

**Carousel Organ Association of America**  
**Minutes of Board Meeting**  
**15 May 2016**  
**Ella Sharp Museum Rally, Jackson, MI**

**[held in swimming pool room – Holiday Inn Express]**

**The meeting was called to order by** President Rulli at 8:35 EST

**Roll Call:** Secretary Venable

Voting Members Present in Room: Rulli, Dannecker, Venable, Buckler

Voting Members Present by Phone: Yorburg, Bopp, Hall,

Voting Members Absent: Nunn, Harris

Ex-Officio Members Present: Guillaum, Hendricks, Partrick

About four other COAA Members were present

**President's Message:** Distributed by email on 13 March 2016 – Appendix 1

**Secretary's Report:** Distributed by email on 13 March 2016 – Appendix 2

[Minutes of the 20 March 2016 meeting had been distributed, approved and posted on COAA.US]

**Treasurer's Report:** Distributed by email on 5 May - Appendix 3

**Editor's Report:** Distributed by email on 5 May - Appendix 4

**Publications Committee Report:** Distributed by email on 2 May - Appendix 5

**Rally Coordinator's Report:** Distributed by email on 5 May - Appendix 6

**Rally Web Site Administrator's Report:** Distributed by email on 10 May - Appendix 7

**Membership Chairman's Mini Report:** Distributed by email on 1 May 2016

[Of 421 paid members, 153 member families have paid their dues for 2017.]

**Vice President's Report:** Distributed by email on 19 March 2016 – Appendix 8

**Yahoo Group Moderator's Duties:** Distributed by email on 11 May – Appendix 9

**Communications:** None

**Old Business:** None

**New Business:**

**Motion to Revise COAA Records Retention Policy – Appendix 10**

Replacing policy approved 12 June 2011

Moved by Venable, Seconded by Buckler

Approved unanimously by a roll-call vote

**[MOTION] The COAA will seek insurance coverage for all activities for which COAA conducts registration of participants.**

Moved by Venable, Seconded by Hall

Approved unanimously by a roll-call vote

**Proposed Motion(s) to Amend By-Laws to establish Life Memberships**

Distributed by email on 2 May 2016

Formal Petition had not been completed. No motion made at this time.

The remainder of the meeting was devoted to a general discussion of the following topics:

**COAA Records & Administrative Backup:**

The Treasurer has added the President as a back-up signatory for the bank accounts, but has not given him checks. The Treasurer has given a small number of checks to the Secretary, who does not have Signatory authority. The Financial Records have been backed up to the cloud and access information will be provided to the Secretary/Archivist.

The Secretary has digitized our records up through March 2016 and has sent a copy on an SD card to the Treasurer for backup purposes.

**Insurance:**

**Development of Guidelines for each COAA office:**

**Offering “email only” Memberships to Overseas Members at a Discount:**

**Motion to Adjourn:** Buckler & Venable

The meeting adjourned at 10:10 EST

Submitted by Wallace Venable, Secretary, COAA

19 May 2016

## Appendix 1

### **President's Message**

Distributed by email on 11 May 2016

We should address the following priorities at this meeting:

PRIORITY THEME: Increasing COAA Membership

COAA Computer Back-up Procedures.

Board Review of Ad-hoc Committee Job Descriptions – Please email your suggested Job Description for your designated committee to all Officers, Directors and Chairs no later than Thursday, May 12.

Ad-hoc Committee chairs to date:

Records and Retention, Secretary Venable

Financials, Treasurer Dannecker

Publications, Director Hall

Education, Vice-president Yorburg

Social Media, Director Buckler

Advertising, Director Nunn

By-laws, Secretary Venable

Website, Webmaster Davidson

Membership, Chair Stevenson

Rally Coordinator, Chair Hendricks

Rally Websites, Past-president Guillaum

Fund-raising, President Rulli

Coordination with related organizations: President Rulli

Scholarships: Open

Appendix 2

**COAA Secretary's Report**  
**27 April 2016**

The Board approved the minutes of the 20 March 2016 teleconference and they were posted to the COAA.US website within a week of the meeting.

I have scanned the paper documents which I received from Mary Jo Bopp to create .PDF files of our business records.

At this time only a preliminary sorting and indexing has been completed, but I can readily furnish electronic copies.

I have not had time to check the records for completeness. I believe that I hold most records from the past ten years, but earlier records may have significant gaps.

