

**Minutes of the Meeting of the Executive Board of the
Twin Cities Chapter of the American Guild of Organists
November 28, 2011**

PRESENT: James Callahan, Dean; Sharon Kleckner, Sub-dean; John Salvesson, Secretary; David Geslin, Treasurer; Carolyn Diamond, Laura Edman, Priscilla Franken, Andrew Hackett, Pat Kohnen, Geoff Olson, Bill Stump, and Kirsten Falc Uhlenberg. Also present were The Rev. Michael Edwins, Chaplain; Jeff Patry, Professional Development; Phil Asgian and Martin Stachnik, audit committee.

Excused: Mary Newton,

I. Call to Order:

Dean James Callahan called the meeting to order at The offices of David Geslin.

Chaplain Edwins led us in a meditation from *Moravian Daily Texts*.

II. Secretary's Report:

Priscilla Franken moved to accept the minutes as edited. Sharon Kleckner seconded the motion. The motion carried.

III. Treasurer's Report:

We are significantly close on our membership budget, but are still \$726 below our projected revenue. There is no investment income yet, but that should change.

Carolyn Diamond moved to accept the treasurer's report.

Kirsten Falc Uhlenberg seconded the motion.

The motion carried.

IV. Audit committee Report:

The Audit Committee, after reviewing our records and controls, brought several recommendations to the board. The committee also apprised us of their process. Their work covered the 2010- 2011 fiscal year.

Bill Stump moved that:

“Payments should not be issued without an accurate invoice to substantiate the payment.”

Priscilla seconded the motion.

The motion carried.

Bill moved that:

“Billing problems should be promptly addressed with vendors.”

Priscilla seconded the motion.

The motion carried.

Geoff Olson moved that:

“Funds only be paid to the party that performed the services.”

Priscilla seconded the motion.

The motion carried.

The Audit Committee also made several recommendation regarding investment controls.

Carolyn moved that:

“Any draws against the investment funds should be authorized, in advance, by the TCAGO board and that the authorization be recorded in the minutes.”

Sharon seconded the motion.

The motion carried.

Laura Edman moved that:

“Electronic funds transfers are to be limited to transfers between chapter accounts.”

Carolyn seconded the motion.

The motion carried.

Geoff Olson moved that:

“The board commit to creating balanced budgets”

Pat seconded the motion.

Significant discussion was held around this point.

The motion carried.

The Audit Committee also recommended that the investment committee make recommendations of the maximum draw from the investment earnings each year. This was tabled until January. It was also recommended that an audit be done on an annual bases. Both members of the committee felt that two committee members seemed appropriate.

Thank you to Martin, Phil, and David for all their work.

V. Committee Reports:

A. Investment

The committee met with Michael Wright. Money is now being invested.

B. Hospitality

Priscilla Franken, committee chair, brought a proposal for the statement of purpose for the hospitality committee, which would be included in the chapter operating procedures.

After editing, Pat Kohnen moved that the statement read:

“The Hospitality Committee shall be responsible for greeting members and guests at chapter events and concert. With direction from the Program Committee, venue coordinator and the Dean, committee members assist with registration, distribute programs, prepare and serve refreshments, coordinate catered meals, and provide other support functions.”

Bill seconded the motion.

The motion carried.

C. Program

Next season’s opening event will be September 23 at St. John the Evangelist. Michael Hand will be playing. We will also have a dinner.

During the fall, Ray Johnson has agreed to host an open console for the renovated organ at St. Mark’s Cathedral.

D. Publicity

Our opening event was in the TAO. Geoff is doing an organ outreach event – a DVD will be made.

Jim found Wild apricot web site which could be used for electronic registrations. Other chapters are already doing this.

E. Membership

Jim gave us two questions.

1. What do you most value about your TCAGO membership?
2. What aspect of TCAGO would persuade a non-member to join?

We will discuss membership at our next meeting.

VI. Adjournment

Our next meeting will be on Monday, January 30 at 6:30 p.m. at the Christ the King Lutheran Church, 8600 Fremont Ave. S. Bloomington. We will have a pot-luck dinner following the meeting.

Bill moved to adjourn. Sharon seconded the motion. The motion carried.

Respectfully submitted,
John Salveson, Secretary