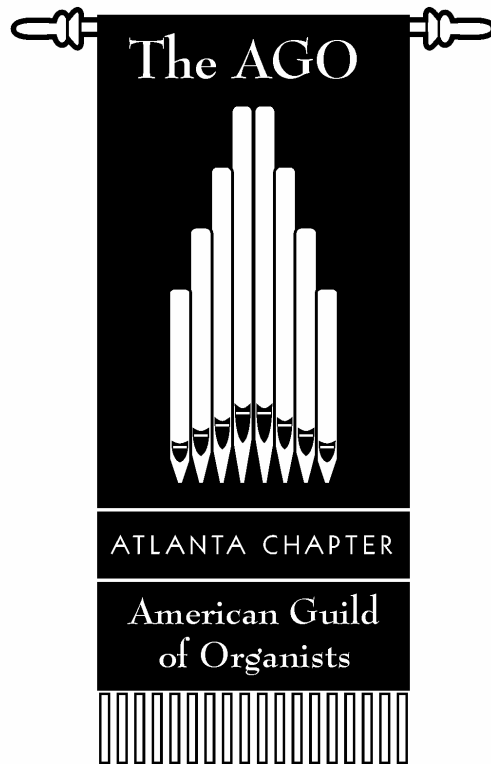


# American Guild of Organists Atlanta Chapter



## Section II



# Purpose of the Guild

## Mission Statement:

**“The purpose of the American Guild of Organists is to promote the organ in its historic and evolving roles, to encourage excellence in the performance of organ and choral music, and to provide forum for mutual support, inspiration, education, and certification of Guild members.”**

## CODE OF ETHICS

Members of the American Guild of Organists are bound by the Code of Ethics and guided by the Code of Professional Standards. Adopted by the National Council on October 23, 1933 as revised through October 4, 2014.

**Preamble:** The purpose of the American Guild of Organists is to promote the organ in its historic and evolving roles, to encourage excellence in the performance of organ and choral music, and to provide a forum for mutual support, inspiration, education, and certification of Guild members. Voting members are entitled to enjoy the privileges and are expected to accept the responsibilities of membership in the Guild. Members shall be considered equally for Guild offices and participation in Guild activities. These are the rules that shall be considered binding upon all voting members in good standing.

**RULE 1.** Members shall promote good working relationships within the American Guild of Organists and shall respect the employment of colleagues. Members shall address differences between themselves and other members by following the procedures outlined in the Discipline.

**RULE 2.** Members shall not seek or appear to be seeking employment for themselves, a student, or a colleague, in a position held by someone else. Members shall apply for employment only for a position which the employer, with the knowledge of the incumbent musician, has officially and publicly declared vacant by announcement of the vacancy.

**RULE 3.** Members shall obtain the approval of the incumbent musician before accepting an engagement for a wedding, funeral, or other service requested by a third party. In such cases, the incumbent should receive his/her customary fee, and the third party is expected to provide it. It is the responsibility of the guest member to inform the third party of this rule. Members are advised to protect themselves as incumbents in this regard by negotiating employment contracts which secure these fees and which provide some responsibility, oversight, and control as to choice of music, etc.

**RULE 4.** Members shall conduct professional activities with truthfulness, honesty and integrity, and shall maintain sensitivity in matters of a personal or confidential nature.

**RULE 5.** Members shall not discriminate against others on the basis of race, national origin, age, religious affiliation, gender, marital status, sexual orientation, disability, or medical condition (including, but not limited to, Acquired Immune Deficiency Syndrome).



# Atlanta Chapter Operating Procedures

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In the Summer of 2015 the Executive Committee of the Atlanta Chapter of the American Guild of Organists proposed the following document as its OPERATING PROCEDURES by which to govern itself. The items in this document are in complete accordance with the National By-Laws adopted in 1896 and amended through Spring of 2014. These OPERATING PROCEDURES have been approved by the Southeast Regional Councillor and by the National Vice President, as required by Article VII Section 4 of the National By-Laws, and by the Atlanta Chapter. The Dean of the Atlanta Chapter is charged with executing the National By-Laws and these OPERATING PROCEDURES and with having the latter updated as necessary.

Chapter Operating Procedures (COP's) should be reviewed and updated as necessary. (Paragraph headings are given purely for convenience in using this document, and they are to be aligned with the corresponding Article of the National By-Laws when looking up information.) The OPERATING PROCEDURES must be used as a complement to, and never a substituted for, the National By-Laws.

