



American Guild of Organists
Sarasota-Manatee Chapter
Minutes of Executive Committee Meeting
August 23, 2024 1 p.m.
Redeemer Church, Sarasota

CHAPTER LEADERSHIP

Sam Nelson
Dean

Vacant
Sub-Dean

Glen Olsen
Treasurer

Bryan Cordell
Secretary

The Rev. Charleston Wilson
Chaplain

EXECUTIVE BOARD

2025

Linda Petersen
Craig Ramberger

2026

James Guyer
Jane Hunder

2027

Brandon Kouri
Glenn Priest

Admin. –

Membership – Michael Bodnyk

Webmaster – Bryan Cordell

Placement – John Ferreira

Hospitality –

Advertising –

TAO Reporter – John Behnke

AGENDA

- I. **Call to Order** – Dean Sam Nelson called the meeting to order at 1 p.m.
- II. **Installation of 2027 Executive Board Officers**
 - a. Brandon Kouri
 - b. Glenn Priest (absent, deferred to October meeting)
- III. **Roll Call/Quorum** – 6 Members Present
 - a. Sam Nelson, Dean
 - b. Glen Olsen, Treasurer
 - c. Bryan Cordell, Secretary/Webmaster
 - d. Brandon Kouri, Executive Board
 - e. Linda Petersen, Executive Board (via ZOOM)
 - f. James Guyer, Executive Board (via ZOOM)

Absent: Craig Ramberger, Jane Hunder, Glenn Priest
- IV. **Approval of Minutes** – Annual Meeting, May 18, 2024
 - a. Dean Sam Nelson summarized previous meeting minutes (*Attachment 1*) and requested any additional inputs, questions, comments
 - b. Hearing none, Dean Nelson moved to approve the minutes, Bryan Cordell seconded. Motion carried
- V. **Dean's Report** – Sam Nelson
 - a. Summarized recent efforts working with the Program Committee and Treasurer Glen Olsen to develop the upcoming 2024-25 Program Events Calendar/Budget and verify the status/availability of chapter funds to support
- VI. **Sub-Dean's Report** – N/A
- VII. **Treasurer's Report** – Glen Olsen
 - a. Provided copies of the 3rd and 4th quarter financial reports ending March 31 and June 30 respectively (*Attachment 2*)



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- b. Focused specifically on the 4th quarter report. The chapter is ending the year in a very good financial position largely due to the proceeds from the Hector Olivera concert in February
- c. Noted that we need to maintain a minimum \$5000.00 balance in our current Bank of America (BofA) account to avoid fees. General discussion followed on whether we should continue that account or change accounts (within or outside BofA) to avoid such a restrictive fee structure
ACTION: Glen Olsen to research alternatives and present results/recommendation at next meeting in October
- d. General discussion on membership renewals on the June 30 report and those to date thru July/August. Treasurer Olsen indicated that renewals had been lagging thru June, but had picked up in July/August. We are still behind compared to last year. This will be a focus going forward with the chapter's newly appointed Membership Coordinator. We are also looking to our Fall chapter kick-off event September 15th to encourage renewals as well as invite new members to join
- e. With no further discussion or questions on the financial statements, Dean Nelson moved to accept, Bryan Cordell seconded. Motion carried

VIII. **Secretary/Webmaster's Report** – Bryan Cordell

- a. The *Secretary/Webmaster's Report* will be a new standing agenda item going forward to highlight efforts regarding the chapter's records management tasks encompassing the roles of the chapter Secretary, Webmaster, and Historian
- b. A separate Records Management report is included under New Business for review/discussion later in this meeting

IX. **New Business** - Dean Sam Nelson led discussion on items of New Business

a. **Sub-Dean Vacancy**

Resignation of the chapter's Sub-Dean on May 23 has created an immediate vacancy for this chapter role. In accordance with Section IV of the chapter's Operating Procedures, the Dean will nominate, for appointment by the Executive Committee, a person to fill this vacancy

Dean Nelson has already reached out to individuals who could be considered for nomination to be Sub-Dean. General discussion followed. Consensus was to nominate an



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alumni chapter leader who could bring their past experience and knowledge of chapter operations to the position

ACTION: Dean Nelson to continue outreach for potential candidates to nominate, focusing on chapter alumni leaders. Follow-up at next meeting in October with a potential candidate

- b. **Membership Renewals** – As already highlighted in the Treasurer’s report, membership renewals are lagging. As of June 30th, just 6 renewals posted. That is half last year’s number

ACTION: Glen Olsen to work renewals with new Membership Coordinator (Michael Bodnyk) and provide updated status at the October meeting. Also, keep Bryan Cordell apprised of drops/renewals/remits (new) for webmaster updates to the on-line Membership Directory. Dean Nelson will also use for updates to the Contact Contact e-mail distribution list

- c. **Program Budget Approval/Events Calendar 2024-2025** – Dean Nelson opened discussion and summarized efforts to date with the Program Committee. He then deferred to Bryan Cordell from the Program Committee to walk through the proposed 2024-25 Program Events Planning spreadsheet (*Attachment 3*). Both Dean Nelson and Bryan Cordell stressed that this is a first draft at a planning spreadsheet and it is still a “work in progress”. Updates will follow at future meetings of the Executive Committee. Bryan Cordell reviewed the structure of the spreadsheet to capture event information as well as detailed cost and target revenue estimates for each event, with summary totals. Discussion followed:

- i. **Event #1: Fall Kick-off** – plan on 50+ members, including guests, for the reception. Perhaps Executive Committee members to coordinate specific food items to bring
- ii. **Event #2: French Organ Program** – Chapter donation to this event will cover AGO member + 1 guest for the organ concert. Ticketed sales will cover the cost of pre-concert events. Suggest tickets be priced individually for each pre-concert event and also bundled for both events at a discounted price.



