

**Minutes of the ATOS Board of Directors Virtual Board Meeting  
Monday, September 9, 2013  
9:00 p.m. E.D.T.**

**1. Chairman of the Board Bob Dilworth called the meeting to order at 9:03 p.m. E.D.T.**

**2. Secretary Bob Evans called the roll:**

**Officers Present:** Bob Dilworth-Chairman of the Board, Larry Fenner-Vice Chairman of the Board  
Bob Evans-Secretary, Mike Hutcherson-Treasurer. **Board Members Present:** Jelani Eddington, John  
Ledwon, Michael Fellenzer, Dan Minervini (Youth Representative) Jack Moelmann, Don Phipps, Bucky  
Reddish, Carlton Smith. **Staff Present:** Ken Double-President/CE, Donna Parker-Membership  
Secretary, Mike Kinerk-Convention Planning Coordinator, Mike Bryant-Co-Editor *Theatre Organ*,  
Gregg Bellamy-IT Manager.

**3. The minutes of the ATOS 2013 Annual Board Meeting were accepted as amended.**

**Standing Business:**

**4. Officer Reports:**

- Chairman of the Board (Dilworth)-Nothing to Report
- Vice Chairman of the Board (Fenner)-Nothing to Report
- Secretary (Evans)-Nothing to Report
- Treasurer: (Hutcherson)
  - The ATOS Fiscal Year ended on July 31, 2013.
  - We are in a positive position because of donations.
  - In the future more information will be included in the budget.
  - The financial review with the CPA will take place during the month of October.

**American Theatre Organ Society  
Statement of Financial Position  
September 6, 2013**

Unrestricted Funds / Assets:	
Operating Account	\$ 130,464.93
Reserve	533,584.76
<b>Total Unrestricted Funds</b>	<b>\$ 664,049.69</b>
Restricted Funds / Assets:	
Endowment Fund	\$ 1,207,575.79
Endowment Grant Fund	8,745.58 *
Endowment Loan (NYTOS)	15,000.00
George Wright Fund	53,328.77
<b>Total Restricted Funds</b>	<b>\$ 1,284,650.14</b>
<b>Total Funds</b>	<b>\$ 1,948,699.83</b>

\* Endowment Grants Awarded But Not Yet Paid

Budget vs. Actual not available.

## 5. Committee, Staff, Task Force Reports:

- President/CE Report: (Double)
  - Learned much from producing the LA Convention CD. The Atlanta Convention CD should ship during October.
  - ATOS Radio: Fewer complaints of “drop-outs”.
  - Fundraising: Fundraising efforts continue. Possibilities of major donations in the near future.
- Young Organist Competition: (Ledwon)-Nothing to report.
  - Dan Minervini asked if money would be available to bring non-performers to the convention.
  - Discussion took place regarding the distribution of interest from the George Wright Memorial Fund.
  - Ken Double suggested that the motion (2013 Annual Meeting) to re-direct the interest from the George Wright Memorial Fund to the Young Theatre Organist Competition did not allow for bringing non-performers to the convention.
  - Chairman Dilworth asked that John Ledwon, Dan Minervini, and Jack Moelmann create a workable clarification of the situation.
- Membership Secretary’s Report: (Parker)
  - Last mailing (number of journals mailed): 2539 While this is not an exact count of members it is a close approximation.
  - Mike Bryant indicated that some who have family memberships request only one journal. The number of journals is an *indication* of membership numbers.
  - Donna Parker noted that the level of donation is rising including those from new memberships.
  - Donna stated that ATOS should have a full set of journals in its possession. A recent research inquiry pointed out the need for a complete set of journals. Any reader who has a complete set of journals to donate to ATOS please contact Donna Parker.
- ATOS Technical Experience Preliminary Report:
  - Carlton Smith reported that the Technical Experience was a positive event.
  - Jack Moelmann complimented Carlton on a very thorough and timely report of the event.
- Historian Report: (Moelmann)
  - Jack Moelmann is in possession of a charm bracelet that was given by George Wright to his mother. After George’s and his mother’s passing the bracelet was given to a close friend. This close friend donated the bracelet to the ATOS Archive and Library. The bracelet has considerable value. Jack recommended that the bracelet be returned to the family friend. The board concurred with his recommendation. Jack will contact the person to make arrangements for the bracelets return.
  - Jack and Jelani Eddington were charged with creating an ATOS Document Retention Policy. (See under “New Business”)
  - Jack Moelmann requested permission to purchase a shredder with which to dispose of discarded business documents.

