

Minutes of the Meeting of the Executive Board of the Twin Cities Chapter of the American Guild of Organists November 25, 2013

Present: Laura Edman, Dean; Sharon Kleckner, Sub-Dean; Kirsten Falc Uhlenberg, Secretary; Phil Asgian; Jim Hild; David Jenkins; Mary Newton; Jane Nienaber; Jungjoo Park; Jeff Patry; Carsten Slostad

Excused: David Geslin, Sarah Garner

Guests: Michael Edwins, Chaplain

I. Call to Order

Dean Edman called the meeting to order at 6:38 PM at our meeting location, Centennial United Methodist Church, Roseville, Minnesota.

II. Secretary's Report

Carsten Slostad moved to accept the minutes from the October meeting. Dean Edman made a small change under VI.B. for the monthly schedule. Carsten moved to accept the changes. Mary Newton seconded. The October minutes were approved with the change.

III. Committee Reports

A. *Program*: Sharon Kleckner, Chair of the Program Committee, reported that the Chapter's social event will be June 1 and the committee is planning to reserve Minnehaha Park for the event. Sharon noted that the deadline for applying to be a host chapter for the 2015 January Jubilee event is February 1, and the application requires a financial statement, estimate of attendance at typical chapter events, and the number of people who may serve on the committee. Dean Edman suggested that the Board study the proposal and vote via e-mail since there is no Board meeting in December.

B. *Publicity*: David Jenkins reported that the January event poster and postcard will probably go out this week. Kirsten Uhlenberg is working on templates for e-blasts. Kathryn Moen will continue compiling information for e-blasts and collecting the check payments, while the Publicity Committee will format and send the e-blasts using the e-mail address database maintained with the Wild Apricot website. The committee is able to create a budget now that a year of printing posters and postcards has gone by.

C. *Website*: David Jenkins and Dean Edman reported that creating a slide show for advertisements has been dropped for the time being. The plan for the home page will be to keep it more current with notices of recent and upcoming events, with a place for advertisements visible immediately below.

D. *Membership*: Jane Nienaber, Registrar, reported that an additional 5 members have joined since last month's report for a total of 335 active members. The breakdown is:

162 Regular Members	22 Chapter Friends
98 Special	23 Dual Chapter

10 Students

5 Voting Partner

1 Dual Student

4 Non-voting complimentary

10 Students under 21

The new members since the last report are: Helen Wambeke, Yoonjeong Kim, Brian Voss, Courtney O'Hara, and returning member, Carol Murray.

E. Education: Phil Asgian has secured dates in January for *Pipeworks* presentations at Saint Paul Academy, a charter music-magnet school. A field trip to Westminster Presbyterian Church in Minneapolis, co-sponsored by TCAGO and the church, is planned for the students.

IV. New Business

A. Communications Coordinator Recommendation: One position listed in the Chapter Operating Procedures has not yet been filled – the Communications Coordinator. Jeremy Haug has been acting as a liaison between the Publicity and Program Committees and is already doing most of the job already. David Jenkins moved to accept the proposal to appoint Jeremy Haug and Carsten Slostad seconded. Discussion followed. Many questions about specifics were raised, including whether the position has a fixed term (one year) and to whom the position will report (the Board). The Board decided that a discussion about duties and how to do the job should be planned for an upcoming meeting. David withdrew the motion and Carsten withdrew the second for further discussion at a future meeting. Dean Edman asked Jim Hild to write up a possible job description defining how a Communications Coordinator would work with the different committees.

B. New Member/Renewal Discussion: Phil Asgian initiated the discussion by listing what has been done to date, the feedback from actual respondents, opportunities, and possible audiences to target. Board members discussed the latter in small groups of 3 or 4 and listed ideas for categories of possible audiences to reach with our events.

V. Closing Prayer

Mike Edwins closed the meeting with a prayer from the Moravian Daily Texts, scripture readings from Psalm 46, Hebrews 4:14, and a final responsive prayer.

Phil Asgian moved to adjourn and Mary Newton seconded at 8:42 PM.

The next meeting will be held on January 27, 2014 at 6:30 PM at a place TBD.

Respectfully submitted,

Kirsten Falc Uhlenberg, Secretary