

ATOS ANNUAL COMMITTEE/OFFICER ACTIVITY REPORT

Name of Activity: Information Technology (IT) Manager
Committee Chair/Officer Name: Greg Bellamy
Date of Report: June 14th, 2013 (Annual Report)

1. Actions completed since the 2012 Annual Meeting:

- Completed Around the Circuit event system for collecting events, formatting for Journal, and displaying on website.**
- Added automatic display of upcoming events to organ and to chapter pages. Revised all submission forms to simplify.**
- Implemented new server for ATOS Radio that delivers reliable service with no cost increase.**
- Stabilized atos.org website server, updated all functional components; created backup copies of all data; reduced server cost by \$40/month.**
- Enabled organ pages of the online Theatre Organ locator to hold pictures of venues and organs as well as a description of the instrument. (See Senate Theatre Detroit MI or State Theatre Sydney Australia.)**
- Added rotating display of all organs with photos on file to website front page (per J. Molemann request to make purpose of ATOS more evident on that page.)**
- Repaired dozens of broken links and missing images on website.**
- Added sitemap to atos.org website to improve search results from Google and other search engines.**
- Added or updated over 150 organs in the online Theatre Organ Locator.**
- Enabled authorized board and staff to edit their own web content pages, for example, the Summer Youth Adventure committee chair can now update the SYA pages without need for IT Manager intervention.**

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

- Created on-line membership renewal system to accept credit cards in compliance with legal requirements (PCI rules). (Anticipated to be operational at time of 2013 convention.)**
- Creation of demonstration project for new ATOS Marketplace.**
- Technology review of all ATOS systems.**
- Update by Mike Bryant of ATOS Membership Database (review level only). Anticipated to be operational shortly.**
- Creation of online system for posting all board and staff reports to members.**

3. Goals to be reached by the 2014 Annual Meeting: (Please bullet goals.)

- Migrate ATOS Marketplace to online shopping cart to increase sales and make updates easier for Marketplace Manager**
- Reorganization of all menus on ATOS website. The current navigation is very messy and confusing.**
- Migrate website structure to latest version of Drupal software with no downtime**
- Establish best practices for storage of all electronic files for ATOS to make sure no data or knowledge is lost as staff, committee, or board members come and go.**
- Develop plan for website graphic redesign**
- Implement social media features on website.**

4. Amount budgeted for your committee: --please consult with Treasurer--

Amount expended by your committee: --please consult with Treasurer--

5. Comments:

It continues to be a joy working with old and new friends at ATOS. Much of my work has been stabilizing the webserver. With that mostly done, I look forward to focusing on website improvements as well as improvements to other IT challenges such as membership.

I'm quite pleased with the behind-the-scenes progress of the website. The organization of the site needs to be reworked to better send our message to site visitors. Please share with me any of your thoughts on this organization. Site visitors must easily find out who we are, what theatre organs are, what we are doing to preserve and support the instruments, and how they can join or support.