

ATOS MID-YEAR COMMITTEE/OFFICER ACTIVITY REPORT FORM

Name of Activity: **CONTRACT ADMINISTRATION**

(Please fill out separate form for each activity.)

Committee Chair/Officer Name: **R. Jelani Eddington**

Date of Report: **January 3, 2011**

1. Actions completed since the 2010 Annual Meeting: (Please bullet actions completed.)

- **Drafted ATOL Agreement and revised the ATOS-AOI Deed Of Gift in conjunction with Archive Relocation Committee.**
- **Advised Board members upon request of various items relating to contracts in force to which ATOS is a party.**

2. Actions begun but incomplete since the 2010 Annual Meeting: (Please bullet actions begun.)

- **Ongoing process of negotiating final agreement with the AOI/University Of Oklahoma regarding the disposition of the ATOS Archive.**

3. Goals to be reached by the 2011 Annual Meeting: (Please bullet goals.)

- **Finalization of negotiation and drafting of agreement relating to the ATOS Archive.**

4. Amount budgeted/expended for/by your committee: **\$0.00**

5. Comments: (Any bulleted special notations, problems, or suggestions should be included here.)

By way of information, the following staff contracts are currently in force:

- **PRESIDENT/CEO (DOUBLE)** – 2 years (September 1, 2010 – August 31, 2012)
- **EXECUTIVE SECRETARY (MERRY)** – 2 years (September 1, 2010 – August 31, 2012)
- **JOURNAL (BRYANT)** – 15 months (April 1, 2010 – June 30, 2011)
- **JOURNAL (FEELY)** – 15 months (April 1, 2010 – June 30, 2011)
- **GRAPHIC DESIGN (STARK)** – 2 years (12 issues) (Sept/Oct 2009 – July/Aug 2011)