- 1. NAME:** The name of this organization shall be the Atlanta Chapter of the American Guild of Organists, (hereafter, Chapter), a unit of the national organization known as the American Guild of Organists, which is headquartered in New York, New York.
- 2. STATEMENT OF FUNDAMENTAL PURPOSES:** The items in this document shall be read and interpreted as being in accord with Article II of the National By-Laws.
- 3. CLASSES OF MEMBERSHIP:** Article III is incorporated here in entirety by reference. (Membership is divided into two classes: Voting and Non-Voting. The Voting Members consist of General, Certificated, and Affiliate; Non-Voting are made up of National Subscribing, National Honorary, and Organizational Affiliate Members. See National By-Laws for privileges.) The dues of Atlanta Chapter Subscribing Members shall be equal to the Chapter portion of regular dues. Rates and collection methods will change according to National and Chapter directives.
- 4. MEMBER DUES:**

## Chapter & Independent Member Dues

Regular	\$100
Special (age 65 or over, under 21, or disabled)	\$75
Partner (2nd member at same address, no TAO)	\$75
Student (with student id)	\$40

## Other Member Dues

Dual Chapter (paid to second chapter)	\$39
Student Dual Chapter (paid to second chapter)	\$13
Chapter Friend	\$37
Lifetime Membership	\$3,000

5. **OFFICERS:** The Officers of the Atlanta Chapter shall be seven in number: Dean, Sub-Dean, Secretary, Treasurer, Registrar, Newsletter Editor, and Auditor. They shall be elected annually by ballot from the Voting Members of the Chapter for a one-year term; their term of office begins July 1<sup>st</sup> each year. It is customary that Chapter Officers are re-elected for a second term, but they shall not serve more than two consecutive terms (Treasurer, Auditor, Newsletter Editor and Registrar excepted). Usually if the Dean is a man, the Sub-Dean is a woman, or vice versa; this pattern is recommended, but not mandatory. Six members of the Chapter shall serve on the Executive Committee divided into classes of two each by year of election; their term of office is three years, two people being elected each year and two rotating off. An Honorary Chaplain may be appointed at the discretion of the Dean. The Executive Committee shall consist of the Officers, the elected Members-at-large, and the immediate past Dean who shall serve one year beyond Deanship. It is customary for an at-large-member to be off the Executive Committee for one year before being eligible for re-election. Officer, Board and Chairpersons duties may change and/or be reassigned as the skill and availability of the persons charged is considered.

6. **DUTIES OF OFFICERS:**

**Dean:** The Dean shall be the Chief Executive Officer of the Chapter and, as such, shall have the following duties:

- a. Hold Executive Board meetings in compliance with National guidelines Article VII, Section 5 of the National By-Laws, including quorums as noted. Provide an agenda; solicit reports and present items of business for consideration to the board.
- b. Preside at all meetings of the Chapter and of the Executive Committee.
- c. Have the power to appoint chairs of all standing committees and, with the chair, advise about members of a committee, or appoint a whole committee.
- d. Appoint a person or persons to fill vacancies that may occur as the result of death, resignation, incapacity, removal, or disqualification of any officer or duly elected member of the Executive Committee.
- e. Serve as “ex officio” member of all committees with the exception of the Nominating Committee.
- f. Bring to the Chapter such information, recommendations, and business as need consideration by the Chapter.
- g. Write a Chapter Newsletter column and deliver to Newsletter Editor for printing and distribution; schedule of publication shall be announced at start of year so that all members may submit information and know when to expect receipt of the Newsletter.
- h. Sign and countersign all contracts and other instruments for and on behalf of the Chapter pertaining to usual, regular and ordinary affairs of the Chapter, as may be authorized by the Executive Committee.
- i. Serve as primary Chapter liaison with the District Convener, Regional Coordinator for Professional Development, Regional Coordinator for Education, Regional Councilor and Executive Director of the Guild.
- j. Oversee Chapter website information and operation in conjunction with Sub-dean and webmaster. Be the contact person for email questions and inquiries (info@agoatlanta.org).
- k. Become a signatory on the primary Chapter checking account to be accomplished within one month of taking office.
- l. Execute all other business as necessary.

**Sub-Dean:** The Sub-Dean shall, in the absence of the Dean, perform all the duties of the Dean plus the following responsibilities:

- a. See to the planning of Chapter programs, including the engaging of performers, churches, program venues, meal/reception planning, hospitality for artists, and execution of business contracts on behalf of Chapter; provision for printed programs shall also be made.
- b. Become a secondary signatory on the primary chapter checking account, to be accomplished within one month of taking office.
- c. In the event of the resignation or death of a Dean, the Sub-Dean shall succeed to that office.

