



Restricted Funds / Assets:	
Endowment Fund	\$ 1,008,282.42 *
Endowment Grant Fund	10,389.00 **
Endowment Loan (NYTOS)	15,000.00
George Wright Fund	54,580.13 *
<b>Total Restricted Funds</b>	<b>\$1,088,251.55</b>
<b>Total Funds</b>	<b>\$1,529,409.59</b>

\* Statement Balances as of 5/31/12

\*\* 2011 Endowment Grants Awarded But Not Yet Paid

8/1/11 to 6/20/12

**(1)Budget**      **(2)Actual Revenue**      **(3)Balance To Date**      **(4)Actual Expenses**      **(5)Balance To Date**

\$342,291.66      \$220,003.97      \$ - 122,287.69      \$316,136.94      \$ - 26,154.72

(1) Budget: This figure is 88% of the total 8/1/11 to 7/31/12 budget amount of \$387,500.00.

(2) Actual Revenue: \$220,003.97 is the total amount of all revenue that has been received during this time period.

(3) Balance To Date: Actual revenue is \$122,287.69 below what was projected to be received by this time period. The revenue projections were just that.... projections since we did not have accurate past revenue figures from which to draw. There are several main factors that have contributed to this shortfall:

- (a) \$60,000 projected to be received in Grants never materialized due to our organizational structure and lack of past financial history/budgets. Strides have been made as a result of our Strategic Planning to correct these problems going forward.
- (b) \$20,000 was projected to come from investment income from our unrestricted funds. The actual investment income is not transferred into our revenue stream until the end of the budget year to maximize that amount since interest on the funds is compounded.
- (c) Membership dues renewals are billed quarterly. We receive more money in the third and fourth quarters of the year than in the other two quarters since more members joined around convention times. The next billing period July 1<sup>st</sup> will result in more membership dues being received than in the previous months. The membership drive, which offered memberships at half price also negatively impacted membership revenue, but did help stem the loss of memberships.

(4) Actual Expenses: \$316,136.94 is the actual amount of expenditures during this time period.

(5) Balance To Date: Expenditures are \$26,154.72 below budget. There are several small budget expenditure items that will not be funded this year that are not included in this figure. For example, since the Technical Experience will not be held until after August 1<sup>st</sup>, the expense funds in this year's budget will not be used.

Summary: Our budget does not operate like your household budget. We have an inconsistent revenue stream and rely on donations in addition to our Membership dues to fund our operations. Although revenue has been less than projected, expenses have also been less than projected. There are basically two types of Non-Profits... (1) Non-Profit with a Zero Based Budget (you spend only

what you receive) and (2) Non-Profit with a Reserve Fund (have “reserve funds” to use for operations when revenues are below projections). We have to remember that we operate as a Non-Profit with a Reserve Fund. We are moving in the right direction with our financial planning, although some financial things can’t be fixed over night. This past year the Board placed a “floor” in our Reserve Fund of \$300,000. This means that the Reserve Fund cannot be brought below \$300,000 without approval from the Board of Directors. This year the Board passed a balanced budget to make us more financially responsible.

**b. Review of New Financial Initiatives:**

- The new budget will be put into the hands of the Finance Committee. This committee will have the task of working with the treasurer to handle any new financial initiatives that are presented. The Finance Committee will make a presentation to the Board at the Mid-Year and Annual Meetings.
- Financial transactions from the web site will be conducted using a “lock box”. This is a separate page that is administered by a bank. The selected bank will do all money handling.

**Old Business:**

**7. COL Hartley instructed each committee chair to verbally provide an executive level summary of his/her report.**

**8. Archive and Library Relocation Update: (Miller)**

Allen Miller reported that the entire ATOS Archive and Library (including the Reeve Collection) was now located at the American Organ Institute at the University of Oklahoma. Much of the initial shipment has been unpacked and is in storage.

The two graduate assistants assigned to the ATOS Archive and Library will begin work in September. Five file cabinets of ATOS Corporate Records have been shipped to Jack Moelmann. He is in possession of the documents.

**9. Awards and Recognition: (Moelmann)**

All is in order. Awards are ready for distribution at the ATOS Annual Awards Banquet.

