

**Minutes of the ATOS Board of Directors Virtual Meeting
Wednesday, October 5, 2016**

1. Chairman of the Board Richard Neidich called the meeting to order at 6:05 p.m. E.D.T.

2. Secretary David Calendine called the roll:

Officers Present: Richard Neidich – Chairman of the Board; George Andersen – Vice Chairman of the Board; Vince Mirandi – Treasurer; Dave Calendine – Secretary. **Board Members Present:** Denise Andersen, David Barnett, Michael Fellenzer, David Kelzenberg, Don Phipps, Carlton Smith, Mark Renwick, Wilson Alness

Board Members Excused: Jonas Nordwall, Donnie Rankin

Staff Present: Ken Double – President / CE; E. Marie Wilson – Parliamentarian, Greg Bellamy – Information Technology Manager

3. Motion (George Andersen, David Kelzenberg) to approve Agenda as presented. (Carried: without dissent)

4. Approval of Meeting Minutes

- Motion (Carlton Smith, David Kelzenberg) to approve the Minutes of the July 27, 2016 Virtual Board Meeting. (Carried: without dissent)
- Motion (Denise Andersen, Carlton Smith) to approve the Minutes of the July 2, 2016 Board Meeting. (Carried: without dissent)

5. Reports:

A. Chairman Richard Neidich

- Report provided electronically prior to meeting.

B. Vice Chairman George Anderson

- Nothing to Report

C. Secretary Dave Calendine

- Google Drive – All files that I have been given are now transferred into the Google Drive. We will need to develop a new use policy and “Under 18 Access Policy” for the next year.
- Google Apps is being integrated for file storage, emails, calendars, forums, and much more.

D. Treasurer Vince Mirandi

- Bank transition and access still in process for the Bank of North Georgia.
- Financial statements were electronically delivered before meeting.
- Goal is to make treasurer’s job easier to assume for the next generation.
- Suggested by Chairman Neidich for Vince to look for a new financial institution and report back on findings at the next meeting.

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- Another version of the fiscal year will be sent out when Mark Renwick has a chance to finish reports.
 - Taking all existing data and organizing it by function and program so that you can easily see a specific area of activity. Can also be checked to budget easier.
 - Starting to use an accrual-based system more actively to better show our true income and expenses.

E. President / CE Ken Double

- Report sent electronically before meeting.

F. Membership Secretary Donna Parker

- Via Ken Double as Donna is teaching tonight:
 - Current membership is 2136.
 - Students - 29
 - Regular - 1729
 - Contributing - 80
 - Sustaining - 183
 - Patrons - 40
 - Benefactors - 10
 - President - 2
 - Lifetime Members - 23
 - Past-due members - 104.
 - New members - 44 in third quarter

G. Committee Chairs

- Endowment Fund – Mark Renwick
 - 2017 Application is now on website
 - Application is February 1, 2017.
 - Alternatives to investment strategies being researched.
- Technical – Carlton Smith
 - Number of participants were down this year by half. Everyone that attended seemed to learn information. Program income was less than anticipated and did not cover all costs involved.
- YTOC - Denise Andersen
 - Information for the 2017 competition is ready to be put on the website.
- Convention Recording - Mark Renwick
 - Recording from last convention is awaiting a final track to be cleaned up or changed by Richard Hills from the Senate Theatre concert.
- Google Drive / Email Service - Greg Bellamy

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- Transition from Pair email system to Google system is starting in earnest. There are ten users that use the online email service, and those will be transitioned to Google first. This will be done one-on-one with Greg Bellamy.

6. New Business

A. Selection of Nominating Committee Chair

- By-Laws indicate that it is the board responsibility to nominate a chair for committee must be provided by end of December. To save postage, it will be in the November/December *Journal*. We need to identify who will be nominated.
- A meeting will be set soon for this item specifically.
- We should also be thinking about who we think would be a good board member (this would be a separate list)
- Appoint chair before annual meeting...because of schedule, it should be done by then. It will be put on agenda to be resolved at the next annual meeting.

B. Initial Discussion Regarding ATOS Management Team

- Information distributed electronically to all board members by Chairman Neidich prior to the meeting.
 - Denise Andersen - questions regarding who is in charge of the budget.
 - Finance Committee should be in charge of this.
 - Chairman Neidich will provide an updated document with this change.
 - Michael Fellenzer - Are we going to be able to hire an Operations Manager with our budget?
 - If tasks can not be completed by President/CE or Operations Manager, it is up to the Chairman and Executive Committee to make sure tasks are completed.

