

## ATOS ANNUAL COMMITTEE/OFFICER ACTIVITY REPORT FORM (2014)

Name of Activity: **CONTRACT ADMINISTRATION**  
(Please fill out separate form for each activity.)

Committee Chair/Officer Name: **R. Jelani Eddington (Contract Administrator)**

Date of Report: **June 18, 2014**

### 1. Actions completed since the mid-year meeting: (Please bullet actions completed.)

- Prepared, revised, and/or reviewed paid staff contracts for positions of President/CE, Membership Secretary, Journal Editor, IT Manager, and Graphic Designer. (See discussion items below under #5)
- Prepared a letter of agreement to be signed by Dr. William Weary regarding the ATOS Retreat.
- Prepared a contract between ATOS and the Dickinson Theatre Organ Society regarding the hosting of the ATOS retreat.

### 2. Actions begun but incomplete since the mid-year meeting: (Please bullet actions begun.)

- Ongoing process of providing legal advice to the Board regarding contract issues affecting ATOS.

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

- Finalization of contracts for 2014 Summer Youth Adventure.

4. Amount budgeted for your committee: **\$0.00**. Amount expended by your committee: **\$0.00**

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

### **Important Discussion Item**

During recent discussions regarding the proposed budget for next year it has been suggested that some or all paid staff positions will be asked to take a reduction in compensation. I will therefore not be able to complete the contracts until after a final decision is made regarding compensation for each contract scheduled for review. It will be important to decide which position(s) will be asked to take a reduction and whether a reduction will be offset in any way by a performance incentive.

### **Specific Contract Items**

A copy of each of the draft contracts will be provided under separate cover for review. A brief summary of the contracts follows:

**President/CE (Double)** – 1 year (September 1, 2014 – August 31, 2015). Reports to the board. Compensation TBD.

**Membership Secretary (Parker)** – 1 year (September 1, 2014 – August 31, 2015). Reports to the President/CE. Compensation TBD.

**IT Manager (Bellamy)**. 1 year (September 1, 2014 – August 31, 2015). Reports to the President/CE. Compensation TBD.

**Journal Editor (Bryant)**. 2 years (July 1, 2013 – June 30, 2015). Not scheduled for renewal this year.

**Journal Editor (Feely)**. 2 years (July 1, 2013 – June 30, 2015). Not scheduled for renewal this year.

**Graphic Designer (Stark)**. 2 years (July 1, 2013 – June 30, 2015 / 12 issues from September/October 2013 through July/August 2015). Not scheduled for renewal this year.

### **NYTOS Promissory Note**

As the board is aware, the New York Theatre Organ Society ("NYTOS") is a party to a promissory note and security agreement with ATOS under which NYTOS borrowed \$15,000 from the ATOS Endowment Fund. The original 18-month agreement, executed in July 2011, was extended for an additional 18 months in February 2013. NYTOS's obligation to ATOS under the promissory note will be due on August 1, 2014. The purpose of the loan was to provide financing to NYTOS for the installation of the Robert Morton pipe organ in the Loew's Kings theatre in Brooklyn, New York. I recommend that the Chairman and/or the President & CE contact NYTOS to confirm that NYTOS will remit the balance due on or before the maturity date.

### **6. Motions:**

Following a review of the contract drafts, I will move that the staff contracts above be approved subject to any appropriate modifications.