I sent a copy of the .PDF archive to COAA Treasurer Marc Dannecker, assuring that, for the first time, a back-up is available.

I am sending you a motion for designation of the electronic files as our primary archive. I have no immediate plans to destroy the paper files.

Wallace Venable  
COAA Secretary

## Appendix 3

### **Treasurer's Report**

May 4, 2015

Items that have had developments since the last board meeting:

Taxes for the tax year ending December 31, 2015-

After weeks of failed attempts due to technical problems with the IRS website for electronic filing of 990 N forms this filing was completed on May 2, 2016 (ahead of the May 15, 2016 deadline). This completes the last piece of tax filings for the year ending December 31, 2015. The documents still need to be scanned to be provided the secretary. This will be complete prior to the June board meeting.

Additional (backup) authorized signer for the COAA checking account-

Adding an authorized signer for this account requires that the current signer and the signer to be added both be in a bank branch together for the addition to be made. This is not particularly convenient but Angelo and I are tentatively scheduled to have this done prior to the May board meeting which will allow COAA ready access to its funds should something happen to me.

Memberships-

As Gary has indicated in his membership report, membership renewal is underway. As of today 120 membership responses have been processed and forwarded to Gary for his further processing since the April issue went out. Currently about 10 are pending in my possession. In general, membership seems right about on pace or slightly ahead of last year. The same seems to be true of donations.

Advertising-

I believe all needed information pertaining to advertising as it currently stands has been provided to Bill Nunn for him to move forward in that role successfully.

Account Balance-

Checking Account as of May 1, 2016 \$45,532.92

Checking Account as of May 1, 2015 \$45,339.10

### **The Financials Committee**

Treasurer shall:

- volunteer time and talent to manage the finances of COAA
  - receive all monies due or belonging to the organization and deposit such monies in
  - appropriate bank accounts or investments, in the name of the organization, satisfactory
  - to the Board.
  - pay all routine, reasonable and anticipated expenditures
  - seek Board approval for extraordinary or unusual expenses
  - keep an accurate account of all money received or disbursed
  - prepare an annual budget and submit financial summaries for review and approval by
  - the board.
  - provide, at the close of each fiscal year, a full accounting and financial status to Board members
- facilitate the transition to the new Treasurer upon completion of the next election for the position

## **Editor's Report**

**10 May 2016**

**1. "Cost Per Issue" of the *Carousel Organ***

No change – covered last meeting

**2. Color**

No change – covered last meeting

**3. Back issues**

As previously noted, back issues are available through Gary Stevenson.

**4. Advertising**

No change at this time

**5. Articles**

We have material for the July issue and some for the October. Requests have been sent out to some directors and officers with limited response.

**6. Rally Edition**

The Jackson, MI rally begins the start of a new Rally Edition – sponsoring rally hosts will help produce a thorough edition

**7. Journal Help**

Bill Hall has agreed to perform duties of proof reading – he has already begun this by reviewing several articles for issue #68

Appendix 5

**Publications Committee Report**

3 May 2016

Since there have been no special goals and objectives assigned to the publications committee, we are proposing the following:

That the publications committee should oversee all printed matter distributed by members of the COAA including the following:

- \*The journal and any/all inserts
- \*Promotional materials
- \*New membership forms
- \*Post cards and Yard signs
- \*Coloring books
- \*Educational matter

In the past, there has been duplication of effort, excessive over runs and inconsistency in printing and distributing COAA materials, all which affect the bottom line.

Control printing and distribution costs by soliciting and analyzing competitive bids and make recommendations to the board when appropriate. The committee will weigh heavily on quality, dependability and service from prospective vendors with lower bids being only one factor in a decision to change vendors.

Solicit additional members for the committee based on experience and qualifications related to printing, publishing and education.

