

ATOS Mid-Year Board of Directors Meeting
JW Marriott Airport Hotel South-Atlanta, Georgia
February 22, 2014

1. Chairman of the Board Bob Dilworth called the meeting to order at 8:32 a.m. E.S.T.

2. Secretary Bob Evans called the roll:

Officers Present: Bob Dilworth-Chairman of the Board, Bob Evans-Secretary, Mike Hutcherson-Treasurer. **Board Members Present:** Jelani Eddington, John Ledwon, Dan Minervini, Jack Moelmann, Don Phipps, Bucky Reddish, Carlton Smith. **Staff Members Present:** Ken Double-President/CE, Mike Bryant-Parliamentarian/Co-Editor *Theatre Organ*, Greg Bellamy-IT Manager. **Guest:** Mary Ann Dilworth.

3. Chairman Dilworth made opening remarks.

4. The minutes of the January 22, 2014 Virtual Board Meeting were accepted as written.

Old Business:

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

(Reports are annotated where necessary.) *All reports will be posted on-line after the minutes of the 2014 ATOS Mid-Year Minutes are approved.*

Officer Reports:

- Chairman of the Board (Dilworth)
- Secretary (Evans)
- Treasurer: (Hutcherson)
 - Mike Hutcherson explained the CPA Financial Review. ATOS is required to have a CPA perform a financial review every three years. In the interim two years a “Good Faith Financial Review” is held. The review staff consists of the Treasurer, a Board Member and two ATOS members at large. The results of the CPA review can be seen in the attached reports.
 - Mr. Hutcherson also offered a current status report via a balance sheet. (Balance sheet may be viewed as last page of these minutes.)

Committee/Task Force Reports:

- Budget Committee (Ledwon)
- Membership Secretary (Parker)
 - Membership Database Upgrade
 - Mike Bryant gave a presentation on the new ATOS Membership Database Upgrade. Donna Parker explained the new upgrade to the ATOS Membership Database. The new database, developed in conjunction with Mike Bryant will enable the Membership Secretary to access information in a much more efficient manner and to keep records up to date.
 - Current membership: 2428
 - *Donna again urges chapters to be diligent in filling out the ASCAP reports for their presentations. These reports can be found on the ATOS Web Page.*
- Publisher (Parker)
- Archive and Library (Wance)
- Awards and Recognition (Moelmann)
- Bylaws and Policies (Eddington)
- Chapter Census (Phipps)

- Contract Administrator (Eddington)
- Convention Planning Coordinator (Kinerk)
- Endowment Fund (Needler)
- Update on unused grant funds. Pam Hudson from Atlanta is researching unused grants. Ten grants have been tracked down. In the future any unused grant monies will be added to the amount available for ATOS Endowment Fund Grants
- DVD Initiative Task Force (Phipps, Evans)
- President/CE (Double)
 - Travel
 - Strategic Planning
 - Fundraising (Includes request for funding to complete new fundraising brochure)
 - Convention CD (Includes discussion of the problems with the Atlanta Convention CD. The Atlanta Convention CD did not come out as expected. Purchasers complained of clipped audio, limited frequency range, and mis-labeling of selections.
 - Mr. Double noted that the policy going forward would be to use professional recording engineers to record and master the convention CD sets. He also stated that the release date for the CD will be later than the current October 1 date and that we get a definitive list of selections and composers from the performing artists. Also under consideration will be a possible change in contracts with artists.

Motion: (Eddington, Evans) that ATOS expend not more than \$2500 to re-master and reproduce the Convention CD sets. (Carried: Unanimous)

- Historian (Moelmann) Jack Moelmann requests that any information of a historical nature be sent to him for archival.
- Marketplace (Vastine)
- Summer Youth Adventure (Nordwall)
- Technical Experience (Smith)
(See advertisement for 2014 event in attachments.)

Motion: (Eddington, Evans) to approve the contract for the hotel for the 2014 ATOS Summer Youth Adventure. (Marriott Residence Inn-August 2-8, 2014-Rate: \$127 per night) (Carried: Unanimous)

- Technical Experience (Smith)
- Young Theatre Organist Competition (Ledwon)
 - No official entrants as of yet. Dan Minervini knows of at least two who are entering the competition. The actual number of entrants will be known after the application deadline of April 1, 2014.
- Youth Representative (Minervini)
- IT Manager (Bellamy)
 - Greg Bellamy gave an update on web site progress.
 - Web site machinery is very stable. All data is backed up.
 - Web site should be the authoritative source for information. This is our target goal.
 - Currently the presentation to the public is largely unappealing and navigation is difficult. The web site needs a graphic revamp.
 - Greg recommended that a small group be engaged to work with Danielle Stark (graphic designer) to prescribe a new look for the web site.

Motion: (Dilworth, Reddish) to accept all written reports. (Carried: Unanimous)

New Business:

6. Appointment of interim Vice Chairman of the Board.

This person will serve until the ATOS Annual Meeting in July.)

