

## ATOS MID-YEAR COMMITTEE/TASK FORCE/OFFICER ACTIVITY REPORT FORM (2016)

**Name of Activity:** Chairman of the Board

**Committee Chair/Officer Name:** Michael Fellenzer, Chairman of the Board

**Date of Report:** February 5, 2016

### 1. Actions completed since the 2015 Annual Meeting: (Please bullet actions completed.)

- Worked with all Board/Staff to streamline meetings with advance discussions recognizing setting aside time for meetings with everyone's busy schedule is challenging
- General supervision of the overall operations
- Participated in weekly operations meetings with Ken Double and Mark Renwick
- Appointed committees, most recently, John Seest has been appointed as Historian (bio below)
- Served as ex-officio member of all committees
- Prepared retreat update articles for each issue of the Journal
- Prepared and sent mass emails to the membership on various topics
- Participated in Chapter Conference Calls
- Over 7,000 emails received and sent

### 2. Actions begun but incomplete since the 2015 Annual Meeting: (Please bullet actions begun.)

- Implementing additional tenants of the retreat
- Website review
- Communications review
- Chapter value-added review
- Establishing goal-setting procedures
- Other projects in progress

### 3. Goals to be reached by the 2016 Annual Meeting: (Please bullet goals.)

- Initiate and create password protected Board/staff reference documents section on the website
- Finalize communication plan for regular Board/Staff communications
- Follow-up/enact initiatives suggested by various committees
- Hire Operations Manager
- Website review
- Establish formal goal-setting process
- Further modifications to the nominations process incorporating goals of the retreat
- Comprehensive bylaws and policies updates

### 4. Amount budgeted for your committee: Zero

#### Amount expended by your committee:

- \$220 for Renwick travel to Indianapolis
- \$225 for membership in California Non-Profit Association

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

As you know, this has been a challenging seven months for all of us with emotions running high on several fronts.

I am fully aware that some things could have been handled differently; however, there was much new ground

covered and there was no clear roadmap. Many of us are on a learning curve and I assure you, I will listen to your feedback and make appropriate adjustments as we continue to build on the great progress we have made this year. Yes, in spite of setbacks, we have made great progress as evidenced by activities noted in various reports.

Several have mentioned the need for better communications at all levels. I couldn't agree more and we need your (all Board and staff) assistance in developing a good plan. On this topic I offer some observations in no particular order of importance.

- Ken, Mark and I have communicated on an almost daily basis since the Philadelphia convention on all topics. We have met and continue to meet weekly to discuss actions, progress and follow-up on all topics. Many of these discussions have included others with specific interest in the various activities. Clearly, we all need to do a better job of communicating our efforts.
- I will strive to reach out to each of you personally at regular intervals to give you an opportunity to express your thoughts directly to me. I would also ask that if at any point you have a question or concern, please, send an email or pick up a phone and call me. With very few exceptions that can be counted on one hand, I always respond promptly to messages.
- Ken and I have sent numerous email messages to our membership database which includes all Board and staff members. We have written many messages that have been published in the Journal as well as on our website and Facebook page. We rarely get responses to these messages, good or bad. What can we do to ensure these are read?
- In my message to the membership in December touting our accomplishments and encouraging donations to the annual fund, I received one general response from a member and one response from a Board member who took me to task for neglecting to mention one very important program. An honest oversight on my part in my rush to get the message out for which I am very sorry. In my defense, two other staff members had advance copies of my message and missed my omission as well. We all make mistakes. Of note here is that not one person commented on the message. Was it bad? Was it good? I thought it was encouraging. I would also add, not one person thanked me for my \$1,000 donation or provided encouragement for my commitment to donate at least \$1,000 per year for the coming years. It is worth mentioning that the Weary report specifically suggests that Board members should be donating to our cause in significant ways.
- It seems that some have a propensity to address concerns to everyone but the individual generating the concern. This must stop. We all need to give the benefit of the doubt to our colleagues and address our concerns directly to them and give them the opportunity to clarify or correct themselves before going off on some counterproductive rant.
- The governance/operations directive passed in the fall of 2014 specifically notes that we will hold quarterly meetings and I believe we have actually exceeded that number. What is an appropriate number? We want to recognize that everyone has time constraints and we want to make sure that when we meet it is productive time and not meeting just for the sake of having a meeting. We also want to make sure that everyone feels included in the discussions. There is no conscious effort to exclude anyone.
- We have done an exceptional job of distributing information and working in advance of Board meetings which has contributed to shorter meetings. I think we are to be commended for that. Many of you remember meetings that drag on for hours as previously distributed reports were read verbatim during the meetings.

I think ATOS has great potential and certainly, there are many things we can do better. I would simply ask that before you start shooting arrows or taking cheap shots about this or that not being done correctly, ask yourself, "what have I done to make the situation better?"

I am aware that there are things I need to learn to do better and will make efforts to do so.

I look forward to growing and achieving more in the coming months.

Please let me know by private message that you have read this report. Thank you.

**6. Please provide a three-bullet summary of your committee/task force/officer activities since the 2015 Annual Meeting. These will be included in the minutes of the mid year meeting.**

- General supervision of the overall operations.
- Advanced Personnel Committee
- Worked with team in creating Operations Manager position and hiring efforts

### **John Seest, Historian**

John Seest has degrees in Civil Engineering from Purdue University where he was a member of Purdue Musical Organizations. After Purdue, John worked for the Indianapolis pipe organ builders, Goulding & Wood, before beginning one year of organ studies at Indiana University as a non-degree student. He is presently a Principal in the structural engineering consulting firm, ARSEE Engineers, Inc. John is an active member and has had various leadership roles in several organizations including the Metropolitan Indianapolis branch of the Structural Engineering Institute (President), Indiana Structural Engineers Association (President), International Violin Competition of Indianapolis (Board Member), Bethlehem Lutheran Church (Worship Chair & organist), the American Guild of Organists (Dean), the American Theatre Organ Society, the American Institute of Organbuilders (convention lecturer), the Central Indiana Folk Music and Mountain Dulcimer Society (Board Member), Dans Norden (Scandinavian folk dance - Leader), and Skandilocity (Scandinavian folk music).

John has been an active member of the Central Indiana Chapter assisting with many activities over the last 20+ years. He has also assisted with conventions, most recently serving as Transportation Chair for the 2014 Indianapolis ATOS Convention.