Bill Hall Chairman

Ron Bopp Committee Member

Appendix 6

**Rally Chair's Report**  
5 May, 2016

Suzanne Hendricks

After a successful Winter Meeting and Rally with MBSI Southeast Chap., St. Cloud, FL Hosted by Bill Hall, we are looking forward to the five remaining 2016 rallies:

- May 14-15 Ella Sharp Museum, Jackson, MI Host: Bob and Cathy Cantine
- May 25-28 Lake Winnepesaukah Amusement Park, Rossville, GA Host: Wally Venable
- June 18-19 Knoebels Amusement Park, Elysburg, PA Host: Mark Chester
- July 4-7 COAA Rally at AMICA Convention, Princeton, NJ Host: Glenn Thomas
- Nov. 5-6 Soule Steam/Rail Fest, Meridian, MS Hosts: Jean Olcutt and Greg Hatcher

As you are all aware we have an issue involving insurance coverage of non member rally participants who bring organs to our rallies. This is an issue that needs to be resolved. I will modify the rally registration forms as needed, but I can't do this until there is some board action giving me direction. Personally I would recommend a disclaimer stating that COAA insurance does not cover any liability for non-members, which would then have to be signed by nonmember participants.

Appendix 7

**Rally Web Site Administrator's Report**

**May 6, 2016**

**Ted Guillaum, Administrator**

There is nothing new to report since the March report. The first four rallies Ella Sharp, Lake Winnie, Knoebels, and Princeton, have been completed and are available on the COAA Events page. The Meridian site will be updated when the rally host submits the information to me in due time.

I have used a Weebly account to create our rally web sites since 2011 at a cost of \$47.89 per year. This allows us to post up to 10 web sites per year. So far we have never needed more than 10 web sites. The fee has not increased since 2011. The account is in my name using my email address and is billed automatically annually for which I am reimbursed through the Treasurer.

Rally hosts generally request that I build a web site for their rally although it is not required that I be the one to do this. In past years there have been some rare situations where the rally host prefers to build their own web site such as the Franklin, PA rally.

As the administrator of the account I have the ability to authorize individuals to have access to their web site if they prefer to make changes on their own which is helpful to me. This year Stefan Batist has been very helpful in adding design elements to the Lake Winnie and Princeton rally pages. He is very artistic and his help has been most appreciated.

I chose a Weebly account in 2011 because I discovered that it was a very user friendly method for building web sites requiring minimal computer skills that were within my limited ability. Weebly has made changes to their system over the years with an eye to improving their services like every computer system is famous for, which has actually complicated their system a bit but so far I have been able to keep up with most of their changes to produce a web site.

I'm sure there are many web site building options on the internet that I am not aware of but I have been satisfied with Weebly. My recommendation is to continue using Weebly as long as I am the administrator. Their price is very reasonable and their product is acceptable to me.

Respectfully submitted,  
Ted Guillaum

Appendix 8

**Vice President's Report**

8 May 2016

Business as usual. Great rallies coming up. Assisting Glenn Thomas with the joint AMICA/COAA event.

Teaming up with MBSI and the Wind Jammers for a special event in January in Florida.

We need to address membership retention and adding new members.

Bob Yorburg

## **Job Description - COAA Yahoo Group Manager**

The COAA Yahoo Group Manager (CYGM) serves several roles, and has responsibilities to several groups and/or organizations, hereafter referred to collectively as Clients.

- To Yahoo, the CYGM is the principal Owner of the COAA Yahoo Group website and is individually responsible for all of its operations.
- To COAA, the CYGM is the principal Moderator of the COAA Yahoo Group website and is individually responsible for all of its operations.
- To the Group Members, the CYGM is the principal Moderator of the COAA Yahoo Group website and is the individual responsible for giving them access and insuring their on-line privacy and safety.

Generally there should be no conflict between these responsibilities, but occasionally issues may arise which require the CYGM to prioritize actions.

The CYGM has a responsibility to all clients to:

- Provide for regular (almost daily) review of the site messages, including adding or removing messages and adding or removing members.
- Provide for site continuity or termination.
- To meet these needs, the CYGM must select one or more Reserve Moderators and Owners in whom he/she can place complete personal confidence. In Yahoo terminology, a Group Owner may initiate or terminate a site, directly moderate all activity, or appoint others to a position of Moderator. In Yahoo terminology, a Group Moderator may may approve or reject actions. To a very limited extent a Moderator may also edit objects on the site. A Moderator may have either full or limited powers. The Group Owner has unlimited powers accorded to a Moderator.

