

The certificate 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 certificate should be professionally designed, printed on quality paper stock, and framed.

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, and made available for download on the Society's web site. 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.

Past recipients

1976 - Albert Robinson†
1977 - Norma Cunningham†
1978 - Donald C. Rockwood

1979 - Homer Blanchard†
1980 - Donald R. M. Paterson†
1981 - Helen Harriman†
1982 - Norman Walter†
1983 - Alan Miller Laufman†
1984 - no award
1985 - no award
1986 - Kenneth F. Simmons†
1987 - Lois Regestein
1988 - Barbara J. Owen
1989 - Stephen L. Pinel
1990 - Edgar A. Boadway†
1991 - Susan R. Friesen
1991 - Elizabeth Towne Schmitt†
1992 - Lawrence Trupiano
1993 - Thomas L. Finch†
1994 - John K. Ogasapian†
1995 - Dana J. Hull
1996 - Michael D. Friesen†
1997 - J. Michael Barone
1998 - Marilyn Stulken
1999 - Kristin G. Farmer
2000 - Richard C. Hamar
2001 - Peter T. Cameron
2002 - Julie E. Stephens
2003 - Raymond J. Brunner
2003 - Ruth E. Brunner†
2004 - George Bozeman
2005 - Rachelen J. Lien
2006 - Edna Van Duzee Walter†
2007 - David P. Dahl
2008 - Orpha Ochse
2009 - Randall E. Wagner
2010 - Thomas Murray
2011 - no award
2012 - no award
2013 - James L. Wallmann
2014 - no award
2015 - Allen C. Langord†
2016 - William O. Headlee
2017 - Scot L. Huntington