

ATOS Mid-Year Board of Directors Telephone Conference Minutes
February 20, 2013
7:30 p.m. E.S.T

1. Chairman of the Board Bob Dilworth called the meeting to order at 7:32 E.S.T.

2. Secretary Bob Evans called the roll:

Officers Present: Bob Dilworth-Chairman of the Board, Tim Needler-Vice Chairman of the Board, Bob Evans-Secretary, Mike Hutcherson-Treasurer. **Board Members Present:** John Ledwon, Jelani Eddington, Larry Fenner, COL Mike Hartley, Allen Miller, Jack Moelmann, Don Phipps, Bucky Reddish, Nathan Avakian-Youth Representative to the Board. **Staff Present:** Ken Double-President/CE, Mike Bryant-Parliamentarian/Editor *Theatre Organ*. Don Feely-Co-Editor *Theatre Organ*, Donna Parker-Membership Secretary, Greg Bellamy-IT Manager.

3. Chairman Dilworth made opening remarks.

4. The minutes of the November 8, 2012 telephone conference were accepted.

Old Business:

5. Mid-Year Reports-The Following Reports were received:

- a. Membership Secretary
- b. Publisher
- c. Secretary
- d. Archive and Library
- e. Archive Goal Assessment
- f. Treasurer
- g. Awards and Recognition
- h. Budget Committee
- i. Bylaws and Policies
- j. Chairman
- k. Chapter Census
- l. Contract Administrator
- m. Convention Planning Coordinator
- n. Endowment Fund
- o. DVD Initiative Task Force
- p. President/CE
 - Travel
 - Strategic Planning
 - Theatre Manager's Consortium
 - Stan Kann Scholarship (suspended)
 - Convention CD
 - Special Projects
- q. Historian
- r. IT Manager
- s. Mentor
- t. Summer Youth Adventure
- u. Youth Representative

The reports were accepted and will be referenced in the attachments for file.

6. Treasurer's Update: (Hutcherson)

Mike Hutcherson summarized the current Statement of Financial Position. He noted several encouraging aspects-Reserve Fund balance increased as a result of the latest unrestricted gift of \$500,000. Discussion followed as to whether these gifts are considered revenue. One participant stated that many non-profits deal with "expected" money. ATOS is relatively new to the fundraising world. Mike Hutcherson also noted that many Endowment Fund Grant recipients are not using their grants.

**American Theatre Organ Society
Statement of Financial Position
February 20,2013**

Unrestricted Funds / Assets:	
Checkbook Balance	\$ 219,773.59
Reserve	523,967.37 *
Total Unrestricted Funds	\$ 743,740.96
Restricted Funds / Assets:	
Endowment Fund	\$ 1,188,956.54 *
Endowment Grant Fund	28,995.49 **
Endowment Loan (NYTOS)	15,000.00
George Wright Fund	54,809.38 *
Total Restricted Funds	\$ 1,287,761.41
Total Funds	\$ 2,031,502.37

* Statement Balances as of 1/31/13

** 2011 and 2012 Endowment Grants Awarded But Not Yet Paid

8/1/12 - 2/20/12	Budgeted Revenue	Actual	Budgeted Expenses	Actual
	210,583.31	418,279.75	210,583.31	198,887.07
		119,193.21		
=====				
TOTAL:	210,583.31	537,472.96	210,583.31	198,887.07

7. Membership Secretary's Update: (Parker)

ATOS currently has 2,946 members.

8. New York Theatre Organ Society (NYTOS) Request for Extension of Loan: (Eddington)

Jelani Eddington spoke to the New York Theatre Organ Society's request for an extension of their loan. The original loan of \$15,000 @ 4.25% interest (from the ATOS Endowment Fund) was due on February 1, 2013. NYTOS requested an eighteen-month extension of the loan (new due date: August 1, 2014). The extension was granted at a rate of 5.25 interest in an agreement between ATOS and NYTOS.

New Business:

9. Request from Mike Hutcherson for assistance.

ATOS Treasurer Mike Hutcherson has requested assistance. Mike is often spending forty (plus) hours per week working on ATOS financial business. The bill for the CPA has been cut from about \$17,000 (yearly) to about \$3,000 because Mike Hutcherson has taken on much of the CPA's former workload.

Mike wants to use a local bookkeeping service to help him. We have about fifteen different accounts that have to be balanced each month. The bookkeeping service recommended by Mike Hutcherson deals with non-profit organizations regularly. Mike suggests a budget of \$5,000 for the service until the end of the current fiscal year.

One Board member asked if this would be a \$10,000 item for next year. Mike stated that the amount for the next fiscal year would likely be around \$6,000 as the initial setup would be done.

Jelani Eddington noted that the Executive Committee has recommended approval of Mike's request to the Board.

**Motion: (Hutcherson, Phipps) that we establish an additional budget item in this year's budget in the amount of \$5,000 to hire a bookkeeping service to assist the ATOS Treasurer. (Carried)
(Abstain: John Ledwon)**

10. Contract Administrator Jelani Eddington noted that the Board will have to review several annual contracts-President/CE, Membership Secretary, IT Manager, and Editors.

11. Bob Evans explained the task of the President/CE Evaluation Committee. This committee is charged with creating a valid and realistic instrument by which to evaluate the performance of the President/CE of ATOS. Members: Bob Evans, Chair, Bill Coale, Doug Powers, Bob Dilworth.

12. Scheduling of Upcoming Meetings: (Board)

- Next Telephone Conference: TBA
- Travel Day: Saturday, June 29, 2013
- Annual Board Meeting: Sunday, June 30, 2013
- Annual Membership Meeting: Wednesday, July 3, 2013 (morning)

Good of the Order:

Chairman Dilworth asked each Board and Staff member for any further comment.

One Board member asked about posting minutes and reports onto the ATOS web site. Greg Bellamy responded that he and Bob Evans were working to make that possible.

Bob Dilworth asked Board members to submit agenda items to the ATOS Secretary in advance of the meetings.

The meeting was adjourned at 8:50 p.m.

/s/ Bob Evans, Secretary

Please Note: The meeting was conducted using *Robert's Rules of Order*. Mike Bryant-Parliamentaria
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