As Group Owner:

- The CYGM is responsible for understanding all Yahoo rules and following changes to the rules as they may be instituted.
- The CYGM is responsible for appointing and/or removing any Reserve Moderators.
- The CYGM is responsible for training and directing any Reserve Moderators

As Moderator:

- The CYGM is responsible for promptly reviewing and approving or rejecting daily messages to the Group.
- The CYGM is responsible for promptly reviewing and approving or rejecting applications for Group Membership received through the Yahoo system.
- The CYGM is responsible for promptly sending invitations to membership to verified COAA members who request them.
- The CYGM is responsible for regularly reviewing objects (files, pictures, databases, etc.) appearing on the site for appropriateness, and removing inappropriate or outdated objects.
- The CYGM is responsible for establishing a code of conduct and seeing that members follow it. While the COAA group has a well established code, the CYGM should review both the concepts and descriptive language periodically and make improvements when possible.
- The CYGM is responsible for conducting an annual review of the COAA Yahoo Group membership and removing those individuals whom the Membership Chair has listed as "non-renewals." The time of this review is dependent on when the Membership Chair determines that COAA privileges (such as

receiving the magazine) shall be terminated.

#### Reserve Moderators

These individuals should be regular group members who are willing to moderate activity over short periods when the CYGM can not access the internet for any reason. Generally these people will act only when requested to do so by the CYGM. Individually they may be given either full or limited powers. In some cases a Reserve Moderator may be assigned responsibility for a portion of the site.

#### Membership Verification

Some COAA members chose not to use their real names on the COAA Yahoo Group. To protect all group members, such applicants are required to supply their membership list name to the Moderator so that COAA membership can be verified. That real ID is known only to the moderator and used only to verify current COAA membership.

#### Site Continuity or Termination.

The CYGM must select one or more Reserve Owners in whom he/she can place complete personal confidence. These individuals should be group members who follow the Group on a regular basis. Generally they should be "elder states-persons" within COAA who can recognize when the CYGM is unable to carry out the responsibilities of the position, have the courage to inform the President of the facts, and to assist in changing the Registered Owner on Yahoo records to a new appointee. They should not be considered to be candidates for the position.

## Document Retention Policy

COAA documents with mandated retention will be classified as Permanent Documents or Limited Term Retention Documents.

### Permanent Documents:

Permanent Document records shall include:

- Initial Articles of Incorporation and any changes
- IRS 501c3 application documentation and any changes
- By-laws and records of by-law changes
- COAA Board meetings minutes, including motions made and approved by the board by email, or teleconference
- Treasurers' annual financial reports, budgets, and audit reports
- Election Reports including Nominating Committee Reports, and results including the actual number of votes for each candidate
- Records of appointment and resignation of board members or officers
- The COAA Membership List, as per Ohio Code Chapter 1702
- The digital archive of the *Carousel Organ*, as generated by the Editor

### Limited Term Retention Documents:

The Statute of Limitations is 3 years in the State of Ohio, which is the state of incorporation of COAA.

Three (3) year Retention Requirements shall include:

- Expense reports
- Written acknowledgment for contributions of \$250.00 or more
- Sales records
- Paid vendor invoices

Six (6) year Retention Requirements shall include:

- Budgets, tax returns, depreciation records, audit reports and charts of accounts as prepared by the Treasurer
- Bank statements, general ledgers and journals, real estate records, corporate stock records
- Contracts (after expiration)
- Tax returns, including copies of forms W-2, 1099, etc either sent or received
- Insurance Records, including claims, accident reports and policies
- Legal correspondence

### Procedures and Practices:

The COAA Secretary, hereafter referred to as the COAA Archivist, shall serve as records administrator for the maintenance of the COAA archives.

The COAA Archivist shall issue a formal notice at the first of the calendar year to all officers to transfer specified holdings. Transfer of documents shall take place before 1 April of the year. Only documents specified need be transferred.

The COAA Archivist shall submit an annual compliance report to the board assuring that the

task has been completed with either the keeping or deleting documents as listed in the retention requirements as well as the listing of all permanent retention records.

Except as provided by law, (i.e. negotiable instruments and title documents) primary document storage will be in a common, non-encrypted, digital file format. A digital index to the archive shall be maintained, and the total archive stored in a single master folder on a portable digital medium selected by the Archivist.

Documents that pertain to COAA which are not listed may be added or removed when the Archivist or Board deem desirable.

Copies of retained documents shall be made available upon request to members, their legal agents, or attorneys. A fee for document production and/or transmission may be assessed.

All retained documents shall be promptly transferred to the new Secretary at their resignation or expiration of term.

The COAA Archivist shall provide a back-up copy of the COAA Archive to at least one other COAA Officer on an appropriate digital medium at least once per year.