

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

Name of Activity: Secretary
(Please fill out separate form for each activity.)

Committee Chair/Task Force Chair/Officer Name: Bob Evans

Date of Report: 1/15/2013

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

- *Acquired high-speed scanner
- *Distributed agendas as required
- *Produced Board Meeting minutes as required
- *Answered numerous inquiries and requests for documents and information
- *Participated in and completed assigned portion of ATOS Chapter Census
- *Assisted Chairman of the Board and President/CE in agenda preparation
- *Sent historical materials to Jack Moelmann (ATOS Historian)

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

- *Began scanning ATOS Chapter Handbook
- *Began scanning ATOS Uniform Chapter Agreements (to be cross-referenced with historian)
- *Began initial steps to create evaluation instrument for President/CE

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

- *Finish scanning and distribute ATOS Chapter Handbook (download)
- *Finish scanning ATOS Uniform Chapter Agreements
- *Finish (with task force help) evaluation instrument for President/CE

4. Amount budgeted for your committee: \$500

Amount expended by your committee: \$585 (see below under notations)

5. Comments: (Any bulleted special notations, problems, or suggestions should be included here.)

- *Extra expense incurred in sending three banker's boxes of historical information to ATOS Historian.