**10. Convention Planning Coordinator: (Kinerk)**

- Attendance at this convention is approximately 320. Current average attendance is 345.
- All is progressing smoothly for the Atlanta convention in 2013.
- All is progressing smoothly for the Indianapolis convention in 2014.

**11. Summer Youth Adventure: (Parker)**

- Registration is expected to number between 14 and 16 students.
- The Longwood Gardens instrument is down for maintenance but students will be able to tour the facility.

**12. Young Theatre Organist Showcase: (Ledwon)**

- This year’s judges were Steven Ball, Charlie Balogh, and Wayne Hawthorne.
- John feels the need to expand the program and provide more outreach.

**13. Technical: (Miller)**

- a. This year’s Technical Experience will be held at the American Organ Institute located at the University of Oklahoma from August 5-9, 2012. Arrangements have been made for this event to return to the American Organ Institute in 2013.

- b. Restoration and Preservation: No new activity is reported at this time.
- c. The Technical Consultation Program has generated no activity this past year.
- d. David Junchen Memorial Scholarship: The Board considered redirecting the funds for this scholarship toward a student's participation in the ATOS Technical Experience.
- e. Award for Technical Excellence will not be given this year.
- f. Theatre Organ Registry: The Dickinson 3/66 Kimball has been added to the Registry with "Landmark Status".
- g. ATOS Technical DVD Initiative: (Phipps, Evans)  
Don Phipps and Bob Evans updated the Board on the ATOS Technical DVD Initiative. This will be a series of instructional DVDs designed to help the non-professional organ technician to maintain and restore instruments according to acceptable industry standards.
- h. Industry Achievement Award: No Industry Achievement Award will be given this year.

**14. Awards for Conventions: (Ledwon, Avakian)**

- a. George Wright Memorial Scholarship:  
There were no applicants for the George Wright Memorial Scholarship this year.
- b. Mentor Program: (Needler) One person applied for the mentor program and will receive a lesson from one of the performers at this year's convention.

**15. Bylaws and Policies: (Moelmann)**

- o Bylaws and policies will be updated and published when the changes are affected.

**16. Strategic Planning: (Parker, Double)**

- a. Ken Double and Donna Parker gave a strategic planning presentation.
- b. Ken Double presented an updated schedule for Strategic Plan Milestone Events.
- c. The Task Force on Committee Restructuring presented its findings.
- d. Ken Double solicited comments from each Board member.

**17. Endowment Fund (Needler, Reddish)**

- o Tim Needler presented the 2012 Endowment Fund Grants to the Board:

<b>Applicants</b>	<b>Amt. Requested</b>	<b>Comments</b>	<b>Amt. Granted</b>
Atlanta Chapter	"\$5,500.00"	Stephenson 4-manual Page: 2 reed ranks rebuild	"\$5,500.00"
Chattanooga Tivoli Theatre	"\$1,700.00"	\$100 June piano tuning is a convention expense	"\$1,600.00"
N Co Cultural Cent for the Arts	"\$5,000.00"	Toward console rebuild by Jon Ortloff	"\$5,000.00"
Penistone Cinema Organ Trust	"\$3,650.00"	\$750 for US parts not available in the UK	\$750.00
Rocky Mountain Chapter	"\$1,000.00"	Leather for 4 regulators. Work done by Chapter	"\$1,000.00"
Stoneham Organ Society	"\$5,000.00"	Mat'ls to rebuild 2/14 Wurlitzer	"\$4,580.00"
The Hanover Theatre	"\$10,000.00"	Tonal finishing completion by Clark Wilson	"\$4,980.00"
<b>TOTALS</b>	<b>"\$31,850.00"</b>	<b>APPROVED BY THE BOARD</b>	<b>"\$23,410.00"</b>

**2012 Total Grant Amount Available** "\$23,411.64.† "

**18 Elections and Nominations (McCall)**

Wayne Tilschner, ATOS Election Ballot Teller submitted the following account of the ATOS Board of Directors Election:

Total ballots received: 1310

Ballots rejected for being past due: 3

Ballots rejected because of more than 4 votes: 3

Note: One envelope received with no ballot inside.

