

**Minutes of the Executive Board Meeting  
Twin Cities Chapter of the American Guild of Organists  
October 26, 2015**

Present: Jennifer Anderson, Linda Armstrong, Andrew Birling, Dee Ann Crossley, Sarah Garner, David Geslin, Margaret Gohman, David Jenkins, Jungjoo Park, Paul Westermeyer

Also present: Michael Edwins

Absent: Pam Carlson, James Hild, Jon Kietzer

**Call to Order** by Dean Paul Westermeyer at 6:35 PM, St Paul Seminary

Chaplain Michael Edwins opened with the Moravian readings for the day and prayer.

The minutes of the September 28, 2015 Board meeting were approved as corrected.

The Updated Calendar Template was distributed.

Dean Westermeyer reviewed the letter he received from the Organ Media Foundation, calling our attention to its website and organ music broadcast.

**Program Committee report:** Sub-Dean David Jenkins

The October 24 Organ Crawl was acknowledged as a successful event, with very interesting demonstrations and support from chapter members throughout the day. It also served us as an outreach event, with attendance by the respective church members as well as community members.

Our next event is on November 14: Masterclass with Balint Karosi at St. Mary's Chapel, St. Paul Seminary. Mr. Karosi plays a concert on Sunday, November 15 at the University of St. Thomas Chapel.

**Treasurer's report:** David Geslin

The financials to date were reviewed.

The Federal IRS FORM 990-N has been completed and filed.

The TCAGO membership figures/renewals and general trends were presented.

65 TCAGO members still receive hard copy *Pipenotes* in the mail.

A discussion followed about a possible narrative version of the treasurer's report, as a way of informing members about our programs, scholarships and contributions. It was agreed to continue discussion at our November Board meeting when Pam Carlson, who initially brought up the subject, will be present.

The question of the availability of past Treasurer's reports was addressed. At present there is no procedure in place to archive the reports outside the Treasurer's computer.

**Nominations/elections Task Force report:** Dee Ann Crossley

(Other Task Force members: Andrew Birling, Jim Callahan, Laura Edman)

"The Calendar for Nominating Committee and Elections" and "Guidelines for Nominating Committee" were presented. One addition and one change of wording were implemented. \*\* The two documents are appended to these minutes.

A lengthy discussion followed about the feasibility of a simple slate of officers/members at large (i.e. one candidate for each position) vs. two or more candidates for each position. This would require an amendment to our Operating Procedures. The topic may be addressed at a future Board meeting. Several ideas were offered as to how to encourage our members to volunteer for governing and committee positions (e.g. through a survey).

Dean Westermeyer asked that the Board give him suggestions in the next weeks for a Nominating Committee chair.

Chaplain Edwins extended an invitation to Mt. Olive Lutheran Church for our June 27 potluck. We appreciatively accepted and put the date on the calendar.

**Next Meeting: Monday, November 23, 6:30 PM, St. Paul Seminary**

The meeting was adjourned at 8:30.

Respectfully submitted,  
Dee Ann Crossley, secretary

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## Calendar for Nominating Committee and Elections

1. **NOVEMBER:** Dean appoints chair of Nominating Committee, to be approved at the November Board meeting
2. By **JANUARY 31:** Nominating Committee chair forms committee and sends list of committee members to Dean. Chair submits list of Nominating Committee members for publication in **March Pipenotes**
3. **FEBRUARY 1 to MARCH15:** Nominating Committee contacts members as to their willingness to be on the election ballot. Chair compiles bios and candidates' goals statements. Slate is sent to the Dean for presentation at the **MARCH** Board meeting. (Note: per Operating Procedures, the Board does not "approve" the slate.)
4. **APRIL Pipenotes:** slate is published (submitted by chair of the Nominating Committee)
5. first week of **APRIL:** Ballots are sent out (responsibility of the Secretary)
6. By **MAY 1:** Election returns counted by an independent auditor (responsibility of the Registrar)
7. **JUNE Pipenotes:** Election results published (submitted by the Dean or chair of the Nominating Committee)

See TCAGO website: About/Chapter Governance/ Operating Procedures Section VI  
(Election Procedures)

## Guidelines for Nominating Committee

1. \*See TCAGO website: About/Chapter Governance/ Operating Procedures Section IV 2-5 and Section VI (Election Procedures)
2. Make sure prospective candidates are members of the TCAGO. (Check with Registrar.) Consider how they have participated in TCAGO programs/events

- in the past and what strengths they would bring to the Board. Be mindful of diversity in its many forms.
3. As prospective candidates are called, be prepared to talk about the responsibilities of the position (1. above) and the Board meeting schedule. If a prospective candidate declines, ask if s/he would be interested in being considered in the future.
  4. Nominate 5-6 candidates to replace the three Board members at large whose three-year terms are about to expire.
  5. Chair of Nominating Committee sends slate and candidates' bios and goals statements to the Secretary and Dean. The ballots, prepared by the Secretary, are printed and mailed (as of 10/2015 by Sue Moro at St. Thomas University). Marked ballots are returned to Registrar.
  6. As soon as possible after the election ballots are counted, and before election results are published in June *Pipenotes*, contact every candidate on the slate about her/his win or loss. The Nominating Committee chair or the Committee member who originally called the candidate should do this.
  7. Make available to next year's Nominating Committee and/or the Dean the names of the candidates who were not elected and those prospective candidates who declined but expressed interest in serving in the future.
  8. During the nominating process, the Nominating Committee chair may find it helpful to discuss the needs of the Board, the goals of the chapter, and the qualifications of a good Board member, with the Dean or individual members of the Board.

October 2015

Task Force: Andrew Birling, James Callahan, Dee Ann Crossley (chair), Laura Edman