

Minutes of the ATOS Virtual Board Meeting
Tuesday, September 9, 2014
9:00 p.m. E.D.T.

1. Chairman of the Board Bob Dilworth called the meeting to order at 9:04 p.m. E.D.T.

2. Secretary Bob Evans called the roll:

Officers Present: Bob Dilworth-Chairman of the Board, Bill Coale-Vice Chairman of the Board, Bob Evans-Secretary, Mike Hutcherson-Treasurer. **Board Members Present:** Denise Andersen, Jelani Eddington, Michael Fellenzer, John Ledwon, Dan Minervini, Jack Moelmann, Don Phipps, Carlton Smith. **Board Member Absent:** Donnie Rankin. **Staff Present:** Ken Double-President/CE, Donna Parker-Membership Secretary, Mike Bryant-Co Editor *Theatre Organ*/Parliamentarian.

3. The minutes of the August 25, 2014 Virtual Board Meeting were accepted.

(Jack Moelmann stated that, in his opinion, special statements do not belong in minutes. Jelani Eddington reminded him that the statements were summaries of what was said during the Board meeting. Jack dropped his objection.)

Standing Business:

4. Officer Reports:

- Chairman of the Board (Dilworth)-Nothing to report
- Vice Chairman of the Board (Coale)-Bill Coale noted his experience at the COS Convention in England. He was highly complimentary toward the event.
- Secretary (Evans)-Nothing to report
- Treasurer (Hutcherson)-The Board will receive a financial statement at the end of the week.

5. Staff, Committee, and Task Force Reports:

- President/CE Report: (Double)
 - Greg Bellamy (IT Manager) has not been paid as he has been working on a web site for the University of Michigan. He should be back to work shortly.
 - John Ledwon said that he has submitted 8-10 updates for youth activities to be posted on the web.
 - Michael Fellenzer commented about our e-mail capabilities through the web site. Ken asked Michael if he has communicated with Greg about a new system for mail. Michael said that communications had started.
 - Retreat Update: Please do not bring a computer to the meeting room during the retreat. Only two computers will be present-Dr. Weary's computer and that of the recording secretary. No preparation is needed for the retreat. Dr. Weary is well prepared for the task at hand.
 - Nominating Committee-Ken has received a suggestion for the chair of the committee. There are still two members of the committee remaining from last year. John Ledwon asked if the candidate for the chair would possibly be running for a seat on the ATOS Board of Directors. If the proposed chair were running it would be a direct conflict of interest. This should be discussed with the proposed chair. John Ledwon suggested two other possible members of the nominating committee. Ken Double will contact these

possible candidates for the nominating committee. If a Board member wishes to suggest a name please send it to Bob Dilworth or Ken.

- Jack Moelmann added that the nominating committee is dissolved after the ballot is created. The board has to approve the chair and members of the committee.
- Membership Secretary Report: (Parker)
- Membership number as of September 9, 2014 is 2,380
- Mike Bryant remarked that this is an increase of 75-80 members over the last three months.
 - During June, July, and August approximately 159 members whose memberships were up did not renew.

6. New Business:

- Donna Parker (Membership Secretary) asked for a clarification of procedure when a member does not renew promptly. We have been sending two issues of *Theatre Organ* to those who have not renewed. After the two issues no more journals are sent. Some have taken advantage of this generosity and waited until they have received their two journals and then they renew. Donna feels that we must tighten up the policy on renewals. Donna will work with Don Phipps (Chapter Relations Chair) and Mike Bryant (Co Editor-*Theatre Organ*) to formulate a reasonable renewal policy and present it to the Board.
 - Michael Fellenzer offered the opinion that we should go back to mailing first and second renewal notices.
 - John Ledwon felt that the current system of notifying people whose membership has elapsed is reasonable and cost-effective. (Currently renewal notices are included in a member's journal delivery.)
 - Denise Andersen asked if all of our renewals require a web address. Donna answered that only the renewals that come through the web site require an e-mail address.
 - Ken Double added that we do not want to dismiss Michael Fellenzer's concern about renewal notices. We are a chapter based organization and need good communication.
 - John Ledwon asked what happened to the e-mail blasts that used to be sent to the membership. John would like to see a blast about the youth activities in ATOS.
 - Michael Fellenzer responded that we have set up an account with "Mail Chimp" that allows a client to send messages to up to 12,000 recipients.

7. Good of the Order: (consideration of any topics not on the formal agenda)

- Chairman of the Board Dilworth asked if any Board member had anything to add.
 - Denise Andersen suggested the following topics for e-mail blasts:
 - Youth Activities
 - ATOS Technical Experience
 - Step up Your Playing (adult event)
 - Jack Moelmann asked if ATOS planned on having a library of hard copy editions of the ATOS journal as well as (eventually) scanned copies.
 - John Ledwon offered to donate his bound set of journals to ATOS. He also offered his complete set of *Console Magazines*.
 - Jelani Eddington noted that Board members often are asked what has gone on with the Board. What happens during Board meetings is public knowledge.
 - John Ledwon agreed but noted that certain people (non Board members) often put a particular "spin" on a subject.

- Ken Double mentioned some items have appeared on the theatre organ mailing list. We have agreed not to conduct ATOS business on-line.
- Bill Coale asked us to remember is that any one person does not speak for the Board. Keep conduct and attitude professional and non-personal.

8. Adjournment

The meeting was adjourned at 10:09 E.D.T.

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

/s/ Bob Evans, Secretary