

Minutes of the ATOS Virtual Board Meeting

Monday, July 20, 2015

8:00-9:00 p.m. E.D.T.

**1. Chairman of the Board Michael Fellenzer called the meeting to order at 8:06 p.m.**

**2. Secretary Bob Evans called the roll:**

**Officers Present:** Michael Fellenzer-Chairman of the Board, Richard Neidich-Vice Chairman of he Board, Bob Evans-Secretary, Lee Lanier-Treasurer. **Board Members Present:** Denise Andersen, David Barnett, David Kelzenberg, Don Phipps, Donnie Rankin, Carlton Smith. **Board Member Excused-**John Ledwon. **Board Members Absent:** Juan Cardona, Josh Dill. **Staff Present:** Ken Double-President/CE, Mike Bryant-Co-Editor Theatre Organ, Don Feely-Co-Editor Theatre Organ, Mark Renwick-Interim Operations Manager, Jack Moelmann-Parliamentarian.

**3. The Chairman declared a quorum present.**

**4. The minutes of the ATOS July 1-6, 2015 Annual Meeting were accepted as amended.**

**5. Standing Business:**

**Officer Reports:**

a. Chairman of the Board: (Michael Fellenzer)

- Michael Fellenzer announced the appointments to the ATOS Executive Committee. The ATOS Executive Committee consists of the four appointed officers and two board members at large.
  - Michael Fellenzer-Chairman of the Board
  - Richard Neidich-Vice Chairman of the Board
  - Bob Evans-Secretary
  - Lee Lanier-Treasurer
  - Denise Andersen-Board Member
  - Carlton Smith-Board Member

**Motion: (David Kelzenberg, David Barnett) To approve the ATOS Executive Committee appointments. (Carried: Unanimous)**

- The Chairman distributed the list of committee and task force assignments. (The list of assignments will be found at the end of these minutes.)
- *Chairman Fellenzer noted that the appointment of the ATOS Nominating Committee will be postponed for thirty (30) days while an intense search for qualified members is conducted.*

**Motion: (Neidich, Evans) To approve the ATOS Committee and Task Force appointments. (Carried: Unanimous)**

b. Vice Chairman of the Board (Richard Neidich):

Richard asked that the chair of each committee take a look at the Dr. Weary Retreat Report and forward to the Retreat Forward Task Force any ideas they have regarding their committee's assigned area of responsibility and how it should be fit into a new organization of Governance and Operations.

- c. Secretary (Bob Evans): The Secretary asked that all e-mails be acknowledged appropriately. Lee Lanier added that acknowledgements should be either “reply all” or “reply only to me”.
- d. Treasurer (Lee Lanier): Lee explained that he is still “in training” and is working closely with Mike Hutcherson, former ATOS Treasurer to make the transition as smooth as possible. Lee will create an ATOS Treasurer’s Handbook so that any future treasurers will have some direction when taking the job.  
The Retreat Forward Finance Committee will be dissolved and a new finance committee be called to work with the treasurer.

### **Staff, Committee, and Task Force Reports:**

- a. President/CE (Ken Double):
- Ken is working with Mark Renwick on the convention CD’s. Progress is being made to complete last year’s convention CD’s. Work on this year’s convention CD has already started.
  - Ken also gave a brief history of the ATOS Fundraising Committee. Some years ago ATOS had put together a fundraising committee that was working under our original strategic plan. The committee was put on hold when the strategic plan stalled. Ken will put this committee back together and develop a plan to present at the ATOS Mid Year Meeting.
  - Six (6) of the seven (7) staff contracts have been sent to Dolton McAlpin (ATOS legal consul) and have been approved by Mr. McAlpin.
- b. Membership Secretary (Donna Parker):
- ATOS current membership is 2258
- c. Endowment Fund Board of Trustees (John Ledwon):

**Motion: ( \_\_\_\_\_ , \_\_\_\_\_ ) That the 2015-2016 Endowment Fund Board of Trustees include Bob Maney, Peter Crotty, Juan Cardona, Jr., Lee Lanier, with John Ledwon as chair. (Carried: Unanimous)**

### **6. New Business:**

- a. Mark Renwick was introduced as the Interim Operations Manager. Mark has developed a plan to expedite the everyday operations of ATOS. He will share the plan, in detail, at a future date.

