

**Minutes of the ATOS Board of Directors Telephone Conference**  
**Monday, February 15, 2010**  
**8:00 p.m. E.S.T.**

**1. Chairman of the Board Hartley called the meeting to order at 8:00 p.m. E.S.T.**

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

**Officers Present:** Mike Hartley-Chairman of the Board, Craig Peterson-Vice Chairman of the Board, Bob Evans-Secretary, Paul Van Der Molen-Treasurer. **Board Members Present:** John Apple, David Barnett, John DeMajo, Jelani Eddington, Allen Miller, Jack Moelmann, Donna Parker, Doug Powers, Bucky Reddish. **Youth Representative to the Board-Tyler Morkin.** **Staff Present:** Ken Double-President/CEO, Jim Merry-Executive Secretary.

**3. Chairman Hartley declared a quorum.**

**Motion: (Miller, Van Der Molen) to accept the minutes of the January 30, 2010 ATOS Mid-Year Telephone Conference (Carried: Unanimous)**

**4. Discussion of Archives: (Double, Board)**

- a. Ken Double remarked that some concern has arisen that due consideration was not given to the Eastman School of Music. Ken Double responded to Jonathan Ortloff's letter by informing him that numerous requests by E-mail and telephone messages were left for Dr. David Higgs with no response.
- b. Tyler Morkin replied he was concerned with the use of selected quotes in Jonathan's letter taken from Dr. Higgs initial and only response which ended with "more to come later". Tyler received no further response from Dr. Higgs.
- c. Allen Miller pointed out that the visit to The University of Oklahoma (OU) supplied additional questions, which were submitted to all the institutions under consideration.

**5. Request for release of certain archival material: (Double)**

- a. Ken Double stated that a former executor of an estate is concerned about sealed documents that were placed in the archive and library after the death of David Junchen. Ken suggested that we take this request under serious consideration as the material may contain sensitive materials.
- b. Paul Van Der Molen stated that those in charge of a professional archive would be sensitive to this situation.
- c. Jack Moelmann suggested that this material be returned to the executor of the estate so that the wishes of the original donor are carried out.
- d. Allen Miller suggested that these materials should never be released. The materials should be returned.
- e. Jack Moelmann again highly recommended the return of these materials to the executor of the estate.
- f. Paul Van Der Molen asked if the executor actually wants the material back. Paul seems to get the impression that he does not (personally) want them back.
- g. Jack offered to contact the executor to find out his wishes.
- h. Jelani asked why these sensitive documents were placed in the archive in the first place.
- i. Doug Powers stated that he was puzzled about this situation. The materials are sealed. Who was to disseminate this information? Was this information to be shared at some point?

**(Motion: Moelmann, Miller) to return the sealed materials to the executor of the donor's estate.**

- j. Jelani Eddington expressed concern that we were being asked to vote on materials about which we know little or nothing.
- k. Doug Powers expressed the opinion that if these materials are damaging they should not have been placed in the archives. He feels uncomfortable with the unilateral disposition of these materials.
- l. Jack Moelmann offered to contact the executor and get as much information as possible.
- m. Allen Miller pointed out that Vern Bickel was curator of the archive at the time the donation was made and knew the people involved. Allen is not concerned about OU protecting the sealed documents. Allen feels that there has to be a set time when this information can be revealed.
- n. Mike Hartley said that with Allen Miller's permission Jack Moelmann would contact the executor of the donor's estate to find out his wishes. After this contact Jack will submit a report to the Board.

