

**Minutes of the Executive Board Meeting  
Twin Cities Chapter of the American Guild of Organists  
January 28, 2019**

Present: Jacob Benda, Kyle Black, Joyce Brown, Tom Ferry, Dave Feinen, David Jenkins, Diana Lee Lucker, Jessica Park, Christopher Stroh

Not Present: Dave Geslin, Robert Glover, Phil Radtke, Joseph Trucano

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

Dean David Jenkins opened the meeting with a poem by Charles Anthony Silvestri.

The agenda for the meeting was approved.

The Minutes of the November 26, 2018 Board Meeting were approved as corrected.

**Report:** The Treasurer's report was given by Dean David Jenkins for Dave Geslin.

-There were no special notes to the report. It is now the middle of the year and the finances are sound.

**Motion:** Tom Ferry moved that we accept the Treasurer's report.

**Second:** Dave Feinen

**Motion Carried.**

**Report:** Secretary Joyce Brown

-Joyce Brown contacted Minnesota Public Radio to inquire about the TCAGO sponsoring a "Friday Favorites" radio program. Bill Trip from MPR responded. It will cost \$175 per message of 15 seconds in length. It was discussed that this would be good advertising for the TCAGO. The contact information will be given to Jeremy Haug for consideration. It was also mentioned that TCAGO members should call in and request organ music pieces for the program on Fridays.

-There was discussion about recognizing present and former TCAGO member's deaths. The information should be shared with our Chaplin. The information then can be shared in emails to members.

**Report:** Sub Dean Jacob Benda

-Jacob reported that the Nathan Laube Concert at Northrop was phenomenal. It showcased the instrument well.

-The January 26 Winter Workshop had 50 registered attendees. It was a wonderful day with rich and varied programs. There was great enthusiasm throughout the day. It was likened to a mini convention. Sincere thanks were extended to all who organized and publicized the event and to Jacob Benda for his presentation.

-The upcoming events include:

1. Daniel Roth Concert on Sunday February 10 at Plymouth Congregational Church
2. Pipe Organ Discovery Day on February 23 at Bethlehem Lutheran Church in Minneapolis and Bethel Lutheran in Minneapolis
3. Before Bach's Birthday Bash March 16
4. King's College Choir Program on March 28 at the Cathedral of St. Paul
5. David Briggs Concert on April 2 at the Cathedral of Saint Paul
6. Annual member's recital on May 3 at Maternity of Mary Church in St. Paul

**Report:** Convention Update Report by David Jenkins and Jacob Benda

-Progress is being made with organizing and setting timelines for the convention. There will be announcements made about opportunities for members to serve on various committees.

-The registrations will be done by C-Vent.

-The timelines discussed are: April 2019, Steering Committee to be in place

July 2019, Artist Contacts are made

October 2019, Service Contracts with Artists completed

January 2020, Website with information in place

-There will be surveys of membership to solicit ideas as well as opportunities to serve. There are many committees needed including: Programming, Registration, Exhibits, Transportation, Publicity, Gifts and Grants, Competitions, Volunteers, Hospitality. Various dates were discussed and will be determined by National AGO.

**Report:** The Audit Report will be given at the February meeting.

-We are grateful for Dave Geslin, our current treasurer, and his professional services. We hope this continues. There was discussion on the succession if and when he retires.

Tom Ferry provided draft of a revised Treasurer Job description that separates the treasurer job duties as advised by the Audit Committee. Tom Ferry and Dave Geslin will continue to work on this draft. See attached draft.

**New Business:** Dean David Jenkins

-The St. Louis POE has asked for financial support. Our chapter received support from another chapter when hosting POE.

**Motion:** David Fienen made a motion to donate \$500 to the St. Louis POE.

**Second:** Christopher Stroh

**Motion Carried.**

-David Jenkins would like to place advertising for our convention in the upcoming regional Milwaukee Convention Booklet.

**Action Item:** David Jenkins will investigate possibilities for advertisements.

**Motion:** Tom Ferry made motion to adjourn the meeting.

**Second:** David Fienen

**Motion carried.**

Meeting adjourned at 8:20.

Joyce Brown, secretary

**5. Duties of the Treasurer.**

The treasurer shall cause to occur the following:

- A. Maintenance of full and accurate financial records of the chapter including:
  - i. Assets, liabilities and fund balances
  - ii. Revenue and operating expenses
  - iii. All other financial records and documents deemed necessary by the Board
- B. Disbursement to National Headquarters the portion of membership dues required, according to the current dues structure of the American Guild of Organists as approved by National Council
- C. Disbursement of all other funds of the Chapter, in accordance with the authority granted by the Board, taking proper vouchers to correspond to the disbursements
- D. Preparation and submission of such reports or statements of the Chapter's finances and accounts as may be requested by the Board.
- E. Preparation and submission of Tax Returns and non-profit status reports

The treasurer shall also:

- A. Deposit all monies and credits in the name and to the credit of the Chapter in such accounts and depositories as may be designated by the Board
- B. Sign and/or countersign such instruments requiring his/her signature
- C. Serve as a member of the Investment Committee
- D. Assist the Board in preparing an annual budget
- E. Perform such other duties incidental to the execution of this office that may be required by the Board.

**Note:** the first section of duties are those that could be performed by a bookkeeping service with treasurer oversight. The second section of duties are those specific to the office that could not be done by an outside service.