**Motion: (Eddington, Moelmann) To allow Jack Moelmann to expend up to \$175 to purchase a shredder to use in his capacity as ATOS Historian. (Carried: Unanimous)**

- IT Manager's Report: (Bellamy)
  - Now running an on-line credit system. Any payments go directly to the bank by deposit. Donna Parker received a notification.
  - Averaging about ten new and renewed memberships per week on line.
  - Next initiative is to move the ATOS Marketplace to on-line payments.
  - Making slow by steady progress in the revamping of the ATOS web site.
- Convention Planning Coordinator: (Kinerk)
  - Working closely with the Indianapolis Convention Committee on budget.
  - Waiting to see on Salt Lake City for 2016.
  - Tampa and Sarasota have expressed interest in hosting a convention.
  - Waiting for a report from Dickinson Theatre Organ Society on 2015 convention.
- Bylaws and Policies: (Eddington)
  - (See below under "New Business".)
- ATOS Technical DVD Series: (Phipps)
  - Don Phipps and Bob Evans in contact with Tony Wilson. Tony owns and operated a professional video editing company and has offered to help in the editing of this instructional series.
  - Don and Bob are set for a telephone conference with Tony next week.

#### **5. New Business:**

- Jack Moelmann and Jelani Eddington were asked to create an ATOS Document Retention Policy. (The memo concerning the policy is attached.)

**Motion: (Moelmann, Eddington) That the ATOS Document Retention Policy, as presented in the September 4, 2013 memo of the Bylaws and Policies Committee be enacted as Policy # 26. (Carried: Unanimous)**

- Board Survey: (Evans)
  - Bob Evans stated that one item on the agenda for the next Board Meeting would be consideration of the surveys taken by the Board.
  - Bill Coale will be on hand to discuss the results of the survey.
- Date of Next Virtual Board Meeting:
  - Bob Dilworth suggests December 9, 10, or 16.

#### **6. Good of the Order:**

- Bob Dilworth polled each Board member for any additional comments. There were none.

#### **7. The meeting was adjourned at 10:26 p.m. E.D.T.**

/s/ Bob Evans, Secretary

Please Note: The meeting was conducted using *Robert's Rules of Order-Newly Revised*. Mike Bryant, Parliamentarian

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**REPORT TO THE ATOS BOARD OF DIRECTORS**

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**TO:** Robert Dilworth, Chairman,  
Mr. Bob Evans, Secretary,  
and ATOS Board Of Directors

**FROM:** R. Jelani Eddington, Bylaws & Policies Committee  
Jack Moelmann, ATOS Historian

**DATE:** September 4, 2013

**RE:** ATOS Document Retention Policy

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### **INTRODUCTION & SUMMARY**

During the annual meeting in Atlanta, the board requested that this Committee work with the ATOS Historian to propose a document retention policy. The attached proposal would create a new ATOS Policy ¶ 26 to outline the retention periods for various types of documents. According to the proposal, documents would be retained for the following periods:

- **Corporate Records – Permanent Retention.** (e.g., Articles of Incorporation, Bylaws, UCCA & chapter charter documents, tax-exemption materials, meeting minutes and agendas)
- **Historical Records – Permanent Retention** (e.g., Documents of special historical merit so designated by any board or staff member)
- **Legal Documents – Permanent Retention.** (e.g., contracts, deeds, leases, litigation papers and correspondence)
- **Financial Records – 7 Year Retention.** (e.g., tax returns, audit records, ledgers, accounts)
- **Bank Records – 3 Year Retention** (e.g., cancelled checks, bank statements, stop payment orders)
- **General Correspondence – 3 Year Retention** (e.g., other miscellaneous correspondence not otherwise provided for)
- **Program Files – 3 Year Retention** (e.g., documents relating to various ATOS programs such as the Summer Youth Adventure, Technical Experience, Mentor Program, YTOC, etc.)

The policy also gives the Chairman the authority to declare a “Legal Hold” in the event of reasonably anticipated or threatened litigation. In the event of a Legal Hold, no documents subject to the hold may be destroyed.

### **PROPOSAL**

<p><b><u>MOTION:</u> That the ATOS Document Retention Policy, as presented in the September 4, 2013 memo of the Bylaws &amp; Policies Committee be enacted as Policy ¶ 26.</b></p>
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