### **ELECTION RESULTS**

R. Jelani Eddington: 1184

Col. Jack Moelmann: 784

Robert Dilworth: 702

Larry Fenner: 652

Michael Fellenzer: 618

Wayne Seppala: 592

Jim Merry: 583

#### **19. Publications: (Parker)**

- a. *Theatre Organ*: (Parker, Bryant, Feely) Upcoming issues of *Theatre Organ* will feature articles on virtual theatre organs.
- b. ETONES: (Reddish) little activity in the past year.
- c. ATOS Web Site: (Parker, Bryant, Feely) A professional web developer (designer), Lindsay Ogden is at work on a major overhaul of the ATOS web site. Progress, thus far, on the web site is evident.
- d. A job description for the web site manager is under development.
- e. Ken Double praised the overall quality of the ATOS journal.

#### **20. Urban Youth Program: (Moelmann)**

- o Jack Moelmann recommended that this activity be temporarily suspended due to inactivity.

#### **21. Organist Scholarships: (Smith)**

- o Carlton Smith was complimented on his report to the Board.

**Motion: (Moelmann, Ledwon) to accept the report of the Scholarship Committee as presented and approve the amounts granted: (Carried: Unanimous)**

#### **Students Awarded 2012 ATOS Young Organist Scholarships:**

Steven Kucera	\$1300
Justin LaVoie	\$1200
Grant Hill	\$1200
Daniel McCollum	\$1500
Mary Ann Shelia Wooten	\$ 650
Peter Rudewicz	\$ 900

#### **22. Chapter Relations: (Phipps, Needler, Evans)**

- o Chapter Handbook Update: (Evans) Bob Evans suggested that the committee act as consultants to handle new chapter requests. Most material needed to form a chapter is available electronically. Most material can be listed on line. Chapters may request information on various subjects.

**(Motion: Ledwon, Needler) that in recognition of Dickinson Theatre Organ Society's becoming a chapter of ATOS, associate members of the Dickinson Theatre Organ Society be offered one-year memberships in ATOS at the rate of \$20. (Offer good until November 1, 2012. (Carried: Unanimous)**

**23. Public Relations: (Parker, Double)**

- a. Nathan Avakian reported that the recently held Portland Youth Silent Film Festival was a resounding success.
- b. The International Youth Silent Film Festival will be held in Australia this summer. ATOS has shown its support by donating \$2500 to the International Youth Silent Film Festival.

**24. Youth Initiatives:**

- a. Social Media/Facebook: (Avakian) ATOS' participation in the movement is growing.
- b. Theatre Organ Student of the Year: (Avakian) The ATOS Theatre Organ Student of the Year is Stephen Kucera.

**25. ATOS Marketplace: (Vastine)**

- a. The transition from Erie, Pennsylvania to Oregon is now complete.
- b. All Providence CD orders have been fulfilled.
- c. Rob Vastine hopes to move old inventory in a "garage sale" and develop new inventory for the Marketplace.

**26. Finance and Investment Update: (Hutcherson)**

- a. Mike Hutcherson has been successful in working with the ATOS financial advisor in raising interest received on ATOS accounts and lowering the fees charged for managing ATOS funds.

**27. President/CE (Double)**

- a. Fundraising: ATOS has received a recent estate-planning gift. Several other gifts are imminent.
- b. The November/December issue of Theatre Organ will feature a detailed report on fundraising activities.
- c. Theatre Organ Radio: Listening hours are now above fifteen thousand hours per month.
- d. Mr. Double explained the grant-writing process to the Board.
- e. Mr. Double shared his activities and visits with chapters for the past year.

**28. Executive Secretary: (Merry)**

- a. Current membership is 3146.
- b. Half price membership initiative netted 173 new members.
- c. Mr. Merry feels that in order to attract new members ATOS must demonstrate the added value of belonging to chapters.

**29. Officer Report Updates:**

- a. **Chairman of the Board:** COL Hartley commended the Board for putting much time and effort into the ongoing work of ATOS.
- b. **Vice Chairman of the Board:** Bob Dilworth reported that he has enjoyed the past year and the opportunity to assist the Chairman.
- c. **Secretary:** Bob Evans reported that digitization of official documents is progressing slowly.
- d. **Treasurer:** Mike Hutcherson has established a credit card account for conventions. The host chapter will be able to use this account in the record shop.  
Mr. Hutcherson also filed two tax returns with the State of California.

