

# ATOS MID-YEAR ACTIVITY REPORT FORM (2011)

**Name of Activity:** Secretary

**Committee Chair/Officer Name:** Bob Evans

**Date of Report:** 12/27/2010

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

- Updated ATOS Binder as appropriate.
- Recorded and distributed minutes of Board and Membership Meetings as appropriate.
- Participated in and recorded the monthly time-study form.
- Served as Vice Chair of the Archive Relocation Committee.

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

- Still searching for a convenient form for the binder table of contents.

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

- Create a workable table of contents for the binder.
- Reorganize and streamline the electronic binder.

**4. Amount budgeted for your committee:** 600

**Amount expended by your committee:** 0

## 5. Comments: