

## **ATOS MID-YEAR ACTIVITY REPORT FORM (2011)**

**Name of Activity:** Executive Secretary

**Committee Chair/Officer Name:** Jim Merry

**Date of Report:** 12/29/2010

### **1. Actions completed since the 2009 Annual Meeting:**

- Recruit past members with letter to 351 lapsed between one and two years. Added 38 members from this promotion
- Completed security compliance with Merchant Services for credit card processing

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

- Assisted with development of next phase of member recruitment
- Processed donations from 2010-2011 Annual Fund Campaign

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

- Continue with efforts to recruit new members as approved by the Board
- Submit new monthly membership report

**4. Amount budgeted for your committee:** 8064

**Amount expended by your committee:** 5403

### **5. Comments:**

Performed all of the continuing requirements of the position of Executive Secretary