

**AGENDA**  
**ATOS ANNUAL BOARD OF DIRECTORS MEETING**  
**Seattle, Washington**  
**June 27 – July 3, 2010**

Presiding Official: Chairman of the Board, Mike Hartley

1. Call to Order: (Hartley)
2. Opening remarks by the Chairman (Hartley)
3. Business will be conducted following Robert's Rules of Order, Tyler Morkin Parliamentarian
4. Roll Call by the Secretary: (Evans)  
Introduction of guests
5. Approval of prior meeting minutes of June 21, 2010
6. Treasurer's Report
  - a. Profit/Loss Statement  
*(Accept the Treasurer's Report for file)*
  - b. Audit results
  - c. Proposed 2010-1011 budget
7. Acceptance of reports submitted by Board Members/Committee Chairs as distributed and as attached.

**Old Business**

8. Ratify E-mail votes not already recorded in minutes of meetings, as applicable
9. Archive and Library:
  - a. Archive Relocation Negotiations: (Miller)
10. Awards and Recognition: (Moelmann)
11. Convention Planning Coordinator (CPC): (Kinerk)
12. Youth/Adult Activities: (Nordwall)
  - a. Summer Youth Camp  
Restructure Proposal (Minutes 9/30/09)
13. Competitions:
  - a. Young Theatre Organist Competition: (Morkin)
  - b. Amateur Theatre Organist Competition: (Susan Cole)

14. Technical: (Miller)
  - a. Technical Event
  - b. *Shop Notes* status
  - c. Restoration and Preservation
  - d. Technical Consultation Program
  - e. David L. Junchen Technical Scholarship
  - f. Technician of the Year Award
  - g. Theatre Organ Registry
15. Awards for Conventions:
  - a. George Wright Memorial Fellowship: (Eddington)
  - b. Mentor Program: (Reddish)
16. Bylaws and Policies: (Eddington)
17. Strategic Planning: (Powers)
18. Endowment Fund: (Reddish)
  - a. Approval of 2010 grants
19. Nominations: (Carr)
  - a. Candidate Resume statement revision for 2011: (Peterson)
20. Publications: (Parker)
  - a. *Theatre Organ* Journal (includes advertising): (Parker, Feely, Butler)
  - b. Publicity: (Parker)
  - c. *Around the Circuit*: (Bisson)
  - d. ETONES: (Reddish)
  - e. ATOS Web Site (Blackwell)
21. Urban Youth Program: (Moelmann)
22. Organist Scholarships: (Anna Bonelli-Downey, Eddington)
  - a. Approve scholarships to be awarded
23. Chapter Relations: (Peterson)
  - a. Chapter Handbook revision/update
24. Public Relations: (Parker)
25. Youth Initiatives: (Morkin, Eddington)
  - a. *Facebook*: (Morkin)
26. MarketPlace: (Unks)

27. President/CEO Reports: (Double)

- a. Fundraising
- b. Convention CD
- c. Theatre Organ Radio
- d. DVD Lessons Series
- e. Touring Show
- f. Expense Report
- g. Grant writer progress
- h. Fox/Turner Classics
- i. Report of Macy's opening night of the Wurlitzer

28. Executive Secretary: (Merry)

- a. Current membership status: (Merry)
- b. Membership enrichment activity: (Apple)

29. Officer Reports:

- a. Treasurer – Van Der Molen (other than as noted above)
  - (1) Audit results (not discussed during the Treasurer's report)
- b. Secretary – Evans
  - (1) Binder
  - (2) Job Descriptions
  - (3) Calendar Updates
  - (4) E-mail approval of minutes
- c. Vice Chairman – Peterson
- d. Chairman – Hartley

- (1) Motion by Richard Neidich from the 2009 Annual Meeting in Cleveland

*Motion: Richard Neidich, Second, Russ Shaner (Buffalo) that all committees of the ATOS shall provide twice annually a report to the membership by posting their reports on the ATOS web site. The reports are to include accomplishments, status of current activities, and a forecast of actions for the next six months. Also, the ATOS Treasurer shall post semi-annually a current budget versus expense status report as well as an annual net worth and audited financial report for ATOS on the ATOS web site.*

- (2) Committee reorganization plan
- (3) Macy's (Wanamaker) installation of the Lowell Ayars Wurlitzer

**New Business**

30. Recognize outgoing Board Members:

Jelani Eddington – Director

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31. Seat New/Returning Board Members (in alphabetical order)

Allen Miller  
Tyler Morkin  
Tim Needler

32. Action on vacancy left by John DeMajo (one year remaining)

33. Appointment of Officers for 2010-2011 (appointed by the nine Elected Board Members)
  - a. Nominations (also from the floor)
  - b. Appoint a chairman of the Elected Directors Group for the appointment process

Officers:

Chairman of the Board

Vice Chairman of the Board

Secretary

Treasurer

Chairman of the Group reports results to the Board and Staff present.

*The new Chairman of the Board, if applicable, presides over the rest of the meeting.*

34. Discussion on Parliamentarian and/or appoint one for remainder of the meeting.

35. Realignment of Committees

*Committee Actions Requested, Establishment of Committees, and Appointment of Committee Chairs. (Some items below are taken from prior Board Meeting Minutes for further action and/or discussion and from reports for this meeting which may require Board discussion and/or action).*

*Bylaws para 6. APPOINTMENT OF COMMITTEES. The Board of Directors, by resolution adopted by a majority of Directors then in office, may authorize such committees as the Board deems necessary or appropriate to conduct the business and further the objectives of this Society. The Chairman shall appoint all committees except the Nominating Committee and the Endowment Fund Committee. Any committee having the authority of the Board shall have two or more Directors appointed to it.*