**Secretary:** The Secretary shall have the following responsibilities:

- a. Take minutes of Chapter and of Executive Committee meetings, record these chronologically in the Chapter Minute Book, and, when this book is full, consult with the Dean and see to filing the Minute Book with similar Chapter records at the Atlanta Historical Society.
- b. See that photographs are taken at chapter events and programs. Send Chapter news and photographs of chapter activities to THE AMERICAN ORGANIST editor
- c. Submit Chapter program information to public venues such as radio and newspapers for publicity as is requested by the Sub-Dean.
- d. Send notes of condolence and get well from Board and Executive Committee as is required.

**Treasurer:** The Treasurer shall oversee the areas of financial management and planning and shall have the following responsibilities:

#### Financial Management

- a. Maintain the Chapter checking accounts, savings accounts and other investments.
- b. Collect dinner payments and other funds, with assistance from cashiers, and deposit receipts.
- c. Collect dinner payments from no-shows with assistance from cashiers. Arrange for non-payment collections.
- d. Receive and pay bills for authorized Chapter obligations in a timely fashion.
- e. Make periodic and annual reports to the Chapter.
- f. Submit records for examination by Chapter Auditor at the close of the fiscal year.
- g. Place completed records with similar Chapter books at the Atlanta Historical Society.

#### Financial Planning

- a. Work in consultation with Dean and Sub-Dean to prepare a Chapter budget consistent with solvency; this report shall be submitted for consideration by the Executive Committee at the first Board meeting of the new calendar year with final review and vote for acceptance at the last Board meeting prior to the beginning of the next fiscal year.
- b. Submit monthly status report on budget to the Executive Board.
- c. Provide detailed reports to Dean and Sub-Dean upon request.
- d. Consult with Endowment/Investments Committee on policy for investment of designated funds and use of surplus funds that may accumulate.

**Auditor:** The Auditor shall perform an audit annually on Chapter records at the close of the Chapter's fiscal year, handle Government tax forms, and report to the Chapter. The fiscal year shall correspond to the fiscal year of the National Organization which currently runs from July 1 to June 30 of a year.

**Registrar:** The Registrar shall be custodian of the membership records of the Chapter and, as such, shall have the following duties and responsibilities

- a. Assist members in gaining access to the AGO ONCARD system for renewal.
- b. Provide opportunities for Chapter members to renew using ONCARD at Chapter meetings.
- c. Understand and be able to retrieve records of the Chapter membership from the AGO's membership database through the ONCARD system.
- d. Maintain appropriate and necessary contact with the ONCARD system as to support the Chapter leadership.
- e. Maintain the Chapter's Google Group.
- f. Send welcome email to new members; notify Dean, Newsletter Editor and Executive Board.
- g. Submit database of member data to Directory Chair for inclusion in annual directory.
- h. Participate in proofing member data in draft of annual directory.
- i. Provides substitute listing details for separate listings in directory and on website.
- j. Provides annual directory updates monthly.
- k. Provide electronic or printed mailing labels (at cost set by the board) to membership as requested.
- l. Prepare monthly membership reports for Board meetings.

**Newsletter Editor:** The Newsletter Editor shall have the following responsibilities:

- a. Produce and distribute Chapter Newsletter (The Organizer) on a pre-announced schedule of the year.
- b. Handle any correspondence regarding publications as needed.
- c. Oversees the Chapter Google Calendar of Events.

7. **MEETINGS:** Chapter and Executive Committee meetings shall be provided for as found in Article VII Section 5 of the National By-Laws, including quorums as noted. The schedule of monthly dinner meetings (usually Tuesday, but not restricted to it) shall be published early in September for the whole year and sent to the membership.
8. **ELECTIONS:** Article VIII Section 3 details that by December 31 of a year the Executive Committee shall appoint a Chapter Nominating Committee of at least 3 members (usually 5 in Atlanta), a majority of whom shall not be members of the Executive Committee. It shall nominate a slate with one candidate for each office and two candidates for each of the two positions on the Executive Committee. The slate shall be reported to the Executive Committee, recorded in its minutes, and made public to the Chapter prior to March 1 of each year. Write-in nominations may be made by petition signed by five Chapter members in good standing and delivered to the Secretary by April 1 of a year or within 30 days after publication of the slate of the Nominating Committee, whichever is later. The election shall be held by written ballot at the May Chapter meeting after the total slate has been announced in April.

A ballot shall be printed in the May copy of *THE ORGANIZER* for a member in good standing of the Atlanta Chapter to mail in to the Chair of the Nominating Committee prior to the May meeting if that member cannot be present at the meeting. The ballot shall be cut from *THE ORGANIZER*, marked, but unsigned, with name and return address on the envelope. The ballot must be received prior to the meeting. The Chair will bring the unopened ballots to the meeting, where they will be counted with the rest of the ballots. The Chair is responsible for seeing that no member votes twice. A plurality of votes is necessary for election.



