

September 20, 2016

Dear HGMC Board of Directors,

I write in order to inform the board that effective **October 1, 2016** I shall resign my position as treasurer for the Harrisburg Gay Men's Chorus. I have served with due diligence and faith as a board member for over seven years – three years as treasurer and five years as the head of public relations. This is all on top of my nine years singing with HGMC. My goal has always been to provide unsurpassed service to HGMC, and I do hope that I have lived up to my own personal standards and those of the Chorus. But at this juncture, it is time for me to move on to new ventures and a greater focus on my professional career.

I will handle all of my duties of treasurer through October 1st. This will include paying the accompanist and artistic director their salaries for the month of October. I will also make sure to balance the accounts when the new statement is published on October 1, 2016. All other payments or outstanding debts have been paid in full through the end of October, several through the end of the year (i.e. storage unit). I will hand over all books, checks, and electronic files (via a flash drive) to the Chorus at the October 3, 2016 rehearsal.

Please note that the following items will need immediate attention by the HGMC board as a new treasurer is appointed:

- 1) Steve Creps will need to provide a copy of the QuickBooks Premier Edition 2011 software to the new treasurer on his/her computer. Steve has always held the license for this program via his business and all files/transactions are housed on this software program.
- 2) The signatories on the Members 1st FCU accounts (savings and checking) will need to be changed to the new president and treasurer's names. The address will also need to be changed on the account, as it was listed to come to my personal address. I have the necessary paper in hand that will need to be completed by the board to make this happen and will transfer said documents with all my files and paperwork.
- 3) The usernames and passwords for the PayPal and other financial accounts will be handed over to the HGMC board as well in order that they can be accessed and new passwords established.

I sincerely wish the best for the Harrisburg Gay Men's Chorus as you move forward into future endeavors. It was an honor to serve you for the past 9 years. As our slogan states, may we all be "united in harmony, celebrating diversity."

Sincerely,

A handwritten signature in blue ink, reading "Kevin A. Wagner", followed by a long horizontal flourish line.

Kevin A. Wagner