**Jack Moelmann withdrew his motion.**

**6. Present State of the Archives: (Van Der Molen, Hartley, Miller)**

- a. Paul Van Der Molen stated that Jim Patak feels more comfortable after talking with Paul about the future of the archives. Jim also is under the impression that ATOS should be out of the Joliet building by April 30, 2010, as the current renters need more space. Paul recommends that we get the archive and library out of Joliet. He feels that we should store the materials in PODS near Chicago for the time being. We need to store the materials in "long distance PODS" which will save unpacking and repacking once the final destination is chosen for the archive and library. The PODS will be stored in climate-controlled warehouses for a monthly fee per POD. Paul suggested a target date of March 31, 2010 to remove the materials.
- b. Jack Moelmann asked where these PODS would be placed. Paul replied that the storage company has several warehouses in the Chicago area.
- c. Mike Hartley asked if this was part of the Archive Relocation Committee Plan. Allen Miller responded that it was. Allen asked if the Pataks would be available to supervise the packing of the boxes for the PODS.
- d. Paul stated that the storage company could provide (at a cost) labor to carry the materials and pack them into the PODS.
- e. Allen is concerned that like materials be packed together. (recordings with recordings, books with books, etc.)
- f. Mike Hartley pointed out that ATOS would incur some expense with this procedure. We would not be paying rent in Joliet but would be paying for storage of the PODS.
- g. John DeMajo asked how much the storage of these materials would cost.
- h. Paul responded that the cost is \$199 per month per POD (plus some small incidental expenses). He guesses that it would cost about \$5,000 to pack and transport the materials.
- i. Craig Peterson wanted to know the difference between storage in long distance PODS than local PODS.
- j. Paul responded that the long distance PODS can be transported long distances and the local PODS are meant for limited movement.
- k. Jack Moelmann asked if anyone has ever given an estimate of the cubic footage of the collection.
- l. Paul estimates that the collection would fill three or four PODS.
- m. Mike Hartley expressed the opinion that we should have an initial estimate of cost.

**Motion: (Van Der Molen, Miller): that \$10,000 be allotted to load the PODS and place them in temporary storage. (Carried: Unanimous)**

- n. Mike Hartley asked Allen Miller when he planned to arrange for someone to go to Chicago and help the Pataks. We need to get people together to help the Pataks. Mike noted that we need a plan to send a designee to Joliet to help the Pataks.

- o. Jack Moelmann asked about the disposition of old ATOS records. He wanted to know where these records would reside.
- p. Paul Van Der Molen pointed out that he has the records for the last two years and that the rest reside in the archive and library. He does not have room to store any more than that.
- q. Jim Merry described the materials as occupying ten banker's boxes. The secretary also pointed out that he does not have room to store these materials.
- r. Craig Peterson asked what parts of the old financial records do we need to keep. Could we sort these materials and determine what to keep. Craig feels that we do not need to put all of these materials in storage.
- s. Paul Van Der Molen pointed out that it might be cheaper to sort the material when it gets to its ultimate destination. Perhaps the materials could initially be sorted and separated then. We are operating under a time constraint.
- t. Mike Hartley asked Paul and Allen to work with the Pataks.
- u. Mike Hartley reminded the Board that some other issues had arisen regarding the Archive and Library.
- v. Jim Merry had distributed a suggested revision of the language used in the motion passed during the mid year meeting that permitted negotiations to begin with the University of Oklahoma regarding the possible donation of the ATOS Archive and Library to the university. Jim felt that even though the language explained the process perhaps the motion could be re-voted incorporating language that would be more palatable so some of the membership. Jim noted that the perception is out there that the decision has already been made to transfer the archive and library to the University of Oklahoma. Jim felt that the language connotes that the final decision has already been made. Jim suggested that the original motion be rescinded and replaced with the following:
- w. Rescind the motion passed in part 6 of the January 30, 2010 ATOS Mid-Year Telephone Conference: Archive and Library:

*that ATOS donate its archive and library to the American Organ Institute at the University of Oklahoma on such terms and conditions to be negotiated between the parties. I do this in order to protect the history of the theatre organ and insure that our archival material is available to the general public and young organ enthusiasts for generations to come, and recognizing that the American Organ Institute has the resources, facilities, and interest in promoting the art of the theatre organ.*