9. **CHAPTER COMMITTEES:** The following committees presently work on business of the Atlanta Chapter though more may be added at the discretion of the Dean and of the Executive Committee:

**MEMBERSHIP:** Works to bring new members into the Atlanta Chapter and presents candidates at Chapter meetings.

**PROFESSIONAL CONCERNS and EMPLOYMENT REFERRAL:** Serves to address working conditions of church musicians, to maintain lists of open church positions and of AGO members seeking posts, to keep listing of supply organists, and to keep listing of singers available.

**HISTORIAN:** Keeps leaflets and bulletins of services and programs of Chapter members as well as newspaper announcements of interest for the chapter affixing these in a scrapbook which, when filled, should be placed with previous scrapbooks on file at the Atlanta Historical Society; keeps set of Educational Tapes owned by Chapter and distributes for use of members.

**HOSPITALITY:** Provides hospitality as needed for artists and receptions and monthly chapter meetings.

**PROFESSIONAL CERTIFICATION/EDUCATION:** Promotes and gives guidance about Guild professional certification. Promotes, provides resources and guidance for preparation in achieving professional guild certification.

**CHAPTER SCHOLARSHIP:** Carries out rules of Executive Committee for annual Chapter Scholarship award to deserving students.

**CHAPTER COMMISSIONS:** Oversees biannual Chapter Commission. Funding is raised via used music sales and private donations. Expenditure is set by Chair and Treasurer. Compositions usually alternate between organ and choral works. Contracts for composers are signed by Sub-Dean. Works are programmed by Sub-Dean.

**NATIONAL YOUNG ARTIST'S COMPETITION:** Holds competition in odd-number years at Chapter level. Publicizes and oversees competition; secures volunteers, venues, judges and other arrangements for these events.

**PROGRAMS:** Headed by Sub-Dean to assist in programming for Chapter.

**PUBLICITY:** Handles Chapter publicity with radio, newspapers, and TV.

**EVENTS CALENDAR:** Keeps a master calendar for year with which church musicians can register their events in hopes of preventing conflicts in scheduling of programs.

**YEARBOOK:** Handles design, advertising and production of annual yearbook.

**DINNER RESERVATIONS:** Phones members to get dinner reservations for coming meetings. Contacts all members via email or telephone to arrange for dinner reservations for coming meetings. Coordinates with sub-dean and treasurer with final dinner tally.

**NEWSLETTER:** Gathers data, designs and prints; mailing and e-mailing of *THE ORGANIZER*.

**WEBSITE:** Handles the creation and maintenance of the Chapter website.

**STUDENT OUTREACH:** Promotes and carries out programs for student outreach.

**NOMINATIONS:** Nominates Officers and Executive Committee members each year and holds an election.

**SUNSHINE:** Provides hospitality services to chapter members such as a card to hospitalized AGO members or in special situations (former Deans, Officers, or a person who has worked significantly in the leadership of the Chapter), flowers may be sent at the discretion of the Dean and of the Treasurer.

**ENDOWMENT INVESTMENT COMMITTEE:** The Chapter Endowment Fund has been established to provide for scholarships, special musical events, and new music commissions. The Endowment Investment Committee will recommend guidelines for distribution amounts from the fund and will

review all requests for such payments. The Endowment Committee is responsible for the prudent investment management of the Endowment fund, including the establishment of asset allocation guidelines, selection of individual investment vehicles, and continuous monitoring of investment performance. The committee will report to the Executive Committee such investment policy and/or other investment changes as necessary.

The Endowment Investment Committee shall consist of five members appointed by the Dean for staggered three year terms, in addition to the Chapter Dean and Treasurer, who will serve as ex-officio members. Appointed members may serve consecutive terms to provide continuity. The committee shall meet quarterly and consult more often if necessary by telephone, e-mail, or special called meeting.

**TAYLOR COMPETITION:** The Taylor Competition Committee is appointed by the Dean and reports to the Chapter Executive Board. The committee administers all aspects of the Taylor Organ Competition. All expenses related to the competition are paid out of the Chapter's Taylor Fund. The Chapter Endowment/Investment Committee recommends the total amount of money available for each competition cycle, and the competition committee determines and administers the budget. Responsibilities of the committee include: determining the rules and repertoire of the competition, securing judges, hosting and publicizing the competition. In addition to a monetary prize, the first place winner will play a solo recital as part of the Chapter's regular program year. The winner will not receive a fee for the recital and the expenses related to the winner's recital will be paid out of the Chapter's regular programming budget for the year in which the recital occurs.

