

## COLUMBUS AGO EXECUTIVE COMMITTEE MEETING MINUTES

Date: Monday, April 22, 2013

Time: 7:00 p.m.

Place: St. Paul's, Westerville

*Thanks to John Bryan for providing snacks and beverages!*

Present: John Schuder, Mark Stuart, Stan Osborn, Bianca De Maria, Al Adcock, Brett Greene, John Bryan, Carol Neff, Sara Montgomery, Brian Johnson

Absent: Weldon Adams, Wanda Neudorfer-Pack, Josh Brodbeck

The meeting was called to order.

Minutes of the March 4<sup>th</sup> meeting were approved.

### Treasurer's Report – Al Adcock

Andy Kotylo workshop was \$15 over budget due to unprojected refreshments. Al proposed to send an email to the Southwest Michigan Chapter, asking that the Columbus chapter be listed as a competition sponsor. There is anticipated to be a ~\$7k of convention money carried over to the next fiscal year (\$1k is more typical before the convention). The report was approved as presented.

### Dean's Comments – John Schuder

- Nominating Committee – Ballots were mailed out. Most are being returned to Sara, or members can bring them to the social.
- April programs – High compliments to Marti Rideout. Very successful program. 8 present on Saturday / 18 on Monday. Benefit student recital: Many thanks to Stephen Jacoby for his help and graciousness. 74 attendance. \$434 collected for Mid-Ohio Foodbank, plus some canned goods. Many thanks to Peebles-Herzog for tuning the organ.
- POE- Tony Cherup should have received AGO membership. John has tried to contact him to correct this.
- Guilder Hardcopies- Marilyn Shipman is able to receive the PDF guilders now.
- Policy on deadlines for Guilder submissions: need to be firm about having submissions by the 15<sup>th</sup> of each month for timely newsletter publication.
- Membership renewals – no increases Nationally this year; Columbus AGO will keep dues as they were in 2012, with the chapter absorbing a few dollars per person. Motion was approved. John will communicate this to members.
- Dean's Meeting May 18 (Columbus)- Brian offered to make gift packages of buckeye candy.
- Scholarships- Mark will look for the scholarship form and send it to John.
- Sara Seidel volunteered to take over Guilder editing in the fall due to Weldon Adams' recent health. Mark will follow up with Weldon to see what concert announcements he has received.

Mark will set up an e-mail box, [guild@agocolumbus.org](mailto:guild@agocolumbus.org) and start thinking about emergency SOP plans for the Guild / chapter communications.

- Regarding recent concert announcements, committee reiterated that official communications should be for official chapter business only.
- Richard Elliot (information from Josh Brodbeck)- Capital would be no cost "at this point" but may not be available; in case something comes up, we should consider backup venues. (Brian to ask Josh to clarify, including parking arrangements). Elliot's cost - \$2900 (includes travel, hotel). A tentative concert date of Friday Sep 13: parking could be a serious risk.
- Kotylo workshop – 21 people at workshop. \$120 was collected for the Manna Café. Thanks to Brian Johnson for shepherding the artist. The chapter should consider instituting a hospitality budget for the future, and/or offering a gift basket of Ohio gifts. Possibly should be the same person/team for consistency? Brian would be willing to help.

Spring Social– Al Adcock

46 reservations received so far. An outside musician is willing to come for meals for himself and fiancée.

Programming for 2013/2014

Good feedback for 2012/2013 season. Dual program times seem to have worked well.

Ideas: hymn playing, programming approachable French repertoire, organ and instruments, organ building part 2 at St. Paul (date TBA depending on schedule?). Possibly as a multimedia show/discussion then see work to date? (John Bryan and Anthony Fabro), member recital at St. Paul with crawl afterwards, Richard Elliot (September), Spring social, concert co-sponsorship, mass pickup choir with different conductors, organists (need prep work by choirs), student recital masterclass for students as part of student recital, mini pedals pipes and pizza for masterclass (kids). Bach crawl: pay cathedral choir in afternoon, supper, then head to first congregational for choir concert. Need to firm up next meeting.

Need to have a better idea about the number of students in the chapter. Mark will work with John Bryan to draft an email asking teachers to report, and also give us some idea of any non-guild organ studios

Next meeting – Monday, May 20<sup>th</sup>.

The meeting was adjourned.

## Draft Communications Policies for Discussion

### Guider Policies

1. The Guider will be published August through April, on or shortly before the 1<sup>st</sup> of the month.
2. Concerts and events are to be sent to the Guider editor by the 15<sup>th</sup> of each month to be included in the next issue.
3. It is recommended that concerts be submitted up to 60 days in advance, especially those occurring early in the month. This will help prevent, for example, an early March program being first announced in the March Guider. In this instance, submission by January 15<sup>th</sup> would allow the program to be listed in the February Guider.
4. Paid concert series advertisements in the directory will not be automatically published in the Guider, but organizers are welcome to submit an additional event listing to the Guider per the above guidelines.
5. Each month, an email announcement will be sent to the chapter soliciting concerts and events for the next 60 days.

### E-mail Policies

1. Recognizing that e-mail concert announcements may help further the mission of the AGO to encourage organ, choral, and hand bell music, concert announcement emails may be requested by chapter members for events being held at their location. At its discretion, the Executive Committee may also choose to publicize other local events believed to be of interest to chapter members.
2. Concert email announcements are not meant to supplant Guider concert listings; the Guider are intended to communicate concert listings with more lead time, whereas email announcements are intended to remind the chapter a week or so before an event.
3. (Weekly news blast). Let people opt OUT.
4. Events in the Guider *will not* automatically be sent as email announcements. A concert announcement may be requested by contacting the chapter communications coordinator via email. The request should include:
  - a. A title for the announcement (Headline)
  - b. Spell and date-checked announcement text to be copied as-is.
  - c. Venue
  - d. Contact information
  - e. A link to a relevant picture, if desired, for inclusion (URL or attachment).
  - f. When the announcement should be issued.
5. The request should be sent to the communications coordinator at least a week in advance.
6. One announcement email will be issued per concert. There will not be an early announcement and then a reminder.
7. If the event does not seem to be relevant to the mission of the AGO, the chapter communications coordinator will request review by the officers and/or Executive Committee.

### Communications Preferences

1. Recognizing that some members may not wish to receive concert listings, members will be required to "Opt In" to a separate distribution list for concerts.
2. Anyone not Opting In will only receive official chapter business.
3. Each month the Guilder will contain instructions to remind members of this policy, and brief instructions on how to update their preferences.

### E-mail Archiving Option

1. Emails sent via Constant Contact can be archived and viewable on the chapter website, if desired. This additional functionality costs an additional \$5 per month and can be implemented anytime the Executive Committee believes it would add value.