Amend the motion passed in part 36 of the January 30, 2010 ATOS Mid-Year Telephone Conference regarding the Archive and Relocation Committee to:

*A committee be established to conduct negotiations with the University of Oklahoma, in order to explore and develop terms and conditions under which ATOS may decide whether transfer of its archive to the American Organ Institute at the University of Oklahoma will best provide for protection, conservation and future additions to the history of the theatre organ while insuring that our archival material is available to ATOS members, the general public and young organ enthusiasts for generations to come.*

**Motion: (Van Der Molen, Miller) to accept Jim Merry's suggestion.**

- x. Jelani Eddington questioned the wisdom of adding another perception at this time. He added that adopting this suggestion makes it look like the Board is incapable of making a decision. This amounts to trading one perception for another.
- y. Allen Miller responded that although negotiations have not even begun, the incorrect perception that the final decision has been made is already out there among the membership. He feels that the more the situation is explained the more people will agree with initiating negotiations with OU. Many Board members have spent time explaining the situation to some ATOS members. Changing the wording now makes it look like we are waffling.

- z. Bob Evans agreed with both Jelani and Allen. He feels that we will confuse the issue even more by adding another perception.
- aa. Jack Moelmann wondered if it is possible that the collection might not go to OU.
- bb. Jack Moelmann added that the perception is out there that we're going to donate and then negotiate; that in order to negotiate we have to donate first.
- cc. Allen Miller noted that in order to enter into serious negotiations we must show intent to donate the collection. There is room for attachment of details to the official Deed of Gift. Any negotiations would include reasons why these materials might need to be returned to ATOS. We will have involvement in oversight of the materials donated. All of these details, and possibly many more, will have to be worked out.
- dd. Jelani Eddington pointed out that before any agreement was signed the terms and conditions would have to be acceptable to both parties (ATOS and OU). He is concerned with rewriting the motion and causing confusion.
- ee. Jim Merry commented that he is not sure what the general membership's feeling is about this. It is a problem, which may not develop. This may be a problem that resolves itself but it may not.

**Paul Van Der Molen withdrew the motion.**

- ff. Jack Moelmann asked Allen Miller who was on the Archive Relocation Committee.
- gg. Allen responded that Mike Hartley (ex-officio), Bob Evans, Paul Van Der Molen, Jelani Eddington, Carlton Smith, and Ken Double (ex-officio), and himself (chair) are officially committee members. Allen intends to invite a few others to participate. Vern Bickel, while not an official member, will serve as an unofficial advisor and therefore be kept abreast of any developments.
- hh. Chairman Hartley reminded the Board that there was a recommendation that we have one member from the initial investigative committee. John Apple has requested that at least one member of the initial committee be appointed a member of the Archive Relocation Committee. John feels that many of these committee members, because of their experience in archival matters, would be able to contribute much to the committee. Allen will take this under consideration.

**7. Good of the Order:**

- a. Jim Merry pointed out that ballots for the 2010 Board election would be mailed out by March 5. The date for official return is April 15.
- b. Tyler Morkin stated that he would now be responsible for posting items in the "Front Desk" portion of the ATOS web site.
- c. Jack Moelmann asked that any memo that is considered confidential in nature be clearly labeled as such. This has been a practice in the past.
- d. Craig Peterson replied that all Board business is confidential until voted upon. Once voted upon the business is stated in the official minutes and distributed to the membership.  
If a piece of correspondence comes from outside the Board it is not considered confidential.
- e. Chairman Hartley then asked each person present if she or he had anything else to add.
- f. Donna Parker stated that the Public Relations Committee is doing its best to report activities to the membership in a clear and transparent manner.

**Chairman Hartley declared the meeting adjourned at 9:23 E.S.T.**

/s/ Bob Evans, Secretary

Please note that this meeting was conducted using *Robert's Rules of Order*. Tyler Morkin, Parliamentarian