**The meeting was recessed at 6:45 p.m.**

**Sunday, July 1, 2012**

**Chairman of the Board COL Mike Hartley called the meeting to order at 8:37.**

**30. The Chairman (on behalf of the Board) recognized outgoing Board member Donna Parker.**

**31. Bob Dilworth (3 years), Jelani Eddington (3 years) Larry Fenner (1 year to fill a vacancy), and Jack Moelmann (3 years) were seated as Board members.**

**32. Appointment of Officers for 2012-2013 term.**

a. Jack Moelmann will serve as chair of the Elected Directors. Although legally allowed to vote in this process, officers seeking reappointment respectfully abstain from voting.

The following were nominated: Bob Dilworth-Chairman of the Board, Tim Needler-Vice Chairman of the Board, Bob Evans-Secretary, Mike Hutcherson-Treasurer. No other nominations were received from the floor.

The following were reappointed by acclamation:

- o Bob Dilworth-Chairman of the Board
- o Tim Needler-Vice Chairman of the Board
- o Bob Evans-Secretary
- o Mike Hutcherson-Treasurer

Bob Dilworth presented outgoing Chairman of the Board Mike Hartley with a plaque honoring his service to ATOS for the past three years.

COL Hartley expressed his appreciation to ATOS and the Board. He stated that he considers the Board his "adopted family" and is happy to consider all Board members as friends. Chairman Hartley also used the familiar quote "Old soldiers never die, they just fade away."

**33. Board Orientation: (Moelmann)**

a. Jack Moelmann presented a PowerPoint presentation to acquaint new Board members with their duties and to refresh current Board member's knowledge of their duties.

**34. Convention Update: (Kinerk)**

a. Mike Kinerk explained that the Great Salt Lake Chapter would like to host a convention but does not feel they have the resources to host a convention in 2015. Ken Double met with David Massey, chapter president. Mr. Massey stated that the local chapter does not have the human resources to effectively host a convention. Ken Double suggested that ATOS might want to consider sponsoring the event.

c. Mr. Double stated that the Mormon Tabernacle and the Mormon Conference Center would be available, along with performing artist(s) for the convention.

**Motion: (Moelmann, Ledwon) to approve the concept of an ATOS-sponsored convention in Salt Lake City in 2015. (Carried: Unanimous)**

**Motion: (Moelmann, Eddington) to approve the Central Indiana Chapter's bid as convention host for 2014 and to approve Tim Needler as convention chair of the 2014 ATOS Annual Convention. (Carried: Unanimous)**

**35. Strategic Planning Initiative: (Double, Parker, Powers)**

a. Approval of continuation of the ATOS Strategic Plan for the term 2012-2013 (Board)

**Motion: (Evans, Phipps) to approve the continuation of the ATOS Strategic Plan for 2012-2013 and continuation of the ATOS five-year plan. (Carried: Unanimous)**

b. Recommendation of the ATOS Task Force on Committee Restructuring:

The ATOS Task Force on Committee Restructuring presents the following changes for consideration by The Board:

- Combine Musselman Award with Member of the Year
- Eliminate Mentor Program (The Board decided to retain the program.)
- Eliminate Student of the Year
- New focus on George Wright Memorial Fellowship
- New focus on David Junchen Technical Scholarship
- Eliminate ETONES or move to non-Board reporting activity.
- Move "Historian" to non-Board reporting activity. (No action taken.)

Discussion of each of the recommendations followed with Board members expressing their views.

**Motion: (Moelmann, Ledwon) to expand the scope of the George Wright Memorial Fellowship to include the ATOS Annual Convention, ATOS Summer Youth Adventure, and ATOS Technical Experience. (Carried: Unanimous)**

Allen Miller spoke to David Junchen's original wish that a young person be sent to an AIO Convention. Mr. Miller recommends keeping the spirit of this award true to David's memory but reallocate funds (\$500)

**Motion: (Miller, Phipps) to expand the David L. Junchen Technical Scholarship to include the American Institute of Organ Builders Convention and the ATOS Technical Experience with a limit of \$500. (Carried: Unanimous)**

**Motion: (Eddington, Hutcherson) to move ETONES to a non-Board reporting activity.**

**Motion: (Moelmann, Ledwon) to rename the Ron Musselman Member of the Year Award to Member of the Year Award. (Carried: Unanimous)**

**36. Discussion of Policies and Procedures for ATOS sponsored events. (Double, Moelmann)**

- a. The 2012 Leadership Roundtable presented by ATOS has been postponed due to local support staff unavailability and hotel issues.
- b. Ken Double presented a form that applies to the ATOS Summer Youth Adventure and the ATOS Technical Experience.  
This form generated much discussion and the consensus of the Board was that the form needs further study and should be revised and presented at a later date for Board consideration.