36. Archive and Library Relocation (Miller)
  - a. Presentation by Oklahoma University

37. Awards and Recognition (Moelmann)

38. Convention Planning Coordinator (CPC) (Kinerk)

39. Youth/Adult Activities (Nordwall)

40. Competitions:

- a. Young Organist Competition: (Morkin)

- b. Amateur Theatre Organist Competition: (Susan Cole)

41. Technical: (Miller)
- a. Technical Event
  - b. *Shop Notes* status
  - c. Restoration and Preservation
  - d. Technical Consultation Program
  - e. David L. Junchen Technical Scholarship
  - f. Technician of the Year Award

42. Awards for Conventions:
- a. George Wright Memorial Fellowship: \_\_\_\_\_
  - b. Mentor Program: (Reddish)

43. Bylaws and Policies: \_\_\_\_\_

44. Strategic Planning: (Powers)
- a. Presentation of the plan

45. Endowment Fund:

*Bylaws 6.2c Endowment Fund Committee. The Board of Directors shall appoint an American Theatre Organ Society Endowment Fund Board of Trustees annually. The Board of Trustees shall consist of the Treasurer, two members of the Board of Directors, and two other members of the Society in good standing.*

- a. Appoint the 2010-2011 ATOS Endowment Fund Board of Trustees
- b. Transferring management of Fund to a Trust Company

46. Nominations:

- a. Appoint the Nominating Committee Chair for 2011 and tellers
- b. Nomination procedure changes (Carr, Peterson) (Carr report)

47. Publications: (Parker)

- a. Theatre Organ Journal (includes advertising): (Parker)
- b. Publicity: (Parker)
- c. *Around the Circuit*: (Bisson)
- d. ETONES: (Reddish)
- e. ATOS Web Site (Blackwell)

48. Urban Youth Program: (Moelmann)

Provide funding for the program at \$1,000 for up to 4-\$250 awards

49. Organist Scholarships: \_\_\_\_\_

50. Chapter Relations: \_\_\_\_\_

51. Public Relations: (Parker)

52. Youth Initiatives: (Morkin)

- a. *Facebook*: (Morkin)

53. MarketPlace: (Unks)

54. President/CEO Reports: (Double)

- a. Fundraising
- b. Seattle Convention CD
- c. Theatre Organ Radio
- d. DVD Lessons Series
- e. Touring Show – review of the concept
- f. Grant writer progress
- g. Fox/Turner Classics
- h. Contract renewal

55. Executive Secretary: (Merry)

- a. Contract renewal

56. Contract Administration: (Eddington)

a. MOTION (Eddington): That ATOS Policy ¶ 10(t) be repealed and replaced with the following text: Every freelance author who submits an article to the Editor of any ATOS publication, including without limitation the Journal, a newsletter, a special publication, and/or the web site, shall, as a condition of publication, sign the Freelance Author Agreement as approved from time to time by the Board of Directors. The Publisher and/or the Editor are hereby authorized to sign the Freelance Author Publishing Agreement on behalf of ATOS. The person signing said agreement on behalf of ATOS shall forward a fully-executed copy of the agreement to the Secretary.

b. MOTION (Eddington): That the ATOS Freelance Author Publishing Agreement attached to this report be approved for use consistent with the provisions of ATOS Policy ¶ 10(t).

c. MOTION (Eddington): That the ATOS Convention Handbook relating to Record Shop operations (p. 28 ¶ 4) be repealed and replaced with the following text, which change shall become effective beginning with the 2011 ATOS Annual Convention: All CDs shall be offered for sale at the Record Shop at a retail price of no more than \$20.00 per single compact disc and no more than \$30.00 per double-CD set. All other merchandise shall be offered for sale at the retail price specified by the Vendor. For all merchandise sold at the Record Shop, commission shall be calculated as follows:

- (1) For any CD sold at \$20.00: \$16.20 to the Vendor and \$3.80 to the Chapter;
- (2) For any double-CD set sold at \$30.00: \$24.30 to the Vendor and \$5.70 to the Chapter;
- (3) For all other merchandise, including any CDs sold at a price other than specified above, 80% of the retail price to the Vendor and 20% of the retail price to the Chapter.

Any state or local sales tax will be added as required. The Chapter shall issue to each Vendor the ATOS Record Shop Consignment Contract in the following form:  
[INSERT CONTRACT LANGUAGE HERE]

d. MOTION (Eddington): That the ATOS Record Shop Consignment Contract attached to this report be approved for inclusion in the ATOS Convention Handbook, which change shall become effective beginning with the 2011 ATOS Annual Convention.

58. Officer Reports:
- a. Treasurer
  - b. Secretary
  - c. Vice Chairman
  - d. Chairman
    - (1) Processing of motions by Directors when a meeting is not in session
    - (2) Appointment of Committees and Chairpersons
59. Budget Process for 2011-2012: (Treasurer)
60. Convention Presenters Honorarium: (Powers)
61. ATOS Identity Standards (Morkin)
62. Appoint the Executive Committee for 2010-2011 (the four Officers and two members from the Board)
- Bylaws 6.2a Executive Committee. The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, and Treasurer, plus two other Board members elected annually by the Board. The President shall also serve in an ex-officio capacity on the Executive Committee.*
- a. Review the use and authority of the Executive Committee
63. Approve the 2010-2011 Budget
64. Document reviews:
- ATOS Bylaws
  - ATOS Policies
  - Job Descriptions
  - Others, as applicable
65. Code of Ethics document processing for Board and Staff, as required.
66. Schedule next Board Meeting and Annual Board Meeting: (Chairman)
67. Schedule next Annual Membership Meeting: (Chairman)
68. **Good of the Order: (Board)**
- Recess until adjournment near the conclusion of the Convention (banquet).  
Photo to be taken before, after, or during the Banquet/Awards Ceremony Event*
69. Adjournment