

**Minutes of the Meeting of the Executive Board of the
Twin Cities Chapter of the American Guild of Organists
September 26, 2011**

PRESENT: James Callahan, Dean; Sharon Kleckner, Sub-dean; John Salveson, Secretary; David Geslin, Treasurer; Carolyn Diamond, Laura Edman, Priscilla Franken, Andrew Hackett, and Kirsten Falc Uhlenberg. Also present were The Rev. Michael Edwins, Chaplain; and Jeff Patry, Professional Development.

Excused: Pat Kohnen, Mary Newton, Geoff Olson, and Bill Stump.

I. Call to Order:

Dean James Callahan called the meeting to order at the offices of David Geslin.

Chaplain Edwins led us in a meditation from *Moravian Daily Texts*.
Dean Callahan welcomed Andrew Hackett to the board.

II. Secretary's Report:

Sharon Kleckner moved to approve the minutes as corrected. Carolyn Diamond seconded the motion. The motion carried.

III. Treasurer's Report:

David reviewed the current financial statement.

Membership revenue is under budget. That is typical for this time of year.

Westwood Lutheran will be refunding the facility usage fee from the September program.

Laura Edman moved to accept the financial report as presented. Priscilla Franken seconded the motion. The motion carried.

IV. Committee reports:

A. Program

The committee met on September 12, 2011.

For the January event we will join the Augsburg workshop, which will be led by Matt Culloton. February's workshop is being renamed. It will now be called "Mid-Winter Tune Up." We will also be changing the venue of this event.

The committee will begin preliminary discussions for the 2012-2013 season at their October meeting.

- B. Hospitality
Expenses for the opening event were low. The committee worked hard and did an excellent job.
- C. Professional Development
Questions were raised about the substitute list. It was agreed that the inclusion of more information would be helpful. Jeff will look into this, including finding out what other chapters do.

V. Other Business

- A. Audit Committee
James presented the board with a proposed statement of purpose for an audit committee that would assist in providing financial oversight.

Sharon moved that the TCAGO establish an audit committee whose purpose is to review the current year's financial statements and supporting records to help ensure that the reported results represent the transactions of our Chapter and that there are reasonable procedures and controls on the access, use, and safeguarding of the Chapter's assets.

In discussion, David, our treasurer, stated that he had been asking for such a committee for a number of years.

Kirsten Uhlenberg seconded the motion. The motion carried.

James asked Phil Asgian and Martin Stachnik to serve on the committee.

A discussion was held regarding committee membership and terms.

Carolyn moved that the auditing committee shall have two members. There must be at least one replacement each year. In order to facilitate the rotation, the initial committee members will be elected to a one-year and a two-year term. Following terms shall be for two years.

Priscilla seconded the motion.

The motion carried.

- B. Stephen Hamilton will serve as our new membership coordinator.
- C. The January meeting has been moved from the 23rd to the 30th of the month. We will also have a potluck that evening. The meeting will be at Christ the King Lutheran Church, 9800 Fremont Ave. S., Bloomington, MN.

The October meeting will be at St. Paul's United Church of Christ, and in November we will be at David Geslin's office. There is no December meeting.

D. Operating Procedures

Our current operating procedures are from 2001. These are being reviewed and edited by David Geslin, Sharon Kleckner, James Callahan, and Jane Nienaber. They have met twice.

When the revision is completed and approved by the board, it must be submitted to National for review.

James presented some of the changes and asked for our input.

E. The Boston chapter invited us to fund two commissions for the 2014 convention. The board declined the invitation.

F. Communications Director

James prepared a proposed job description and asked for our feedback. It was suggested that this person should be connected with, or a member of, the publicity committee. James asked us to give him names for candidates to fill the position.

G. Online registration

We will begin to explore the possibility of renewing membership with an online tool.

VI. Adjournment

Our next meeting will be on Monday, October 24, 2011 at 6:30 p.m. at St. Paul's United Church of Christ.

Priscilla moved to adjourn. Sharon seconded the motion. The motion carried.

Respectfully submitted,
John Salvesson, Secretary