**37. Motion: to accept the recommended policies and procedures form for ATOS sponsored events was tabled for further study.**

**38. Review of David L. Junchen Scholarship was completed. (see above motion)**

**39. Review of George Wright Memorial Fellowship was completed. (See above motion.)**

**40. Appointment of Archive and Library Liaisons: (Board)**

- a. Allen Miller was appointed Board Liaison to the Archive and Library. Jeremy Wance was appointed Staff Liaison.



#### **41. Endowment Fund:**

- a. Appointment of the 2012-2013 Endowment Fund Board of Trustees:

**Motion: (Moelmann, Phipps) to appoint Tim Needler, Bucky Reddish, Bob Maney, Mike Hutcherson, and Bob Lachin as members of the 2012-2013 Endowment Fund Board of Trustees. (Carried: Unanimous)**

**Chairman of the Board Bob Dilworth appointed Tim Needler as Chairman of the Endowment Fund Board of Trustees.**

- b. Approve the 2012-2013 Endowment Fund Grants: (Board)

**Motion: (Moelmann, Miller) to approve the 2012 Endowment Fund Grant recipients as presented: (Carried: Unanimous) (See item #17.)**

#### **42. Nominations and Elections: (Board)**

- a. Appoint the Nominating Chair and Committee for 2012-2013.

**Motion: (Eddington, Ledwon) to reappoint John McCall as chair and Jonas Nordwall, Russ Shaner, and Mike Cippoletti as the 2012-2013 Nominations and Elections Committee. (Carried: Unanimous)**

- b. The election of the 2012-2013 Election Teller was tabled.

#### **43 Chapter Relations: (Phipps, Needler, Evans)**

- a. Review of Chapter Liaison Program: Don Phipps spoke to the fact that the liaison messages are not reaching the majority of the membership. E-mail addresses are out of date, chapter officers have changed (and not updated) along with many other obstacles that make the liaison system inadequate.  
A plan is underway to contact every chapter by phone to update the necessary information.
- b. Ken Double explained that plans were underway to compile a master e-mail list of members so that individual members can be contacted directly. The master list should be done by the first of August and a trial e-mail "blast" will be sent at that time.
- c. Don Phipps expressed the opinion that a chapter census should be undertaken along with the review of the Chapter Liaison system. This census would help determine which chapters are active and which chapters are inactive. This will be accomplished during the first three weeks of August.

#### **44. Contract Administration: (Eddington/Board)**

- a. President/CE-Ratification of new contract: (Board)

**Motion: (Phipps, Evans) to reappoint Ken Double as President/CE for a period of two years at a cost of \$85,000 per year. Yea: Dilworth, Evans, Hutcherson, Miller, Needler, Phipps, Avakian, Fenner, Eddington. Nay: Ledwon, Moelmann. Hartley: Abstain.**

**Motion: (Needler, Evans) to allow Jelani Eddington to consult with a California Corporate Attorney at a cost of \$1750 to determine employment status of the President/CE as an independent contractor or an employee. (Carried: Unanimous)**

- b. Membership Secretary-Ratification of selection of the previous ATOS Board.

**Motion: (Needler, Miller) to offer the position of Membership Secretary to Donna Parker for a period of fourteen months beginning July 1, 2012 at the rate of \$1000 per month. (Carried: Unanimous)**

Jelani Eddington indicated that the contract language reads that the Membership Secretary is subject to the duties as described in the contract.

**Motion: (Hartley, Needler): to approve the contract for ATOS Membership Secretary. (Carried: Unanimous)**

- c. Information Technology (Web Site Manager) contract status: (Double)  
Ken Double reported that the position is in the process of redefinition.
- d. Development Director (Grant Writer) contract status: (Double)  
This position needs to be clearly defined. After a clear definition of duties is generated the position will be advertised.

**45: Budget Review: (Hutcherson, Board)**

Mike Hutcherson reviewed the proposed 2012-2013 budget. The budget was reviewed line-by-line with each Board member having input and adjusting his/her line item(s) as necessary.

