

ATOS MID-YEAR COMMITTEE/OFFICER ACTIVITY REPORT FORM

Name of Activity: Secretary

Committee Chair/Officer Name: Bob Evans

Date of Report: 17 January 2010

1. Actions completed since the 2009 Annual Meeting:

- Completion of ATOS Annual Meeting minutes
- Completion of 9.30.2010 ATOS Telephone Conference Meeting minutes
- Completion of ATOS Electronic Binder and Updates
- Visited OU Campus to examine possibility of archive relocation to this site
- Created a master list of ATOS Chapter Presidents and Secretaries for E-mail.
- Sent bi-monthly updates to chapters in role of chapter liaison

Actions begun but incomplete since the 2009 Annual Meeting:

- Still working on creation of table of contents for ATOS Electronic Binder. Am using a format that will not be dependent on any particular iteration of Microsoft Word. Not all links work with varying editions of this program. Am reverting to traditional form of table of contents with listing of contents of each folder.

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

- Complete table of contents for ATOS Electronic Binder

4. Amount budgeted for your committee: \$800.00

Amount expended by your committee: \$000.00

5. Comments: I would very much appreciate the Board and Staff responding that E-mail messages have been received. This simple process helps to keep the lines of communication open. Logically, this practice should extend to any communication between Board and Staff members.

Along those same lines...Changes in committee members or assignments should be reported to the Chairman of the Board, Secretary, and Web Site Manager. We have no way of knowing about changes if they are not reported. Similarly, chapter liaisons should ask their constituents to keep them apprised of changes in chapter officers. Liaisons should then report these changes to the Secretary and Web Site Manager. These simple chores can do much to keep our record-keeping current.

