

**Minutes of the Executive Board Meeting
Twin Cities Chapter of the American Guild of Organists
January 23, 2017**

Present: Jennifer Anderson, Andrew Birling, Pam Carlson, Dee Ann Crossley, David Fienen, Margaret Gohman, David Jenkins, Jon Kietzer, Paul Westermeyer
Absent: Kalle Akkerman, Linda Armstrong, David Geslin, Nancy Lancaster
Also present: Phil Asgian, Martin Stachnik

Call to Order by Dean Paul Westermeyer at 6:40 PM, St. Paul Seminary
Dean Westermeyer began the meeting with prayer.

The minutes of the November 28, 2016 Board meeting were approved as corrected.

AUDIT COMMITTEE REPORT: Phil Asgian and Martin Stachnik
Audit of the fiscal year ending June 30, 2016

Four recommendations were made:

1. The Board should be more diligent in the requesting of annual audits.
2. Hospitality Committee revenues and expenses should be reported separately for both budget and actual amounts, with opening dinner revenue and expense clearly identified.
3. The second signer on the chapter accounts should be kept current on the signature records with the financial institutions.
4. The Board should establish a succession plan for the Treasurer and Audit Committee.

Response:

to #1 above) The Board requests audit in October, the audit is done by the end of December, and the Audit Committee reports to the Board in January.

to #2 above) There will be separate line items for Hospitality revenue and expense on financial statements. It was noted that the goal of the opening event is not to make money or break even. It was suggested that the Board could determine an (approximate) yearly budget for each committee.

to #3 above) The second signer will be a Board member. Dean Westermeyer is designated at this time. The Treasurer is the first signer. A discussion followed as to setting a monetary limit to the amount for a single signer.

to #4 above) Ideas discussed were: membership outreach (eg. through email) to identify people with Treasurer skills; the Treasurer as a non-elected position; contract out for a Treasurer; bookkeeping/treasurer/ investment responsibilities as separate positions; feasibility of term limits in general.

Motion: Jon Kietzer moved we accept the Audit Committee's report and recommendations.

Second: David Fiene

Motion carried

Motion: Jon Kietzer moved that the February Board meeting agenda include a study of the Treasurer/Finance Committee/Investment Committee situation as it relates to #4 of the Audit Committee recommendations.

Second: Jennifer Anderson

Motion carried

Report: Phil Asgian - "A Guide for Organ Committees" DVD

- There have been many requests for the DVD
- Twin Cities Public Television (TPT) has the DVD and is interested in airing it
- DVD may be presented in some way at the ACDA and AGO Regional conventions
- Phil is writing an article about the DVD for TAO
- We could link *Pipedreams* to our chapter website, which has the DVD trailer.
- We could sell the DVD on TCAGO website, using Pay Pal

Dean Westermeyer will ask Sarah Garner and Jeremy Haug to work on marketing the DVD.

Report: Sub-Dean David Jenkins

TCAGO sponsorship of a Pipe Organ Encounter (POE) in June, 2018, was presented and discussed. Our chapter's financial responsibility would be approximately \$1,000. We may also help secure other donations and grants, as well as assist in organizing the event.

Motion: David Jenkins moved we authorize the Dean to sign a statement of approval for the TCAGO to sponsor the POE hosted at St. Olaf College and Shattuck-St. Mary's School (Faribault, MN), in June, 2018.

Second: Jon Kietzer

Motion carried

Dean Westermeyer showed us the "Bach and Sons" publicity poster. There were no takers.

The Board acknowledged that Chaplain Michael Edwins will send an email to the membership about the death of Pat (Meile) Manning, AGO member.

Report: Nominating Committee, Jon Kietzer, chair

Members of the Nominating Committee are Carolyn Bliss, Jim Hild, Josh Lindgren, Mary Newton and Jeff Patry.

Jon requested that we suggest names for the 2017-18 TCAGO slate.

Election procedures were reviewed.

It was suggested that a survey of our members' skills and interests would be advantageous as we address TCAGO leadership/elections.

The meeting concluded with Dean Westermeyer reading his *Pipenotes* column "Reflections on the FTC Requirements." All agreed that it is an excellent article.

The meeting was adjourned at 8:45.

Respectfully submitted,

Dee Ann Crossley, secretary