

ATOS COMMITTEE/TASK FORCE/OFFICER ACTIVITY REPORT FORM MID-YEAR MEETING (2013)

Name of Activity: Information Technology (IT) Manager

Committee Chair/Task Force Chair/Officer Name: Greg Bellamy

Date of Report: January 20, 2013

1. Actions completed since the 2012 Annual Meeting:

- Around-the-Circuit (ATC):** reviewed status of ATC, developed action plan towards implementation, redesigned data scheme, tested site, and put into service.
- Webserver Stabilization:** With subcontractor, upgraded server and website to current security and reliability standards.
- Repaired ATOS on-line membership form.**
- Resolved email issues for Donna Parker that were preventing her use of atos.org address**
- Reviewed Collected passwords and established access to webserver and email servers**
- Update website content send by staff** (Marketplace, Membership, Young Organists...)

2. Actions begun but incomplete since the 2012 Annual Meeting:

- Technology Review:** Phone conferences with ATOS staff to assess where IT Manager position can support ATOS operating efficiency.
- Website Update:** Review current website infrastructure and determine if current site can be reworked to meet design and functional needs of ATOS. Make recommendations for repairs, replacement, and updates necessary to satisfy needs. Establish budget for this effort.
- Getting 'up to speed' on website challenges.**

3. Goals to be reached by the 2013 Annual Meeting:

- Marketplace:** Implement modern on-line purchasing of items from ATOS store including on-line credit card acceptance in to comply with bank rules and privacy laws.
- Theatre Organ Locator:** update all organs on website, add additional fields to store more rich information on theatre organ installations.
- Website Content:** Remove dated content. Enable staff to post current information more easily. (For example, a new system allowing Secretary to post minutes of meetings without IT assistance.
- Review and Revise Budget:** Review IT expenditures. Develop new budget. Find efficiencies.

4. Amount budgeted for your committee: (budget not yet shared with IT Manager)

5. Comments:

I have been having a great time getting immersed in the world of theatre organ again, and I look forward to being able to work with ATOS staff and officers by making their technological life easier, and to rehabilitate the atos.org website to better spread information about theatre organs worldwide.

The website is hosted with Amazon Web Services, a first-class service provider. The website was constructed with Drupal, a very powerful content management system. The website problems that have been being experienced are not failures of technology or software. The delay in getting ATC (Around The Circuit) working was not a technology problem. It was a management problem. In the last 45 days, I've made great strides in eliminating obvious website problems. Once these problems are fully addressed, we can establish a plan for the future of the website. I look forward to supporting ATOS in this effort.

The next major efforts for me as IT Manager will be:

- 1) Meetings w/ board and staff to determine IT needs, and how I can support.
- 2) Working with the President to develop a IT and website plan
- 3) Implementation of the Marketplace functionality using shopping carts and modern methods.
- 4) Adding ability for all staff to post their own content to the website easily and without need for technical assistance.
- 5) Make recommendations for webserver and website updates.
- 6) Develop plan for website graphic redesign.

Thank you.