

ATOS ANNUAL COMMITTEE/OFFICER ACTIVITY REPORT FORM (2013)

Name of Activity: Secretary  
(Please fill out separate form for each activity.)

Committee Chair/Officer Name: Bob Evans

Date of Report: May 28, 2013

1. Actions completed since the 2012 Annual Meeting: (Please bullet actions completed.)

- Recorded minutes for all ATOS meetings and telephone conferences.
- Worked on preparing an evaluation document for the President/CE (with Doug Powers, Bill Coale, and Bob Dilworth)
- Assisted Don Phipps with the DVD Instructional Video Project.
- Continued work on digitizing documents.
- Replied to requests for information when needed.

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

- Digitizing of all pertinent ATOS documents.
- Continue work on DVD Instructional Initiative.
- Working with Greg Bellamy to perfect a method for the ATOS Secretary to post minutes, reports, and other pertinent information on the ATOS web site.

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

- Finish digitizing documents
- Perfect method to post documents on web site. (with Greg Bellamy's expert guidance and skill)

4. Amount budgeted for your committee: \$500

Amount expended by your committee: \$490 (scanner)

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

- Digitizing is going slower than anticipated.
- Looking for a "friendly format" for digitized documents.