The meeting was recessed until July 3, 2012 at 2:30 p.m.

**July 3, 2013**

**Please Note: Past Chairman of the Board COL Michael Hartley and Board Member Jelani Eddington were excused from attendance at this meeting.**

**Chairman of the Board Bob Dilworth called the meeting to order at 2:45 p.m.**

**Budget Review (Continued)**

- a. The Board continued budget review and reduction. Committee chairs were asked to reduce their budget requests . Most committee chairs and task force leaders decreased their budget requests significantly.

**ATOS 2012/2013 PROJECTED REVENUE:**

**Membership**

Dues: \$120,000.00

**National Convention**

40% Share: \$ 14,000.00

Convention CD: \$ 7,500.00

**Donations:**

Annual Fund Drive: \$ 30,000.00

Membership: \$ 28,000.00

Programs: \$ 8,000.00

Matching: \$ 30,000.00

**Grants:** \$ 20,000.00

**Investment Income:** \$ 15,000.00

**Projects:**

Ferguson and Friends DVD:	\$ 8,500.00
Marketplace:	\$ 16,000.00
Summer Youth Adventure:	
Registration:	\$ 4,000.00
Donations:	\$ 23,000.00
Technical Experience:	\$ 15,000.00
Registration:	
Donations	
<i>Theatre Organ</i> Journal:	\$ 19,000.00
Web Site Advertising:	\$ 1,000.00
Web Radio:	\$ 2,000.00

**Revenue Grand Total: \$ 361,000.00**

**ATOS 2012-2013 EXPENSES:****Detail:****Totals:****%****Administrative:****\$99,675.00****28%**

ASCAP:	\$ 500.00
Accounting:	\$ 3,000.00
Bank Fees/Payment Proc. Services	\$ 8,000.00
Insurance: Liability and D.O.	\$ 3,000.00

## Officers:

## Chairman:

Office Supplies:	\$ 150.00
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## Secretary:

Office Supplies:	\$ 500.00
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## Treasurer:

Office Supplies/Postage:	\$ 2,100.00
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Fax:	\$ 180.00
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**ATOS 2012-2013 Expenses:****Detail:****Totals:****%****Staff:**

## President/CE:

Contract:	\$ 80,000.00
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Office Supplies:	\$ 200.00
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Telephone Conference:	\$ 1,500.00
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## Member's Good Faith Audit:

Travel:	\$ 400.00
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Lodging:	\$ 125.00
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Office Supplies:	\$ 20.00
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<b>Membership:</b>		<b>\$ 24,575.00</b>	<b>7%</b>
Secretary's Service Contract:	\$ 12,000.00		
Credit Card Fees:	\$ 1,000.00		
Election/Special Ballot Costs:	\$ 3,800.00		
Renewal Notices:	\$ 4,025.00		
Office Supplies:	\$ 750.00		
Postage:	\$ 2,000.00		
Telephone/Internet Service:	\$ 1,000.00		
<b>Mid-Year Board Meeting</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>1%</b>
<b>Conventions:</b>		<b>\$ 21,500.00</b>	<b>6%</b>
Lodging:	\$ 9,500.00		
Travel:	\$ 5,000.00		
Convention Planning Coordinator:	\$ 2,000.00		
Convention CD Production Costs:	\$ 5,000.00		
<b>Fundraising:</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>1%</b>
<b>Projects:</b>			
<b>Awards and Recognition:</b>	<b>\$ 800.00</b>	<b>\$ 800.00</b>	<b>0%</b>
Awards:	\$ 600.00		
Restoration and Preservation:	\$ 100.00		
Technical:	\$ 100.00		
<b>Archive:</b>		<b>\$ 23,000.00</b>	<b>6%</b>
Graduate Assistants:	\$ 22,000.00		
Progress Review:	\$ 1,000.00		
<b>Grant Writer:</b>		<b>\$ 10,250.00</b>	<b>3%</b>
Service Contract:	\$ 10,000.00		
Office Supplies:	\$ 250.00		
<b>Marketplace:</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>2%</b>
<b>ATOS 2012-2013 Expenses:</b>	<b>Detail:</b>	<b>Totals:</b>	<b>%</b>
<b>Summer Youth Adventure:</b>		<b>\$ 15,000.00</b>	<b>4%</b>
Production Costs:	\$ 300.00		
Instructor's Fees:	\$ 7,000.00		
Vehicle Rental:	\$ 2,000.00		
Meals:	\$ 1,600.00		
Faculty Lodging:	\$ 2,800.00		
Faculty Travel:	\$ 1,000.00		
Office Supplies:	\$ 300.00		
<b>Technical Experience:</b>	<b>\$ 6,500.00</b>	<b>\$ 6,500.00</b>	<b>2%</b>

