

ATOS ANNUAL COMMITTEE/OFFICER ACTIVITY REPORT FORM (2010)

Name of Activity: _ATOS Secretary

Committee Chair/Officer Name: Bob Evans

Date of Report: _June 7, 2010

1. Actions completed since the 2009 Annual Meeting:

Maintained ATOS Binder and created the Electronic version of the ATOS Binder
Prepared and distributed minutes of all ATOS Board Meetings
Served as assistant Chair of the ATOS Archive Relocation Committee

2. Actions begun but incomplete since the 2009 Annual Meeting:

Began a restructure of the table of contents for the ATOS Binder
I hope to complete this in the near future. I am looking for a format that will be easy to follow and not be dependent on various iterations of any word processing program to work correctly.

3. Goals to be reached by the 2010 Annual Meeting:

Finish table of contents.

4. Amount budgeted for your committee:(OFFICE) \$1200

Amount expended by your committee:1,101.79

5. Comments: