

Carousel Organ Association of America
Minutes of Board Meeting
Sunday, June 19, 2016
Super 8 Motel, Danville, PA

The meeting was called to order by President Rulli at 8:30 EST

Roll Call: Secretary Venable

Voting Members Physically Present: Rulli, Yorburg, Dannecker, Venable, Buckler, Harris

Voting Members Present by Phone: Bopp, Hall,

Voting Members Absent: Nunn

Non-Voting Members Physically Present: Hendricks

Non-Voting Members Present by Phone: Guillaum

No others were present

President's Remarks: No additional meetings are scheduled at this time, but a teleconference may be scheduled in October, probably on a Sunday afternoon.

Vice President's Report: Distributed by email on 20 June 2016 – Appendix 1

Secretary's Report: Minutes of the 15 May 2016 meeting were approved and posted on COAA.US

Treasurer's Report: Distributed by email on 11 June 2016 – Appendix 2

Editor's Report: Distributed by email on 10 June 2016 – Appendix 3

Publications Committee Report: Distributed by email 14 June 2016 – Appendix 4

Webmaster's Report: Distributed by email 14 June 2016 – Appendix 5

Rally Coordinator's Report: Distributed by email on 13 June 2016 – Appendix 6

[It was added at the meeting that additional rallies at Lake Winnie and Olcott Beach were anticipated.]

Rally Web Site Administrator's Report: Distributed by email on 13 June 2016 – Appendix 7

Membership Chairman's Report: Distributed by email on 13 June 2016 – Appendix 8

[The Treasurer noted that he has now received payment from 218 members.]

Social Media Committee Goals and Objectives: Distributed by email on 24 May 2016 – Appendix 9

Supplement Distributed by email on 14 June 2016 – Appendix 10

COAA Bylaws Revision Committee Report: Distributed by email on 9 June 2016 – Appendix 11

Safety Committee Notes: Distributed by email on 16 June 2016 – Appendix 12

Other Communications: None received

Old Business: None

New Business:

W. Venable made the following motion, seconded by B. Yorburg

Release Statement for COAA Registration: Distributed by email on 2 June 2016

===== MOTION =====

The release below will be added to all COAA Registration Forms for events occurring after 31 December 2016.

Following the event, all forms will be sent by the host to the Archivist (Secretary) for retention for three years.

Submission, transfer, and archiving may be on paper or in electronic (preferably .PDF) format.

GENERAL RELEASE: In consideration of the right to participate in this event I voluntarily execute

this form, and release and discharge the Carousel Organ Association of America (COAA) and any event sponsor from any and all known or unknown damages, injuries, judgments, and/or claims from any cause whatsoever that may be suffered by my participation. I am liable for all persons registered under my name.

I expressly agree to indemnify COAA and its sponsors from any and all liability occasioned by, or resulting from, my/our conduct.

In participating in this event, I understand that I/we might be photographed or videoed. I grant COAA and any sponsors the right to use images taken of me/us in its publications or for promotional use.

Signature of Registrant (and Guardian if under 18) Date

===== END MOTION =====

Yorburg moved amend the motion to add “members” to the list of COAA and sponsors, seconded by Venable.

Further changes to remove the image release were made.

Yorburg and Venable withdrew their amendment and the main motion was tabled to allow additional time for refinement.

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

- Member recruiting
- Social Media Facebook page
- Sales of Carousel Organ
- Winter meeting

It was announced that a COAA Safety Committee has been established, with Dave Vincent as Chair. There is no thought that COAA has “safety problems,” but rather that we should be pro-active and provide members and organ exhibitors with guidance.

The meeting adjourned at 9:46 am. EST

Submitted by Wallace Venable, Secretary, COAA

22 June 2016

Appendix 1
Vice-President's Report

Bob Yorburg <magicarve@gmail.com>

To Angelo Rulli

CC Dannecker, Marc & Debe Wallace Venable Hall, Bill & Cyndy Ron Bopp Bill Nunn and 7 more...

Jun 17 at 5:15 AM

Hi Board,

Plans are progressing nicely for the January meeting in January in Florida. This will be in conjunction with MBSI and the Wind Jammers. The rally and convention in August with AMICA and COAA will have some fine workshops and some great tours. Other activities include presentations and workshops for the public to drive interest in mechanical music.