<b>Technical DVD:</b>	\$ 6,500.00	\$ 6,500.00	2%
<b>Theatre Organ Journal</b>		<b>\$106,100.00</b>	<b>29%</b>
Postage:	\$ 15,000.00		
Production Cost:	\$ 38,000.00		
Office Supplies:	\$ 150.00		
Lodging:	\$ 2,000.00		
Editor 1 Contract:	\$ 12,000.00		
Editor 2 Contract:	\$ 12,000.00		
Advertising Commissions:	\$ 1,750.00		
Travel:	\$ 1,000.00		
Telephone:	\$ 200.00		
Design: (Sleeping Giant Contract):	\$ 24,000.00		
<b>Web Site:</b>		<b>\$ 22,000.00</b>	<b>6%</b>
Hosting, E-Mail, Licenses:	\$ 6,000.00		
Theatre Organ Radio:	\$ 3,000.00		
E-Commerce Development:	\$ 3,000.00		
IT Manager	\$ 10,000.00		
<b>Scholarships:</b>		<b>\$ 13,500.00</b>	<b>4%</b>
Stan Kann Match-St. Louis Fox:	\$ 1,000.00		
Young Artist's Scholarships:	\$ 6,000.00		
Young Artist's Competition:	\$ 6,500.00		
<b>Historian:</b>	\$ 600.00	\$ 600.00	0%
<b>Expense Grand Total:</b>		<b>\$361,000.00</b>	<b>100%</b>
<b>PROJECTED REVENUE:</b>		<b>\$361,000.00</b>	
<b>PROJECTED EXPENSES:</b>		<b>\$361,000.00</b>	
<b>NET RESULTS:</b>		<b>BALANCED</b>	

**Motion: (Evans, Phipps) to approve the 2012-2013 budget as presented. (Carried: Unanimous)**

**46. Appoint ATOS Executive Committee:**

- a. Chairman of the Board announced the ATOS Executive Committee for 2012-2013
    - Bob Dilworth-Chairman of the Board
    - Tim Needler-Vice Chairman of the Board
    - Bob Evans-Secretary
    - Mike Hutcherson-Treasurer
    - Jack Moelmann-Member at Large
    - Jelani Eddington-Member at Large
- The four officers are automatically on the Executive Committee. (ATOS Bylaws)

**Motion: (Phipps, Ledwon) to approve the 2012-2013 ATOS Executive Committee. (Carried: Unanimous)**

## **47. Committee Actions Requested, Establishment of Committees, Appointment of Committee Chairs**

*Bylaws paragraph 6. APPOINTMENT OF COMMITTEES The Board of Directors, by resolution adopted by a majority of Directors then in office, may authorize such committees as the Board deems necessary or appropriate to conduct the business and further the objectives of this Society. The Chairman shall appoint all committees except the Nominating Committee and the Endowment Fund Committee. Any committee having the authority of the Board shall have two or more directors appointed to it.*

ATOS Board Committee Assignments 2012-2013:

### **1. LEADERSHIP**

	<b>Eddington, Dilworth</b>
Bylaws, Policies, Legal/Contract Admin	Eddington, Moelmann, McAlpin
Finance, Investments, Budget	Hutcherson, Needler, Dilworth, Avakian
Budget Committee:	Ledwon (Chair), Hartley, Fenner Moelmann
Nominations, Elections	McCall, Shaner, Nordwall, Cippoletti
Election Teller	TBA
Conventions (Site Approval)	Kinerk, Needler, Reddish

### **2.) ENDOWMENT FUND**

	<b>Reddish, Needler</b>
Trustees:	Chairman, Bucky Reddish Tim Needler (Sec'y), Bob Maney, Bob Lachin, Mike Hutcherson