**10. CHAPTER POLICIES:**

**PROGRAMMING:** It is customary that the Atlanta Chapter present a balanced selection of organ, choral, and educational programs each season, and that a variety of geographically accessible host locations with suitable instruments be used. As policy, the Chapter does not sponsor premier recitals on new organs and does not join churches, institutions, or organizations in co-funding recitals by visiting artists. The Chapter may sponsor workshops by visiting artists presented in separate recitals by churches, institutions, or organizations. In lieu of host-performed local programs, the Chapter may accept fully-funded programs by visiting artists.

**MEMORIAL FOR CHAPTER MEMBER:** At the death of an AGO member, the Dean shall send a note of sympathy to the family with word that the Chapter will remember the deceased at a future Guild Service.

**11. DUES:** Determined by National AGO along with rules governing collection. National currently provides some Chapter option in setting local amount. (ONCARD)

**12. CHANGES TO OPERATING PROCEDURES:** These OPERATING PROCEDURES may be changed at any time by action recommended by the Executive Committee and ratified by the Atlanta Chapter with subsequent approval by the Regional Southeast Councilor and by the National Vice President a revised copy is then to be filed at the National Headquarters.

## AGO Officers

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### National Officers

**President • Michael Bedford, AAGO, ChM, DMA**

918.346.8104 • bedford.ago@gmail.com

**Vice President/Councillor for Competitions and New Music**

**Eileen Hunt, AAGO, DMA**

1 Settlers Way • Salem, MA 01970 • 203-256-1749 • EileenHunt.ago@gmail.com

**Secretary/Councillor for Communications • Mary V. Stutz, BS**

3516 Mallard Cove • Williamsburg, VA 23185 • 757.220.2108 • mstutz@cwf.org

**Treasurer • Councillor for Finance and Development • Barbara Adler, SPC, DMA**

7644 Baltimore Ave. • Kansas City, MO 64114-1814 • 816.333.3912 • barbara.adler@gmail.com

**Executive Director • James E. Thomashower, BA, CAE**

475 Riverside Drive, Suite 1260 • New York, NY 10115

• 212.870.2311, ext. 4300 • jet@agohq.org

**Chaplain (honorary) • Don E. Saliers, Emory University**

735 Lullwater Rd. NE • Atlanta, GA 30307 • 404.378.9682

### National Councillors

*(contact information may be found in The American Organist)*

**Councillor for Education • Don Cook, AAGO, DMA**

**Councillor for Membership/Convenor of Regional Councillors • David K. Lamb, CAGO, DMus**

**Councillor for Conventions • Michael Velting, DMA**

615.400.1045, mvelting@christcathedral.org

**Southeast Region (IV) Councillor • Laura Ellis, DMA**

4609 NW 20<sup>th</sup> Dr. Gaineville, FL 32605 • 352.692.5823 • lrellis@ufl.edu

### Atlanta Chapter Officers

Dean	<b>David G. Barber, EdD • david.barber@charter.net</b>	770.478.4747
Sub Dean	<b>Becky G. Ramsey, AAGO, CAGO, BA • beckyramsey.organist@gmail.com</b>	770.786.4916
Secretary	<b>J. Donald Land • jdonaldland@gmail.com</b>	404.275.4648
Treasurer	<b>Charlene Ponder • cponder@rlrpc.com</b>	678.361.4539
Registrar	<b>Nicole Marane DMA • agoatregistrar@gmail.com</b>	678.429.7585
Newsletter Editor	<b>Timothy Gunter • tgunter@stphilipcathedral.org</b>	678.230.8057
Chaplain	<b>The Rev. Dr. John Beyers • drjohnbeyers@bellsouth.net</b>	770.483.0950
Auditor	<b>Lamar Savage • s_jlamar@bellsouth.net</b>	678.231.9300
Web Master	<b>Steven Lawson • organnyc@aol.com</b>	

### The Atlanta Executive Committee

**2017**  
Ariel Merivil  
amerivil@gmail.com  
404.543.1359

Keith Williamson  
bkeith@bellsouth.net  
770.826.8268

**2018**  
Gwyn Bacon  
gwynbacon@yahoo.com  
678.230.2810

David Brensinger, AAGO  
dbrensinger@holyinnocents.org  
404.255.4023

**2019**  
Stephen A. Honeychurch, CAGO  
hchurch@aol.com  
404.713.4409

Andrew J. Singletary, SPC, RA,  
LEED, AP  
A\_singletary@msn.com  
229.254.1966

## ATLANTA CHAPTER COMMITTEES

### Commissions /Competitions/ Scholarships

Chapter Commissions  
TBA - coordinator  
National/Regional Competitions  
Sarah Martin  
Student Scholarships  
TBA  
Young Organists Initiatives  
Tom Alderman, coordinator  
Nathan Peace  
Taylor Competition  
Sarah Hawbecker – Host for 2018  
Raymond Chenault - Co-Chair  
Dr. Timothy Wissler - Co-Chair  
Rachel Ficklin  
Charles Higgs  
Sarah Martin  
Robert Mays  
James Mellichamp  
Charlene Ponder, *treasurer*  
Used Music Sales (Benefiting Chapter Commissions)  
TBA