- The Board met in executive session to discuss two issues.
- Jack Moelmann was appointed as Vice Chairman to serve until the 2014 ATOS Annual Meeting in July.
- The Board reconvened in general session, the Chairman announced for the record:
 - Jack Moelmann will serve as interim Vice Chairman (replacing Larry Fenner) until the 2014 Annual Meeting.
 - Bill Coale will be asked to present a pre-retreat training session to the Board during the ATOS Annual Convention.
 -

Motion: (Smith, Evans) to approve the hotel contract for the 2014 ATOS Technical Experience. (Comfort Inn East, Indianapolis, Indiana; Rate: \$79 per night) (Carried: Unanimous)

7. Set Dates for Date(s) of 2014 ATOS Annual Meeting, Annual Board, Convention Membership Meeting, Member's Forum, and next Virtual Board Meeting (Board, Convention Committee)

- ATOS Annual Board Meeting-Thursday, July 3, 2014-8:30 a.m.
- ATOS Annual Membership Meeting-Saturday, July 5, 2014 8:30 a.m.
- ATOS Member's Forum-Saturday, July 5, 2014-9:30 a.m.
- Next ATOS Virtual Board Meeting-Wednesday, April 9, 2014-9:00 p.m. E.D.T.

8. Discussion of Possible Board Retreat: (Board, Double)

- Chairman Bob Dilworth distributed a short survey asking each Board member to state what he thought the current problems of ATOS and what each thought the future of ATOS might be.
- Ken Double cited the recent experience the Organ Historical Society. The OHS found themselves facing declining membership, stagnant activity and a myriad of other problems.
- Bob Dilworth, Ken Double, and John Ledwon interviewed three of the OHS Councilors. They were highly impressed with the reports of the work done by Dr. William Weary who ran a three-day workshop for the OHS.
- The Board then convened in executive session to discuss the concept of an ATOS Board Retreat.
- When the Board reconvened in general session, the Chairman announced for the record that Ken Double would seek a proposal for a retreat from Dr. William Weary.

Good of the Order:

Chairman Bob Dilworth polled each Board and Staff member for any further comments or concerns.

The meeting adjourned at 5:32 p.m.

/s/ Bob Evans-Secretary

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

12:56 AM
02/19/14
Cash Basis

American Theatre Organ Society NEW
Balance Sheet
As of January 31, 2014

	Jan 31, 14
ASSETS	
Current Assets	
Checking/Savings	
BNG Checking Account	91,157.62
BNG Endowment Grants	23,592.68
BNG Endowment Money Market	9,087.02
BNG George Wright Money Market	8,393.13
BNG Reserve Money Market	5,038.02
Endowment Loans	15,000.00
Synovus Endowment	
Endowment Investment Account	1,136,753.41
Endowment Unrealized Gain/Loss	62,481.58
Total Synovus Endowment	1,199,234.99
Synovus GW	
George Wright Fund	46,000.00
George Wright Unrealized G/L	0.92
Total Synovus GW	46,000.92
Synovus Reserve Account	
Reserve Investment Account	520,781.38
Reserve Unrealized Gain/Loss	17,945.50
Total Synovus Reserve Account	538,726.88
Total Checking/Savings	1,936,231.26
Total Current Assets	1,936,231.26
Fixed Assets	
Fixed Assets	
Accumulated Depreciation	-2,292.76
Fixed Assets - Other	3,467.56
Total Fixed Assets	1,174.80
Total Fixed Assets	1,174.80
Other Assets	
MarketPlace Inventory	500.00
Total Other Assets	500.00
TOTAL ASSETS	1,937,906.06
LIABILITIES & EQUITY	
Equity	
Restricted Net Assets	982,875.00
Unrestricted Net Assets	991,264.56
Net Income	-36,233.50
Total Equity	1,937,906.06
TOTAL LIABILITIES & EQUITY	1,937,906.06

**ATOS 2014 Mid-Year Board of Directors Meeting
List of Attachments for File**

1. 2014 ATOS Mid-Year Meeting Agenda
2. Chairman of the Board Report
3. Secretary's Report
4. Treasurer's Report
5. Budget Committee Report
6. Archive and Library Report
7. Awards and Recognition Committee Report
8. Bylaws and Policies Committee Report
9. Chapter Census Report
10. Contract Administrator's Report
11. Convention Planning Coordinator's Report
12. Endowment Fund Report
13. Endowment Fund Advisor's Report
14. DVD Initiative Report
15. President/CE Reports
 - Travel
 - Strategic Planning
 - Fundraising
 - Convention CD (w/discussion of Atlanta CD problems)
16. Historian's Report
17. Marketplace Report
18. Summer Youth Adventure Report
19. 2014 ATOS Technical Experience Information
20. Young Theatre Organ Competition Report
21. Youth Representative's Report
22. Information Technology Committee Report
23. Balance Sheet as of January 31, 2014
24. CPA Financial Review