

Agenda: 2014 ATOS Annual Board Meeting

Date & Time:	Thursday, July 3, 2014 8:30 a.m. E.D.T.
Location:	Downtown Hyatt Regency Hotel, Indianapolis Indiana
Facilitator:	Bob Dilworth, ATOS Chairman of the Board
Invitees:	Bob Dilworth, Bob Evans, Mike Hutcherson, Michael Fellenzer, John Ledwon, Dan Minervini, Jack Moelmann, Don Phipps, Bucky Reddish, Carlton Smith, Denise Anderson, Donnie Rankin, Ken Double, Donna Parker, Mike Bryant, Don Feely, Greg Bellamy, Mike Kinerk (and any other interested staff or ATOS members)

Agenda Items to Be Discussed:

Opening Remarks and Call to Order: Chairman Bob Dilworth

Agenda

Discussion Topics	Desired Outcome/Decision	Responsibility	Time
1. Roll Call and Introduction of Guests:		Secretary, C.O.B., Pres/CE	5 min
2. Acceptance of Minutes	Review & acceptance of June 3 and June 16 minutes.	Board	5 min
3. STANDING BUSINESS	Reports from Committees, Staff Members, Task Force(s)	Board	<i>35 min</i>
<ul style="list-style-type: none"> • Officer Reports 	<ul style="list-style-type: none"> • Chairman of the Board • Vice Chairman of the Board • Secretary (Includes ratification of e-mail votes) • Treasurer (See Below) 		15 min
<ul style="list-style-type: none"> • Treasurer Report 	Revenue/Expense Statement	Mike Hutcherson	15 min
<ul style="list-style-type: none"> • Membership Report 	Current Membership Status	Donna Parker	5 min
<ul style="list-style-type: none"> • Committee Reports: 	<p>As specified in the Mid-Year Telephone Conference we will not go over each report individually. If a Board member has a question or comment about a report please contact the chair of that committee/task force or the officer giving the report.</p> <ul style="list-style-type: none"> a. Theatre Organ Library at OU: (Wance) b. Awards and Recognition: (Moelmann) c. Convention Planning Coordinator: (Kinerk) d. Summer Youth Adventure: (Nordwall) e. Young Theatre Organist Competition: (Ledwon) <p><i>Motion Moelmann: (see end of agenda)</i></p> <ul style="list-style-type: none"> f. Technical: (Smith, Phipps) <ul style="list-style-type: none"> ▪ ATOS Technical Experience: (Smith) ▪ Restoration and Preservation: (Smith) ▪ Technical Consultation Program: (Smith) ▪ David L. Junchen Scholarship: (Smith) ▪ Award for Technical Excellence: (Smith) ▪ Theatre Organ Registry: (Smith) ▪ ATOS Technical DVD Initiative: (Phipps, Evans) g. Awards for Conventions <ul style="list-style-type: none"> ▪ George Wright Memorial Fellowship: (Ledwon) h. Bylaws and Policies: (Eddington) i. Strategic Planning: (Double) <p style="text-align: center;">* Update</p>		35 min

