

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

Name of Activity: Secretary

(Please fill out separate form for each activity.)

Committee Chair/Officer Name: Bob Evans

Date of Report: June 17, 2014

1. Actions completed since the 2013 Annual Meeting: (Please bullet actions completed.)

- Recorded minutes of all meetings.
- Distributed announcements and conducted e-mail votes when necessary.
- Assisted in the creation of meeting agendas.
- Assisted with the ATOS Instructional Video Project.
- Assisted the Chapter Liaison Chair with the chartering of three new chapters.

2. Actions begun but incomplete since the 2013 Annual Meeting: (Please bullet actions begun.)

- Digitizing ATOS records.
- Sent some historical records to the ATOS Historian.
- Chapter Uniform Chapter Charter Agreements to be digitized and paper copies sent to the ATOS Historian.

3. Goals to be reached by the 2015 Annual Meeting: (Please bullet goals.)

- Finish Digitizing ATOS Uniform Chapter Charter Agreements.

4. Amount budgeted for your committee: \$100

Amount expended by your committee: \$ 0

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

6. Two or three sentence summary of your actions. These will be included with your report and published in the minutes that appear on line.

Slow but steady progress is being made in the digitizing of ATOS records. At some time in the near future all ATOS records will be kept digitally. This, of course, excludes legal papers such as contracts although digital copies of such will also be on file.