

**Minutes of the Executive Board Meeting
Twin Cities Chapter of the American Guild of Organists
February 25, 2019**

Present: Kyle Black, Joyce Brown, David Fienen, Robert Glover, David Jenkins, Diana Lee Lucker, Christopher Stroh, Joseph Trucano

Absent: Jacob Benda, Tom Ferry, David Geslin, Jessica Park, Phil Radtke

Also present: John Setterlund

Call to Order by Dean David Jenkins at 6:30 PM, St. Paul Seminary

Chaplain Setterlund shared reflections on service, love, and prayer.

The agenda for the meeting was approved.

The Minutes of the January meeting were approved as corrected.

Report: Treasurers Report given by David Jenkins

There is a new system available for non profits to collect monies. It is powered by AffiniPay. It collects smaller transaction fees than pay pal.

Report: Secretary Joyce Brown given by David Jenkins

The Nominating committee members are Pam Carlson (chair), Jennifer Anderson, Linda Armstrong, David Fienen, and Jungjoo Park. The slate of candidates for chapter officers and the board will be announced in the April Pipenotes. Ballots will be prepared and mailed to eligible voting members during the first week in April. Thank you to Pam Carlson and the committee for their service to the chapter.

Report: Sub Dean Report given by David Jenkins

The Daniel Roth program was well attended especially considering the snowfall of 16 inches. It was a spirited program in conjunction with Phillip Brunel's anniversary.

-The Young Organists program will be on March 9. There is one competitor. Mary Newton said the applicants were down in other regions as well this year, and the application deadline was earlier this year. The competitor will be judged whether to go on to the Regional.

-The Before Bach's Birthday Bash will be March 16 starting at The Summit Center for Arts and Innovation. Other venues included for the day are Thomas More Catholic Church, St. Clement Episcopal Church, Unity Unitarian Church, and The House of Hope Presbyterian Church.

Report: Dean David Jenkins

-The Operating Procedures from 2012 are being worked on. They were revised in 2017. The changes will go through the Regional Director and the National Director.

-The new Registrar is being challenged with the new system and the maintenance of two systems.

-Pam Carlson is the Nominating Committee Chair. The candidates will be presented at the March meeting.

-The POE event on February 23 hosted 8 students and 7 adults.

Report: Audit Committee Report given by Phil Asgian and Martin Stachnik

The highlights included are:

1. **The TCAGO website should be updated to reflect changes made by the Pipedreams Scholarship Committee in how funds are awarded.** This update has been taken care of.
2. **TCAGO expense reimbursements should be paid directly to vendors.** This is a good policy in general. However, there will be an occasional need to reimburse members directly for expenses, especially for small reimbursements at the last-minute. There should also be two signatures on checks written.
3. **The Board should be more diligent in managing the budgets it approves and increase amounts budgeted if warranted.** The particular concern was that the expenses for the member's dinner appeared to go well over budget. In fact, we had established a special budget line for the dinner, with the board-approved policy that the chapter subsidizes the dinner price for members. It was also noted that corrections made to the books should be done immediately.
4. **The Board should establish a succession plan for the Treasurer and Audit Committee.** The board has drafted a revision for the treasurer job description that would separate the bookkeeping portion from the other aspects of the job. This revision, along with other revisions to the 2012 document, will be considered by the Board. The Dean will appoint the Chair of the Audit Committee.

5. **The Board should adopt guidelines for the use of electronic records management.** This was been tabled for later discussion, after future consultation with the treasurer. Phil Asgian offered to give us guidelines for record keeping.

Motion David Fienen made motion to accept the Audit Committee Report and close the meeting..

Second: Kyle Black

Motion carried.

The meeting was adjourned at 8:15

Joyce Brown, secretary