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	<p>k. Endowment Fund: (Needler, Reddish)</p> <ul style="list-style-type: none"> ▪ Endowment Fund Overview and Status <p>l. Elections/Nominations: (Coale)</p> <p>m. Publications: (Parker, Bryant, Feely)</p> <ul style="list-style-type: none"> ▪ Theatre Organ Journal: (Parker, Bryant, Feely) ▪ ATOS Web Site: (Bellamy, Double) <p>n. Organist Scholarships: (Smith)</p> <p><u>Motion: _____ to approve scholarships to be awarded.</u></p> <p>o. Chapter Relations: (Phipps)</p> <p>p. Public Relations: (Double)</p> <p>q. Youth Initiatives:</p> <ul style="list-style-type: none"> ▪ Social Media Update (Minervini) ▪ Theatre Organ Student of the Year: (Minervini) ▪ Youth Silent Film Festival: (Double) <p>r. ATOS Marketplace: (Vastine)</p> <p>s. IT Manager: (Bellamy)</p> <p>t. Contract Administrator: (Eddington)</p> <p>u. President/CE Reports: (Double)</p> <ul style="list-style-type: none"> ▪ Fundraising ▪ Convention CD ▪ Theatre Organ Radio ▪ President/CE Financial Report ▪ “Step Up Your Playing” Proposal (See motion at end of agenda.) 		
4. New Business			
<ul style="list-style-type: none"> • Recognition of Outgoing Board Member 	<ul style="list-style-type: none"> • The Board will recognize outgoing Board member Bucky Reddish and for his service to ATOS 	Chairman of the Board/Board	5 min
<ul style="list-style-type: none"> • Seat New and Returning Board Members 	<ul style="list-style-type: none"> • Denise Andersen and Donnie Rankin will be seated as new ATOS Board Members. John Ledwon and Don Phipps will be seated as returning Board Members. 	Chairman of the Board/Board	5 min
<ul style="list-style-type: none"> • Appointment of Officers for 2014 - 2015 Term 	<p><i>*Although legally allowed to vote in this process, officers seeking reappointment are respectfully requested to excuse themselves from the deliberations and abstain from voting. The Chair of the Elected Directors Group Chair reports to the Board and Staff present.</i></p>	Board Member to act as chair of the Elected Directors Group for the appointment process. This committee will meet in executive session.	10 min
<ul style="list-style-type: none"> • Endowment Fund 	<ul style="list-style-type: none"> • Appoint the 2014 -2015 Endowment Fund Board of Trustees. <p><u>Motion: _____ to approve appointments to the 2014-2015 Endowment Fund Board of Trustees.</u></p> <ul style="list-style-type: none"> • Approve the 2014-15 Endowment Fund Grants. 	Board	5 min
<ul style="list-style-type: none"> • Nominations and Elections 	<ul style="list-style-type: none"> • Appoint the Nominating Committee Chair and members for 2014 -2015. <p><u>Motion: _____ to approve</u></p>	Board	5 min

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	<p><i>the Nominating Committee Chair and members for 2014 - 2015.</i></p> <ul style="list-style-type: none"> • Appoint the Election Teller(s) for 2014 -2015. <p>Motion: _____, _____ to approve the Election Teller(s) for 2014 -2015.</p>		
<ul style="list-style-type: none"> • Convention Handbook Revision 	<ul style="list-style-type: none"> • Revise Convention Handbook according to financial responsibility 	Dilworth, Kinerk	10 min
<ul style="list-style-type: none"> • ATOS Retreat 	<ul style="list-style-type: none"> • Discuss execution of the ATOS September retreat • Recision of e-mail vote on letter of agreement with Dr. Weary. 	Dilworth, Double	20 min
<ul style="list-style-type: none"> • Budget Review and Approval 	<ul style="list-style-type: none"> • Consider and approve the recommendation of the Budget Committee. <p>Motion: _____, _____ to approve the recommendation of the Budget Committee for the ATOS 2014 -2015 Annual Budget.</p>	John Ledwon	120 min
<ul style="list-style-type: none"> • Contract Administration 	<ul style="list-style-type: none"> • Consider and approve contracts for: President/CE, Information Technology Manager, Membership Secretary 	Eddington	15 min
<ul style="list-style-type: none"> • Appointment of Executive Committee 	<ul style="list-style-type: none"> • Appointment of the ATOS Executive Committee for 2014-2015. 	Bob Dilworth	10 min
<ul style="list-style-type: none"> • Schedule Next Virtual Board Meeting 	<ul style="list-style-type: none"> • The next ATOS Virtual Board Meeting will be held on Tuesday, September 9, 2014 @ 9:00 p.m. E.D.T. 	Bob Dilworth	5 min.

Assignee	Action Item	Due Date	Status/Comment

SEE MOTIONS ON NEXT PAGE.

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Motion: (Moelmann, Phipps) The annual revenue from the George Wright Memorial Fellowship (GWMF) shall first be used to help fund the travel and lodging for the finalists of the Young Theatre Organist Competition to attend the annual ATOS convention. Should there be GWMF revenue not used for this purpose, the remaining funds may be used to help a young ATOS member between the ages of 15-24 to attend either their first participation at the annual convention, the Technical Experience, or the Summer Youth Adventure in the order or priority listed above.

Motion: (Evans, _____) to approve the “Step Up Your Playing” adult teaching event as a ATOS program for outreach to our adult players with the proviso that this program will be executed annually on a break-even or revenue-generating basis, creating no cost to ATOS, with tuition or donations providing sufficient funding to cover expenses or that year’s event shall be cancelled.