### **3.) EDUCATION, SCHOLARSHIPS, YOUTH PROGRAMS**

	<b>Ledwon, Avakian</b>
Summer Youth Adventure	Nordwall, Parker Eddington, Ellis Miller, Wance
Archive/Library – OU Grant Assistantships	
Student Scholarships Outreach (Social Media)	C. Smith Avakian, Bisson
Young Organists' Competition	Ledwon
Youth Rep Nominations	Ledwon, Avakian
Student of the Year	Avakian
George Wright Memorial Fellowship	Avakian
Stan Kann Scholarship	Double, Ledwon

### **4.) TECHNICAL**

	<b>Miller, Phipps</b>
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Technical Experience	Miller/Phipps
Assistance to chapters	Miller/Phipps
Technical Video Series	Phipps/Evans
Technical awards	Miller
David L. Junchen Technical Scholarship	Miller
Technical operations	Miller
<b>5.) IT – JOURNAL – MARKETING</b>	<b>Eddington, Fenner</b>
Journal Operations/Publisher	Parker
Editors/Design	Bryant, Feely, Stark
Staff	Bisson, Jacyk, Ortloff
IT/Web operations	Feely, Ogden, Bisson Jacyk, Rappley Feely, Rappley
Content Manager/editors	Feely, Rappley
Email blasts/member communications	Feely, Fellenzer, Avakian
Theatre Organ Radio	Double, Worthington
Marketing/Promotions (ATOS and Chapters)	Fenner, Evans Double,
<b>6.) OPERATIONS/PROGRAMMING</b>	<b>Moelmann, Needler</b>
Conventions (operations/negotiations)	Kinerk
Awards	Moelmann
Membership/Chapter Relations-assistance	Parker, Evans Double,
Presentation Assistance	Double, Eddington, Avakian Siekman
Marketplace	Vastine
Special projects	Double
Mentor Program	Fenner
Fundraising/Grants Writer	Double, K. Riley
Strategic Planning	Fenner, Hartley, Double
Day-to-Day Operations	Double, Parker

Other general ATOS operations/staff:

Parliamentarian

Bryant (Feely)

Historian

Moelmann

Ethics Committee

J. Hardman, J. Evans, R. Carter

**Motion: (Needler, Ledwon) to accept the committee structure as presented and amended. (Carried: Unanimous)**

**48: Approval of Great Lakes Bay Chapter pending receipt of membership verification.**

**Motion: (Moelmann, Fenner) to approve the Great Lakes Bay Chapter pending receipt of Membership verification. (Carried: Unanimous)**

**49. Document Reviews: (Board)**

- a. Job Descriptions will be revised, by chairman of appropriate committee, according to new committee structure.

**50. Code of Ethics, Self-Dealing Transaction Documents, and ATOS Binder: (Evans)**

- a. Code of Ethics documents to be signed by new Board members at Annual Meeting.
- b. Self-Dealing Transaction Documents to be signed at Mid-Year Meeting.
- c. The ATOS Binder will be distributed electronically in the fall.

**51. Schedule of Upcoming Meetings:**

- a. Telephone Conferences will be scheduled as needed.
- b. The ATOS Mid-Year Meeting will take the form of a telephone conference at a date to be determined.
- c. The ATOS 2013 Annual Meeting will take place on Sunday, June 30, 2013.

**Good of the Order:**

Mike Bryant (*Theatre Organ* Co-Editor) assigned the following "Director's Corner" report dates:

- September/October-Dilworth, Fenner
- November/December-Eddington, Moelmann
- January/February-Ledwon, Needler
- March/April-Miller, Evans
- May/June-Reddish, Hutcherson
- July/August-Phipps, Dilworth (Annual Chairman of the Board Report)

The meeting recessed at 2:45 until the Annual ATOS Awards Banquet. The meeting will be adjourned at the conclusion of the ATOS Annual Banquet and Awards Ceremony.

52. Jack Moelmann and Bob Evans made the following motion at the conclusion of the ATOS Annual Awards Banquet and Awards Ceremony at the Marriott LAX Airport Hotel in Los Angeles, California on Friday, July 6, 2012.

**Motion: (Moelmann, Evans) to adjourn the ATOS 2011 Annual Board Meeting. (Carried: Unanimous)**



Note: The meeting was conducted using *Robert's Rules of Order*. Mike Bryant-Parliamentarian  
/s/ Bob Evans, Secretary ATOS