Bob Yorburg

914-522-6800

magicarve@gmail.com

www.bobyorburg.com

Appendix 2

COAA Treasurer's Report

10 June 2016 - in preparation for the June 2016 meeting at Knoebel's

Since the May meeting:

Digital copies of the following have been provided to Wallace Venable for the archives-

- State of Wisconsin Certificate of Authority
- State of Wisconsin Annual Report 2014
- State of Wisconsin Annual Report 2015
- Tax Documents related to 2014
- Tax Documents related to 2015
- Access to a document providing account details and passwords for COAA's PayPal, Gmail and Bank Accounts has also been provided to Wallace Venable along with the information needed to access COAA spreadsheets and documents on Box.com should a need arise.

As of this date, 210 membership renewals have been received and processed.

Account Balance as of 6/8/2016: \$50,727.20

(Account Balance as of 6/8/2015 was: \$48,681.59)

Marc Dannecker, Treasurer

Appendix 3
Editor's Report
Distributed by email on 10 June 2016

1. Articles - issues

Issue #68 is at the printers and will be mailed out at the end of June along with inserts. Some articles in hand for the October (#69) issue

2. Rally Edition

Photos, attendee list and short write-up received courtesy of Bob Cantine for the Michigan rally. Nothing received yet from Winnie.

Appendix 4
Publications Committee Report
Distributed by email 14 June 2016

The Publications Committee has discussed the issue of digital copies and membership fees for US COAA members and overseas members with the membership chairman and we recommend the following :

There will be no reduction in the membership cost of \$40.00/year for US residents that request or receive a digital copy rather than a printed copy of the Carousel Organ.

That the cost of membership for overseas members requesting a digital copy be reduced from \$55.00/year to \$ 40.00 /year due to the savings in postal costs. Overseas members would also receive the extras that are included in the printed copies.

This recommendation would hopefully increase overseas membership and possibly attract more advertisers for our publication.

Bill Hall – Publications Committee chair

Appendix 5
Webmaster's Report
Distributed by email 14 June 2016

Background:

The COAA Website was completely redesigned in 2012. The site is theme based and responsive to all platforms, that is, desk tops, laptops, cell phones and tablets. The primary objective of site is to inform the general public and COAA membership - a place to find information. A secondary objective is to entertain. Viewers can readily link to a member's website or YouTube Channel to view and hear mechanical music. As a service to our advertisers, we post the journal ads quarterly.

I'll try to include viewer page hit statistics in future reports. I'm currently in a KC, MO motel with limited WIFI access – thanks

For Discussion and Action:

1. COAA is currently funding a private website owned by Matthew Caulfield, www.wurlitzer-rolls.com. The service fee is about \$220 annually paid to the Mechanical Music Digest. This arrangement was presumably approved under the guise of education. The website consists of 5 informational PDF files; 4x Wurlitzer Roll listings and a scale book. These files are also hosted as a directory, <http://www.coaa.us/page24/index.html>, on the COAA website which costs about \$195 annually. Bottomline: COAA is paying \$220 to host a redundant, mini website with only five PDF files. Recommend we discontinue hosting this website. We can easily maintain the spirit of educational intent without duplication and unnecessary expense.
2. As webmaster, request an annual reimbursement budget not to exceed \$400 for website related expenses - mostly software. I have personally funded all software upgrades since assuming the volunteer webmaster duty in 2012. Having retired in 2014, I'm reducing nonessential expenses. Example of reduction: I dropped the popular music background on all web pages due to an upgrade I did nor purchase.

Thanks for your continuing support!

Gordie

On the road in Kansas

Appendix 6
Rally Coordinator's Report
Distributed by email on 13 June 2016

With the Ella Sharp Rally and Lake Winnepeaukah behind us we are off to a great start of the 2016 season. The weather at Jackson was less than cooperative, but the 45 attendees had a great time jamming in the carriage barn. Bob and Cathy Cantine were excellent hosts.

Lake Winnie with 56 registrants was successful as a result of the sharing of host responsibilities. Stefan Batist handled the site arrangements, Wally Venable handled registration and Dave Mahr hosted the hospitality room. All their efforts are gratefully appreciated.

The rallies remaining after this weekend are:

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

The schedule for 2017 is beginning to take shape. The winter meeting is tentatively scheduled for Jan 13-15, 2017 in Sarasota in conjunction with the Southeast chapter of MBSI and Windjammers Unlimited, the circus music historical association. Plans are underway for rallies at Nelis's Dutch Village in Holland, MI, Germanfest in Milwaukee, WI, and Octoberfest in St Charles, MO.

I would appreciate suggestions, or offers for potential rallies east of Michigan.

Suzanne Hendricks

Appendix 7
Rally Web Site Administrator's Report
Distributed by email on 13 June 2016
Ted Guillaum, Administrator

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.

The first five rallies Ella Sharp, Lake Winnie, Knoebels, Princeton, and The Soule Steam Fest have been completed and are available on the COAA Events page.

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.

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
Membership Chairman's Report
Distributed by email on 13 June 2016

The COAA Membership is always changing. Here are the stats as I have them 6/13/16.

I have 18 new members listed for 2016/17, That being said COAA has 423 total Paid membership. COAA sends out 8, un-paid "9999" These are sent out to others, but COAA Pays in total for them. These include:

M. Jean-Pierre Arnault AAIMM
The Library of Congress
Carousel & Automatic Music News c/o Rosanna Harris
Tom Meijer
Knoebels Amusement, Joe Muscato
Robert Oram
Alan Pratt
David Smith

This brings our total needed Journals to 428 for the July mailing.

As of this report, 3 members have sent notice they will not be renewing for 2017 (but they are entitled to get the July issue as it is the last for 2016.)

These are:

Ruth & Bill Kromer, Jr.
Charles & Donna Wasson
David & Daphne Holt

In July the Journal will be sent out in 2 different envelopes. One to paid up members saying "Thank You for renewing for 2017"

The other envelope will say "This is your LAST ISSUE Unless you renew now" These members will also be sent a second renewal form.

Currently 179 have still not paid their 2017 dues

As a professional membership consultant, I know it is "Smarter and Easier to KEEP our members, than to find new members." To that end, I do everything in my power to work with our members. I know Sometimes, Life simply gets in the way. WE (COAA) work with our membership in getting them to continue their membership.

As for recruiting new members "THE COAA JOURNAL IS OUR BEST RECRUITMENT TOOL."

As many of you know I have taken 200 past COAA Journals marked their covers "SAMPLE COPY" installed a membership form in them and sent them to our Rallies as recruitment tools. COAA also has Post Cards to help us get new members. Postcards are very "inexpensive" every member at a rally should be encouraged to pass them out. "Get these cards in the hands of the public." But when you get a person at your organ who asks questions, For goodness sake, give them a sample Journal.

Gary Stevenson

Your Membership Chairman

Appendix 9
Social Media Committee Goals and Objectives
Distributed by email on 24 May 2016
Presented by Sam Harris

Goals:

1. Increase membership relationships and communication.
2. Increase public exposure.
3. Promote and document events to members and the general public.
4. Increase interest in membership and the Journal.
5. Increase traffic to the COAA website.

Objectives:

1. Create a COAA Facebook page complete with: picture albums, videos, a partial article (tease) from the Journal, upcoming events ads, and link to the official COAA website.
2. Invite COAA members who are Facebook users to like, share and contribute to the COAA Facebook page.
3. Generate (or share to the page) one article or page item per week.
4. Create a procedure to follow up with non-members who like the page.
5. Present an analytical information report to the board at each meeting. This will include Reach (page likes) and Engagement (likes, comments, and shares.)

The main purpose of the Social Media Committee will be to use Facebook as a platform to keep current COAA members connected, and to increase exposure of COAA to the general public.

It will be the responsibility of the Social Media Committee Chair to assign responsibilities to any volunteers (if any) in the maintenance of the COAA Facebook page. The Chair of the Social Media Committee will be the primary administrator/moderator of the page. The acting President, and the acting Journal editor will be made page administrators. Social Media Committee volunteers can be made administrators at the discretion of the Chair.