### Communications

Newsletter “*The Organizer*”  
Timothy Gunter - Editor  
Ralph Daniel- Advertising  
Social Media- Facebook - Googlegroup  
Timothy Gunter  
Nicole Marane, DMA  
Ariel Merivil  
Web Site  
Steven Lawson - Webmaster  
Yearbook Editors  
Ralph Daniel  
Nicole Marane, DMA  
Ariel Merivil  
Charles Redmon  
John Sabine  
Keith Williamson  
Yearbook Proofreaders  
Gwyn Bacon  
David Barber  
Pam Ingram  
Keith Williamson  
Sue Mitchell–Wallace, FAGO

### Endowment/Investment/Planned Giving

Robert Mays - Coordinator  
Herb Buffington  
Sarah Martin  
Dr. James Mellichamp  
Fay Pierce  
Ben Harris - Investment Advisor  
Hamilton Smith  
Warren Williams  
Dr. Timothy Wissler  
Charlene Ponder, *ex-officio*

### Resources

Archives  
The Atlanta History Center  
Dan Pruitt - Historian  
Chapter Library  
TBA  
Georgia Pipe Organ Catalogue  
Randy Elkins

### Events

Dinner Reservations  
David Barber  
Dinner Check-in and Cashiers  
Don Land – coordinator  
Betty Williford – name tags  
Programs and Hospitality  
Becky Ramsey- Programs  
Carolyn Scott - Hospitality  
Phoenix Files Program (w/Atlanta History Center)  
Andrew Singletary

### Membership

Recruitment, Integration, Retention  
Charles Higgs - coordinator  
Student Outreach/ 2017 Pipe Organ Encounter  
Tech  
Phillip K. Parkey  
Young Organists Initiatives  
Tom Alderman – Coordinator  
Nathan Pierce

### Professional Development

Certification and Education  
Jeffrey McIntyre, CAGO  
Exam Proctor Coordinator  
Employment Referrals & Support Committee  
Arie Motschman - Coordinator  
Marilyn Oakes  
Peter Waggoner  
Dr. John Beyers  
Supply Musicians & Teacher Lists:  
John Sabine

### 2020 AGO National Convention

Co-Chairs  
Scott Atchison  
John Brandt, SPC, MM

## Atlanta Chapter Information

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### ***Address Labels***

Self-adhesive Atlanta Chapter address labels are available for noncommercial uses at \$25.00 per set postpaid. Labels can be supplied in alphabetical order by name or numerical order by zip code. Contact **Timothy Gunter** at **404-365-1050**

### ***Chapter Historian***

The chapter keeps copies of publications, programs, photos and other historical items. If you are interested in seeing any of these items, or in contributing some, please contact **Dan Pruitt** at **404-982-1096**.

### ***Dinner Reservations***

The cost of a dinner reservation for the 2016-2017 year is \$18.00 (*unless otherwise noted*)

There are two ways to make a reservation:

1. Chapter members with email addresses are sent a reminder about the upcoming programming and requested to make dinner reservations via return email or go on the chapter website in order to use PayPal to make the reservations and pay. Reservations can be sent to the coordinator at **agoatlantareservations@gmail.com**.
2. Chapter members without email receive a monthly reminder call from a member of the Telephone Committee requesting their dinner reservations. Tell your caller when he/she calls if you'd like a reservation. If your caller left a message but did not speak to you personally, and you are unable to reach him/her, contact Telephone Committee Chair, **Karen Bunn** at **770-446-2084**, whose completed list goes to dinner reservation coordinator.

Reservations and cancellations are accepted **until five days prior to the program**. After that time, stand-by dinner reservations may be made with the understanding that availability of a meal will depend on cancellations and no-shows at the meal. **Extra meals are NO LONGER added to the head count because the chapter must pay for the number of reservations provided to the caterer.**

The following Dinner Reservation Policy has been approved by the Atlanta Chapter's Executive Board, updated May 2013.

