

ATOS MID-YEAR COMMITTEE/OFFICER ACTIVITY REPORT FORM (2014)

Name of Activity: Secretary

(Please fill out separate form for each activity.)

Committee Chair/Officer Name: N.A.

Date of Report: February 6, 2014

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

- Recorded and produced minutes of ATOS Board Meetings
- Posted Board meetings (virtual and in-person) on ATOS web page.
- Assisted in creation of Board meeting agendas.
- Assisted in DVD Technical Series project.
- Assisted multiple members in obtaining information requested.
- Conducted e-mail votes when necessary.

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

- Continue work on DVD series.

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

- Update list of chapter presidents and secretaries.
- Continue digitization of documents.

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.)