

Minutes of the May 2, 2012 ATOS Board of Directors Telephone Conference
Wednesday, May 2, 2012
9:00 p.m. E.D.T.

1. Chairman of the Board COL Mike Hartley called the meeting to order at 9:01 p. m.

2. Secretary Bob Evans called the roll.

Officers Present: COL Mike Hartley-Chairman of the Board, Bob Dilworth-Vice Chairman of the Board, Bob Evans-Secretary, Mike Hutcherson-Treasurer. **Board Members Present:** John Ledwon, Allen Miller, Jack Moelmann, Tim Needler, Donna Parker, Don Phipps, Larry Fenner- (Board Member Elect) Nathan Avakian-**Youth Representative to the Board. Board Member Excused:** Bucky Reddish. **Staff Members Present:** Ken Double-Present/Chief Executive, Mike Kinerk-Convention Planning Coordinator, Mike Bryant-Co-Editor Theatre Organ, Don Feely-Co-Editor Theatre Organ, Rob Vastine-ATOS Marketplace Coordinator. **Staff Member Excused:** Jim Merry.

3. Chairman Hartley declared a quorum.

4. The minutes of the ATOS Mid-Year Board Meeting (February 11, 2012) were accepted.

Old Business:

5. Reports and Updates:

ATOS Treasurer's Report: (Hutcherson)

American Theatre Organ Society

Statement of Financial Position

April 30, 2012

<u>8/1/11 to 4/30/12 Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenue	\$290,625.03	\$193,214.94
Expenses	290,625.03	230,667.24
TOTAL		(\$ 37,452.30)

Unrestricted Funds:

Checkbook Balance	\$ 69,651.10
Reserve	412,239.12 *
Total Unrestricted Funds	\$ 481,890.22

Restricted Funds

Endowment Fund	\$ 1,000,767.71 *
George Wright Fund	58,422.94 *
Total Restricted Funds	\$1,059,190.65
Total Funds	\$1,541,080.87

- Statement Balances as of 3/31/12. April 30, 2012 not yet available

Other Reports:

- **Vice Chairman:** The Vice Chairman is now keeping an Excel spreadsheet of milestones reached or activities completed by committees, task forces, and Board members. These will include job description changes and updates, task force progress, initiative progress, etc. This progress will be reported at every Board meeting.
- **Executive Secretary:** Jim Merry reports a net loss of 30 members.
March, 2012-3200 members
April, 2012-3170 members
- **Archive and Library:** (Miller, Evans) The Reeve Collection has been placed on five pallets and is ready to ship to Norman, Oklahoma. OU students have done actual cataloging and labeling of material.
The two graduate students that will work with the ATOS Archive and Library are ready to assume duties in September of 2012.
Jack Moelmann is in possession of five file cabinets of ATOS records. These are mostly business records.
Allen Miller has had two inquiries from folks who want to use the Archive and Library. These folks have been referred to Jeremy Wance at the American Organ Institute.
- **ATOS Marketplace:** (Rob Vastine) Rob Vastine, new curator of the ATOS Marketplace, reports that the Marketplace materials are now safely stored in Sherwood, Oregon. No issues arose with the transfer of materials from Pennsylvania to Oregon. Processing of sales seems to be working well. The latest Theatre Organ spurred sales quite a bit especially with the Convention CD. We have sold 37 CD's from the Marketplace and 143 at the Providence Convention. Instructional DVD sales amounted to 25 copies this year to date with a total sale of 290 sets.
- **Publications:** (Parker, Double) Donna Parker, Ken Double, and Michael Fellenzer are working with a consultant to rejuvenate the ATOS Web Site. The site should be working properly by convention time. Cosmetics will be changed after the convention. Right now the focus is on the functionality of the web site.

6. Job Listings: (Double, Parker, Hartley)

- The Membership Secretary Job Description has been posted on-line and in the journal. Three parties have sent resumes.
- IT (Information Technology) job description. This job description has been sent back to committee for revision. A revised IT Job Description should be available shortly and will be posted on-line and in the Journal.
- Grant Writer Job Description will be posted on-line and in the Journal within the next two weeks.

7. Nathan Avakian was appointed to a one-year term as Youth Representative to the Board by unanimous consent. (E-mail vote)

8. A motion to confirm the change in Endowment Fund Grant rules was tabled pending new language for the motion.

9. Job Descriptions: (Hartley) Revised Job Descriptions (if applicable) are due by June 1, 2012 from:

- Appointed Board Members: Chairman of the Board, Vice Chairman of the Board, Secretary, Treasurer, Youth Representative to the Board, and Nominations Committee Chair.

10. The Board was informed that the First State Chapter of ATOS has officially changed its name to The Dickinson Theatre Organ Society Chapter of ATOS.

11. Chairman Hartley will revise the “Board Expectation Document” and present it during the 2012 Annual Meeting. This document sets a baseline for accountability for Board Members and ATOS committee members.

12. Chairman Hartley presented a draft Board of Directors Mission Statement. (below)

It shall be the duty of each member of the board of directors (elected and appointed) to accept full fiduciary responsibility for the governance and operations of the American Theatre Organ Society in accordance with all established bylaws, policies, and job descriptions.

Motion: (Needler, Dilworth) to accept the ATOS Board of Directors Mission Statement as presented (Carried: Unanimous)

13. Task Force Committee Structure Study (Double)

A task consisting of Ken Double, John Ledwon, Bob Evans, Doug Powers, Vern Bickel, and Bill Coale has been charged with reviewing the current ATOS Committee Structure to examine the feasibility of restructuring some committees, eliminating some committees, or combining some committees. The task force is working under the general direction of Doug Powers. The task force will present its recommendation(s) at the ATOS Annual Meeting.

14. Convention Update: (Kinerk)

- Registration is underway for the 2012 ATOS Annual Convention to be held in Southern California.
- The Crystal Cathedral visit has been replaced by a concert at the Congregational Church in Los Angeles. Refunds are available to those who request them. (This is a pre-convention event.)
- The Budget has been approved for the 2013 ATOS Annual Convention in Atlanta, Georgia.
- The 2014 ATOS Annual Convention will be held in Indianapolis, Indiana.
- Several chapters have expressed an interest in hosting the 2015 ATOS Annual Convention.

Motion: (Moelmann, Miller) To approve a postcard printing and mailing to U.S. members advertising the convention and extending the “Early Bird Rate” to June 1, 2012 at a cost not to exceed \$1500. (Carried: Unanimous)

15. Election Update: (Evans, Hartley) The Secretary expects to receive the total number of votes cast, number of votes disqualified, etc. in the near future.

16. ATOS Roundtable: (Double) An ATOS Roundtable will meet in Philadelphia on the weekend of September 29-30, 2012. The purpose of this event is to bring together leadership of the Northeast area chapters for the purposes of sharing ideas. Part of the event will feature a keynote speaker from a very successful venue featuring a theatre pipe organ. Details will be presented in an upcoming issue of *Theatre Organ* and will be featured on the ATOS web site.

Good of the Order:

- John Ledwon informed the Board that six young people entered the Young Theatre Organist Competition. Three have been chosen as finalists and will be featured at the Annual Convention.
- Mike Hutcherson reminded Board members that he would be requesting budget items by the end of May.
- COL Hartley polled the Board members to see if anyone had anything else to add.
- Mike Bryant told the Board that he would have additional information regarding the web site for the Board to look at by the end of the week.

Chairman Hartley declared the meeting adjourned at 10:10 p.m.

/s/ Bob Evans, Secretary

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