- **NO SHOWS/CANCELLATIONS** - Should a chapter member be unable to attend a chapter meeting for which (s)he has made a dinner reservation, the member shall be assessed 100% of the individual dinner fee, per reservation made. Cancellation of reservations must be made by the Thursday prior to a program.
- A reminder notice of payment due will be sent to the individual. Payment checks should be mailed directly to Treasurer: Charlene Ponder at P.O. Box 968, Alpharetta, GA 30009-968
- **UNPAID DINNER FEES** – Should a member fail to pay the outstanding meal charges, (s)he will not be eligible for local chapter benefits until such outstanding fees are paid.

### ***Atlanta Chapter Scholarship and Memorial Funds***

The chapter welcomes contributions to our Scholarship/Memorial Funds, both of which are appropriate for memorial gifts. Checks should be sent to Charlene Ponder, Treasurer, P.O. Box 968 Alpharetta, GA 30009-0968. Acknowledgments will be sent to the donor, and if a memorial gift, to the family of the deceased. For further information regarding memorial gifts, please contact the Chapter Dean. If you have questions about making a donation for scholarships, please contact the Chapter Sub-Dean.

### ***Events Calendar***

The chapter keeps a master calendar of musical events in Atlanta churches, on which members may register events in hopes of preventing conflicts. To check previously scheduled events or to add a program to the calendar, contact **Timothy Gunter** at **678-230-8057** or preferably, email at [tgunter@stphilipscathedral.org](mailto:tgunter@stphilipscathedral.org).

### ***Library/Resources***

An index of the music collection (consisting primarily of the personal library of Miss Edna Bartholomew) is currently in progress. If you desire to utilize resources from the chapter library or have any other inquiry, please visit the chapter website where you will find the complete listing of items available. Instructions are given for accessing chapter resources.

### ***Professional Certification***

The AGO offers five levels of certification for members interested in enhancing their professional development. Outlines of requirements are published in each July issue of *The American Organist*, or may be obtained from the National Headquarters. Consultation is offered locally each year for Atlanta members. For additional information contact **Jeffrey McIntyre, CAGO**.

### ***Referral Service***

The Atlanta Chapter employment referral service is an information bureau for persons or institutions interested in listing or searching for permanent church positions. The chapter does not attempt to match individuals with institutions, but simply provides information regarding employment opportunities.

The employment referral service is completely separate from the "Supply Church Musicians" listing service. For information regarding substitute musicians, please see the listing in the yearbook.

The most up-to-date and comprehensive information regarding permanent job opportunities is found on the chapter web site. Listings are taken from the web site on the day of the newsletter deadline and duplicated in the newsletter.

To list a job opportunity through the web site, go to **[www.agoatlanta.org](http://www.agoatlanta.org)** under "Employment Referral."

### ***Substitute Musician Listing***

The chapter maintains a list of members willing to serve as substitutes. Listings are provided as information, and negotiating parties are responsible for matching requirements and skills. To seek a substitute or add or remove your name from the substitute list, contact **John Sabine at 678.592.4741**. The current substitute list appears in this yearbook.

## ***Social Media***

- **GOOGLEGROUPS** - Belonging to this posting group is a benefit of your chapter membership. There is nothing you need do to receive posts from our chapter members. Your email was added to our group as provided in our membership database. To change or update your email, contact our Registrar, **Nicole Marane** at **agoatregistrar@gmail.com** after changing your information in ONCARD. You may also request to be removed from the group, though we strongly encourage you to not do so, as the Google Groups is our main link to send out important chapter information between editions of the newsletter. The posts will simply appear in your email. If you wish to post a message or publicity to Google Groups about your event use the email address **atlanta-ago@googlegroups.com**. Then, type your message and send as a normal email. You do not need to create any profile or account.

Things to remember:

1. Include **Atlanta AGO** in the subject line to easily identify this as not being SPAM.
2. Include ALL pertinent information regarding date, time and location of your event in the posting. Attaching a poster won't do, as some folk can't or won't open attachments.
3. Limit yourself to one posting per event.
4. Please, no personal business ads or postings for friends or other institutions are allowed. We have a paid option for business ads, and posting for other churches negates the benefits of being a paid chapter member. Job postings may be forwarded to Pam Ingram for inclusion on the website and in the Organizer the correct venue for such listings.

**FACEBOOK** - Join us on Facebook! We have two pages, one for all members and one specifically for students. They are named **Atlanta Chapter - American Guild of Organists** and **Atlanta Chapter Youth - American Guild of Organists**. In addition to Google Groups and the Organizer, this un-moderated outlet is a main resource for sharing information about your programs and any topic related to the organ or choral worlds. Our Facebook page membership is open to all, regardless of chapter affiliation, so you'll reach people not only in Atlanta but across the country. Creating a Facebook account is free and easy. You don't have to publically post your information or make posts to receive information from our chapter.