Appendix 10
Supplement
Distributed by email on 14 June 2016

Possible Social Media Committee discussion questions for the Knoebels board meeting 2016.

1. Are there any COAA organizational needs the FB page could meet? (communication etc.)
2. Are there any COAA member needs the page could meet?
3. Do you use Facebook?
4. Have you seen anything on other “FB pages” that would be useful on a COAA page?
5. What would attract COAA members to view the page?
6. What would attract “non-members” to view the page?
7. Can a quarterly article (or a tease) from the “Carousel Organ” be used?
8. Can website assets (pages, images, documents) be used as direct hyperlinks?

Hope to see many of you at Knoebels. I am trying to finish up a rebuild of a crank organ pump and valve chest. We want to bring this little organ to Knoebels but it's gonna be CLOSE!

Sam Harris

Appendix 11
COAA Bylaws Revision Committee Report
Distributed by email on 9 June 2016
By Wallace Venable, Chair

Mark Chester and Jim Grayson have agreed to serve on the COAA Bylaws Revision Committee. Both were at the Lake Winnie Rally, and we met briefly on Sunday and approved the general plan which was outlined in my report to the COAA Board for the May meeting in Jackson, MI.

I have received a proof from Ron of the notice which I requested that he insert in the July issue of the Carousel Organ. It invites all COAA members to review the current bylaws and to make suggestions.

Appendix 12

COAA Safety Program - Preliminary Notes

Dave Vincent has been appointed Chair of the COAA Safety Committee.

COAA has an excellent safety record, and our organs and presentations involve minimal risk to the public.

We carry insurance primarily because we may be accused of causing injury or property damage, not because we expect to cause it.

Should we be accused of liability for an accident, our defense would be greatly facilitated if we had a formal Safety Program. Such a program might consist of one or more of the following elements:

- A permanent Safety Committee, making annual reports to the Board. This can easily include "organ construction specialists," regular organ presenters, and engineers or others with some professional safety credentials.
- A COAA Safety Manual
- Check-lists covering trailer operation, electrical precautions, slip-trip prevention, etc.
- Occasional safety discussions at rallies or meetings
- Informal organ inspections by Rally Hosts and COAA Board members
- A "liability acceptance" form signed by rally participants [already under Board consideration]

Most of the documentation can be prepared primarily by using cut-and-paste from on-line resources.

To the extent that we should have real concerns, these primarily involve:

- Lifting injuries (loading/unloading crank organs and hitching trailers)
- Slips & falls
- Tow hitch tripping
- Doors, canopies, etc., particularly in wind-driven events or low light
- Tripping over cords, chairs, etc.
- Trailer and cart movements
- Electrical faults, both in trailers and site electrical facilities
- Fires
- Unguarded belts and machinery
- Unsafe use of generators & related items

In Great Britain, participation in events similar to COAA rallies often requires development of a formal Risk Assessment document. FOPS has two sample available on-line.

Risk Assessment Overview

The ANSI B11.0 standard states, "The outcome of completing the risk assessment process should be:

- A clear understanding of risk(s) including the potential severity of harm and the probability of the occurrence of harm;
- Machinery with risks reduced to an acceptable level;
- Risk reduction measures appropriate to the circumstances;
- Documentation of the risk assessment."

The ANSI B11.0 risk assessment process consists of several steps. For the purposes of this SOP, the following steps are emphasized:

1. Identify the tasks and hazards
2. Assess the initial risk

3. Reduce the risk to a feasible and acceptable level
4. Validate the solutions

Spokes and Burrs on Flywheels & Pulleys

Machinery: General Safety Principles

Securely fasten equipment to eliminate movement or “walking”

No loose clothing, long hair, jewelry, or gloves around rotating machine parts

Respect machine guards

Keep electrical cords and plugs intact

Inspect machinery before each use

Do not leave machines running and unattended

Never attend to brush debris from the table surface while the machine is running

An active brake mechanism adds greatly to safety

Easily reached “off” switch increases safety

OSHA Machine Guarding Website

<http://www.osha.gov/SLTC/machineguarding/index.html>

OSHA Machine Guarding eTool

<http://www.osha.gov/SLTC/etools/machineguarding/index.html>