

ATOS COMMITTEE/TASK FORCE/OFFICER ACTIVITY REPORT FORM MID-YEAR MEETING (2013)

Name of Activity: Membership Secretary

Committee Chair/Task Force Chair/Officer Name: Donna Parker

Date of Report: January 16, 2013

1. Actions completed since the 2012 Annual Meeting: (Please bullet actions completed.)

- ✦ Worked with Jim and Judy Merry to learn tasks and processes of job (ongoing)
- ✦ Established ATOS phone line, postage meter, and office in Oregon
- ✦ Bought new laptop when old one crashed, and learned Windows 8 system
- ✦ Processed all checks and credit cards for membership
- ✦ Managed UK membership account with Peter Collett
- ✦ Updated changes of address and membership information as needed
- ✦ Provided journal mailing lists for each issue (bi-monthly)
- ✦ Updated all returned labels/covers; met with post master
- ✦ Changed our membership renewal process to be included in the TOJ packaging
- ✦ Worked with Vision Direct for our special election ballot mailing
- ✦ Worked with Vision Direct for our Annual Fund Drive mailing
- ✦ Managed online donations (ongoing)
- ✦ Processed special gifts/donations and corresponding acknowledgements/communications
- ✦ Set up new matching gifts programs, and managed existing ones
- ✦ Managed ASCAP account and payment schedule (quarterly)
- ✦ Managed Annual Fund Drive donations and accounting (ongoing)
- ✦ Took delivery of our new ATOS brochure; sent out upon request through website & chapters
- ✦ Wrote all necessary snail-mail correspondence when phone or e-mail is non-existent
- ✦ Created memberships lists for chapters upon request
- ✦ Assigned new tellers Max & Carol Brown, Hillsboro, OR
- ✦ Worked with Greg Bellamy, IT Manager, on e-mail and website issues (ongoing)
- ✦ Worked with Mike Bryant on information for database update/redesign
- ✦ Managed online questions and comments through website (ongoing)
- ✦ Managed phone and e-mail questions and comments (ongoing)
- ✦ Worked with Michael Fellenzer and Ken Double on e-dresses for e-mail communications/blasts
- ✦ Attended board and IT committee conference calls

2. Actions begun but incomplete since the 2012 Annual Meeting: (Please bullet actions begun.)

- ✦ Redesign Access database for more efficiency, working with Mike Bryant
- ✦ Install printer drivers for laptop when available from Microsoft
- ✦ Credit and check memberships processed through the bank lockbox system
- ✦ 2012-13 Annual Fund Drive
- ✦ Special election results

3. Goals to be reached by the 2013 Annual Meeting: (Please bullet goals.)

- ↖ Donation/tax letters to contributing members
- ↖ Database update in place and working
- ↖ Lock box system in place and working for memberships
- ↖ Manage mailings from Oregon office instead of outside source

4. Amount budgeted for your committee: \$24,575.00

Amount expended by your committee: \$14,577.78

5. Comments:

I enjoy working with our members very much! It is nice to continue to add a personal touch and a familiar face (as Jim Merry did) as we transition into a professional arts organization. Jim and Judy Merry have been available and most helpful through the transition of offices. I am still learning as we go through the full first year cycle, and I appreciate their dedication and help to me and to ATOS.

There have been many hurdles to overcome, such as a computer crash, major website issues, e-mail issues, etc., but we have worked through most of those at this point. The biggest drawback to efficiency and ease of operation in this job is the old database. Rewriting the membership database is of great importance, and it is absolutely necessary to serve our members in the best way possible.