### **7. Good of the Order:**

- Ken Double stated that we need to make a decision about an action plan for the ATOS Marketplace. We either need to make a move on restocking the inventory or reduce the function of the Marketplace to sales of CE’s and the remaining Wurlitzer books.
- Mike Byant requested some information about the new Interim Operations Manager. Mark Renwick will provide Mike with information for publication in the journal.
- Michael Fellenzer requested that committee and task force chairs let him know who is on their committees and task forces within the next seven (7) days. He also asked for a brief report on progress made by committees.

**The next ATOS Virtual Board Meeting will be held in approximately thirty (30) days.**

**Motion: (Andersen, Fellenzer) To adjourn. (Carried: Unanimous)**  
**The meeting adjourned at 9:03 p.m. E.D.T.**

/s/ Bob Evans, Secretary

Please Note: The meeting was conducted using *Robert's Rules of Order-Newly Revised*. Jack Moelmann, Parliamentarian.

## **ATOS Board & Staff**

### **Directors (15)**

CHAIRMAN OF THE BOARD, Michael Fellenzer\*  
VICE-CHAIRMAN OF THE BOARD, Richard Neidich\*  
SECRETARY, Bob Evans\*  
TREASURER, Lee Lanier\*  
ELECTED DIRECTOR, Michael Fellenzer (2016)  
ELECTED DIRECTOR, John Ledwon (2106)  
ELECTED DIRECTOR, Carlton Smith\* (2016)  
ELECTED DIRECTOR, Denise Anderson\* (2017)  
ELECTED DIRECTOR, Don Phipps (2017)  
ELECTED DIRECTOR, Donnie Rankin (2017)  
ELECTED DIRECTOR, David Barnett (2018)  
ELECTED DIRECTOR, Juan Cardona, Jr. (2018)  
ELECTED DIRECTOR, David Kelzenberg (2018)  
YOUTH REPRESENTATIVE TO THE BOARD, Joshua Dill  
PAST CHAIRMAN OF THE BOARD, Bob Dilworth (2016)  
\*Executive Committee, ***requires motion***

### **Staff**

PRESIDENT/CE, Ken Double  
INTERIM OPERATIONS MANAGER, Mark Renwick  
MEMBERSHIP SECRETARY, Donna Parker  
FINANCIAL ADMINISTRATOR, Norma Smith  
INFORMATION TECHNOLOGY, TBA  
WEB CONTENT MANAGER, Don Feely  
JOURNAL EDITOR, Mike Bryant  
JOURNAL ADVERTISING, Mike Bryant  
JOURNAL DESIGN & TYPESETTING, Sleeping Giant Creative  
JOURNAL PRINTING & MAILING, Johnson Press of America

### **ATOS Committees**

#### **ENDOWMENT FUND (TRUSTEES): *Proposed pending motion***

CHAIRMAN, John Ledwon (Director #1)  
TREASURER, Lee Lanier (ATOS Treasurer)  
MEMBER #1, Bob Maney (ATOS Member #1)  
MEMBER #2, Juan Cardona, Jr. (Director #2)  
MEMBER #3, Peter Crotty (ATOS Member #2)

#### **NOMINATING: *Requires Board motion***

CHAIRMAN, TBA  
MEMBER #1  
MEMBER #2

MEMBER #3  
MEMBER #4  
ELECTION TELLERS

AWARDS AND RECOGNITION, David Kelzenberg

BYLAWS & POLICIES, Mike Bryant

CHAPTER RELATIONS, Don Phipps

COMMUNICATIONS, Richard Neidich

CONVENTION CD, Mark Renwick

CONVENTION PLANNING COORDINATOR, Michael Kinerk

FUNDRAISING, Ken Double

HISTORIAN, Jack Moelmann

INFORMATION TECHNOLOGY, TBA

LEGAL COUNSEL/CONTRACT ADMINISTRATOR, Dolton McAlpin

MARKETPLACE, Rob Vastine

PARLIMENTARIAN, Jack Moelmann

RETREAT-FORWARD TASK FORCE, Don Phipps & Bob Evans, Co-Chairs

SCHOLARSHIPS, Carlton Smith

TECHNICAL COMMITTEE, Carlton Smith

THEATRE ORGAN RADIO, Steve Worthington

THEATRE ORGAN WORKSHOPS

SUMMER YOUTH ADVENTURE, Jonas Nordwall

TECHNICAL EXPERIENCE, Carlton Smith

ADULT TEACHING EVENT (Step Up Your Playing), Ken Double

YOUNG ORGANIST COMPETITION, John Ledwon

YOUTH INITIATIVES, Josh Dill

Student of the Year

George Wright Fellowship

Youth Silent Film Festival

NOTE:

PUBLISHER, Eliminated Pending Restructuring, Duties to Ken Double