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Need to confirm guest organist will support the pre-concert Q&A session

ACTION: Dean Nelson to contact guest organist and confirm availability/interest in supporting the pre-concert Q&A session

- iii. **Event #3: Venice Organ Crawl** – Agreed on November 9th as the preferred date for this event, just need to confirm availability of the 3 suggested churches

ACTION: Dean Nelson to contact Ann Stephenson-Moe (Venice Presbyterian); Bryan Cordell to contact Steven Ball (Epiphany Cathedral/Parish Center); Bryan Cordell to confirm First Baptist, Venice

- iv. **Event #4: POE/Orgelkids** – Agreed a combined POE + Orgelkids event would be desired. Just need to confirm venue and participants

ACTION: Glen Olsen to contact Steven Phillips, First Presbyterian Church, Sarasota to confirm venue; Bryan Cordell to contact SWFL AGO chapter members to confirm availability of the Orgelkids Kit and organists; Dean Nelson to contact Sarasota Music Conservatory to confirm availability of students

- v. **Event #5: Choir Festival or Guest Artist** – Discussed alternatives of both type events with suggested artists (David Hurd, Todd Wilson, Paul Jacobs, others). General consensus was that the chapter was still in a rebuilding phase and the Choir Festival may be a step too far right now – perhaps a Guest Artist concert would be a more appropriate choice given current chapter resources. Since Paul Jacobs (Chair of the Juilliard School's Organ Department) will be in concert in Winter Park, FL during the proposed time frame for our event, perhaps contact him for availability to perform at a SaraMana AGO Chapter church. It was also noted that a large number of Juilliard alumni live in this geographic area and could be tapped for ticket sales

ACTION: Dean Nelson to contact Paul Jacobs for availability during this time frame, fee + expenses, preferred organ venue, and other performance factors

- vi. **Event #6: Annual Meeting** – No discussion noted



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With no further discussion or questions on the draft Program Events Planning spreadsheet, Bryan Cordell moved to accept, Glen Olsen seconded. Motion carried

- d. **Chapter Records Management/Archives/Website Content** – Chapter Secretary Bryan Cordell led discussion on this topic, emphasizing that he was addressing this topic not only as the chapter Secretary, but also as the chapter Webmaster and from the perspective of the chapter Historian (current vacancy). The Records Management Report (*Attachment 4*) was reviewed, addressing many aspects of good Records Management for any organization, including an AGO Chapter. A specific example, the Physical Records Archive, was presented for discussion along with pictures of the current archive presently stored @ St. Boniface Episcopal Church. General discussion regarding the need to digitize and preserve legacy physical records that are in various stages of deterioration. Brandon Kouri noted, and members agreed, that libraries and similar venues would be a good place to investigate for the most recent methods, applications, and technologies for this effort. It was also noted that Susan Crumpler and others had already started a significant scanning/copying effort for these physical artifacts and had provided such electronic copies to the chapter Secretary

Based on the attached report and discussions of the Executive Committee, Bryan Cordell made a motion to adopt the following recommendations:

- i. A new lock be installed with 2 keys (local host, AGO Secretary)
- ii. Physical records should be co-located at a church or other publicly accessible site affiliated with a current member of the chapter leadership team (Dean, Sub-Dean, Treasurer, Secretary)
- iii. Complete a more thorough inventory of records
- iv. Scan essential records and create a digital archive. Scan non-essential records as deemed necessary or if resources allow
- v. Devise a disposal strategy for hardcopy records
- vi. Utilize physical archive records to remind members of the historic records we have
- vii. Provide regular features on the website and newsletters
- viii. Display hardcopy artifacts at member meetings



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Brandon Kouri seconded the motion. No further discussion.
Motion carried

ACTION: Bryan Cordell stated that as Chapter Secretary he would assume these recommended actions and provide regular reports and updates at future Executive Committee meetings

ACTION: All members of the current and past Executive Committees, please review/search your records at home, office, etc. to determine if any permanent AGO records exist there and should be submitted to the AGO Secretary for proper retention and archiving

- X. **Next Meeting – October 2024.** Dean Nelson requested a date range from the members that would be preferable in October for the next meeting of the Executive Committee. General consensus was a day/time in the range of Oct 15-17
ACTION: Dean Nelson to e-mail Executive Committee members and poll for a preferable day/time
- XI. **Executive Committee Photo** – Deferred to the October meeting to ensure more members can be physically present for the photo
- XII. **Adjournment** – Seeing no other agenda items for discussion, Dean Nelson asked for a motion to adjourn. Bryan Cordell made the motion; Glen Olsen seconded. Motion carried

Respectfully submitted,
Bryan Cordell, Secretary

Atch 1: Meeting Minutes, Annual Meeting on May 18, 2024
Richard Benedum/Bryan Cordell, Secretary

Atch 2: Financial Reports (Q3, Q4)
G. Olsen, Treasurer

Atch 3: 2024-25 Program Events Spreadsheet
B. Cordell, Program Committee

Atch 4: Records Management Report
B. Cordell, Secretary