## THE AGO ATLANTA ENDOWMENT / INVESTMENT FUND

*A Unique Resource for our Chapter*

Created from surplus funds generated by the successful 1992 AGO National Convention the Atlanta Chapter Endowment / Investment Fund has grown substantially over the years providing expanded opportunities not available to most chapters.

### **The Chapter Endowment Fund**

- Supports scholarships and new compositions
- Authorized to expend each year up to 5% of the average Total Market Value for the Previous three years
- Invested in a diversified portfolio of high quality funds with A. Montag & Associates, Investment Counselors, a respected Atlanta-based money management firm
- Supervised by the Endowment / Investment Committee of chapter members with investment expertise and experience - meeting quarterly with a representative from A. Montag
- Achieved solid investment performance
- A sub-fund of the Chapter Endowment is the "Special Project Fund" created from profits of the 2007 Region IV Convention. This fund makes up 15.6% of the Chapter endowment. Its purpose is to support new or special projects the chapter wishes to undertake. The "Special Project Fund" is also authorized to expend each year up to the 5% of the average Total Market Value for the prior three years.

- Current Market Value of the Chapter Endowment Fund is \$216,152.22 as of 6/30/16

### **The Elizabeth Abbott Taylor Scholarship Fund**

- Created by a generous bequest from long-time Chapter Member Elizabeth Abbott Taylor (1904-2005)
- Invested and managed in a similar manner to the Chapter Endowment Fund and authorized to expend up to 5% of the average Total Market Value for the previous three years.
- Funds the nationally recognized Taylor Organ Competition held every three years.
- Current Market Value of the Taylor Fund is \$306,322.80 as of 6/30/16

*We invite Your support and participation*

- Tax deductible contribution will insure expanded opportunities for significant chapter activities.
- Future gifts will be recognized in future issues of *The Organizer* and chapter activities.

How to Contribute:

Send contributions to:                   **Ms. Charlene Ponder, Treasurer**  
**Atlanta AGO**  
**P O Box 968**  
**Alpharetta, GA 30009-0968**

Checks should be payable and designated to:

**Atlanta Chapter AGO: Endowment / Investment Fund**



## Past Deans of the Atlanta Chapter

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1914-15	Edwin Arthur Kraft, FAGO	1958-60	Frances Spain
1915-17	Walter Peck Stanley, FAGO	1960-62	Willa B. Lowrance
1917-19	Cecil Poole	1962-64	William Weaver
1919-21	C. W. Dieckmann, FAGO	1964-66	Adele Dieckmann, AAGO
1921-23	Charles A. Sheldon, AAGO	1966-68	Michael McDowell
1923-24	Viola H. Aiken	1968-70	Jean Scaglione, AAGO
1924-26	Dora Duck Seidell	1970-72	Herbert S. Archer, Jr.
1926-27	Alton O'Steen	1972-74	Sue W. Goddard, AAGO
1927-28	Eda Bartholemew	1974-76	Gregory Colson, ChM
1928-29	C. W. Dieckmann, FAGO	1976-78	Adele Dieckmann McKee, FAGO
1929-30	George Lee Hamrick	1978-80	Dan Pruitt
1930-31	Joseph Ragan, FAGO	1980-82	Porter Remington
1931-32	Bonita Crowe	1982-84	Wallace Zimmerman
1932-34	Charles A. Sheldon, AAGO	1984-86	Sarah L. Martin
1934-35	Wilbur Rowand, FAGO	1986-88	David Stills
1935-37	M. Ethel Beyer	1988-90	Maxine Pilcher, AAGO
1937-38	Emilie P. Spivey, AAGO	1990-92	Calvert Johnson
1938-39	Charles Johnson	1992-94	Timothy Wissler
1939-40	George Lee Hamrick	1994-96	Herbert R. Buffington
1940-42	Edith Howell Clark	1996-98	Marilyn M. González
1942-44	C. W. Dieckmann, FAGO	1998-00	John P. Brandt
1944-46	Frances S. Felder	2000-02	Sarah J. Hawbecker
1946-47	Edith Howell Clark	2002-04	Phillip K. Parkey
1948-49	Emilie P. Spivey, AAGO	2004-06	Joanne Brown
1949-50	Ruby Chalmers	2006-08	Michael Morgan
1950-51	Joseph Ragan, FAGO	2008-10	James Mellichamp
1951-52	Edith Howell Clark	2010-12	Jeff Harbin
1952-54	Marie Bayne Smith	2012-14	Timothy Young
1954-56	Raymond J. Martin	2015-16	Sue Mitchell-Wallace
1956-58	Marcus Bartlett		