C. Donna Parker - Her Specific Job Assignment

- Online Membership Capability
 - What are the items that we can not automate?

D. Membership Meeting Comments

- Members asked at the Membership Meeting in Cleveland for musical arrangements to be included in the *Journal*.

7. Next Meeting: (Virtual) will be in the middle of October on at mutual time to be agreed upon

8. Motion (George Andersen, Don Phipps) to adjourn the meeting. (Carried: without dissent). Meeting adjourned at 7:13 p.m.

/s/ Dave Calendine, Secretary

Note: This meeting was conducted using *Robert's Rules of Order – Newly Revised*. E. Marie Wilson, Professional Registered Parliamentarian.

Attachments: Chairman Report; Treasurer Report; President Report; ATOS Management Proposal

Chairman's Report – October 1, 2016

The last couple of months my ATOS activities have been busy with year-end fiscal analysis, drafting multiple documents and reports and attending the 2016 Technical Experience.

With respect to last year's fiscal report, you will be receiving a closing set of data along with a "reviewer's guide".

In summary, the following is a quick summarization of the closing data:

For our just completed fiscal year (which runs from August to July each year), we had a loss of \$136,824 compared with a budget estimated loss of \$73,750. This greater than forecast loss was due to two primary items. The expense budget forecast was \$377,900 while our actual expenses for the year were \$350,056, a positive effect on our efforts. However, from a revenue perspective the forecast revenue was \$304,150 and the actual revenue was \$213,233. What this equates to, from an expense perspective is that we were able to under spend our budget by \$27,844 but we had a revenue shortfall of \$90,917.

The following general review and analysis of these numbers indicates we can produce a reasonable forecast that reflects our expenses, and on occasion forecast more expenditure based efforts than we can implement. We continue to be underachieving in our efforts to produce sufficient revenue when compared to our needs and desire to support our goals as defined in our spending plans.

Enough for the details, lets reflect on the process and the future. The process includes approval of a budget by the ATOS Board of Directors, which this year approved a budget with a forecast shortfall about the same amount as last year (\$77,550) and a revenue forecast of a lower amount (\$281,800 compared to \$304,150 for last fiscal year).

These high level results are being reported to the membership in the Nov-Dec ATOS Journal. A complete ATOS Annual Report is now being prepared for the Jan-Feb issue of the Journal.

As I began my years' service as Chair, I went looking for how past Committee Chairs had been tasked to perform their efforts. The ATOS By-Laws and Policy Document do contain general process related guidance. In fact, by specific Committee name. What I was looking for are how they could work their tasks, or even what their task includes.

After discussions with current and past Chairs and committee members, it became clear there are two unique and related needs. Those are a general set of expected process activities for things like selection of members, frequency of meeting, reporting and records management needs and task planning. Additionally, unique to each Committee are the scope or expected topic or task areas considered to be the primary targets of that Committee's efforts.

I plan on distributing for review in November of this year the general expected behaviors guide for all Chapters as well as draft Committee scope and tasking descriptions.

Another area of drafting has been working to clarify the ATOS Management structure and processes. This has been prompted by an analysis of the Operations Manager's job descriptions and the conflicts with the current President/CE job description. I have been working with the President/CE and the Executive Committee to resolve these conflicts. A separate report is being utilized to inform the Board of the issues and needed actions and you should receive an e-mailing of this information in the next few hours.

Another process area has been the annual effort to put in place new staff contracts. Working with the President/CE, I added a need in each job description for the need to provide written quarterly reports. The purpose for this is to provide the Board with the ability to address staff support on a quarterly basis, not wait until the fiscal year is nearly over. Additionally, it will provide a primary source of information with which to create performance reviews for each individual. The first set of quarterly reports will be requested near the end of our first fiscal quarter, in October. My goal is to have them distributed for review and analysis before Thanksgiving. As necessary, a meeting will be scheduled to address any outstanding issues.

Recently, I was able to attend the Technical Experience in Indianapolis, IN. The topic this year was electronic relays and the attendees had a chance to compare personal information in a dialog with two suppliers of relays, Dick Wilcox (UNIFLEX) and Allen Miller (Z-tronics). In addition to the specific characteristics for the two specific systems, the areas of wiring, power systems and best practices to documentation were discussed. The last day, the attendees were able to visit Dick Wilcox's Fire House Pipes facility. Dick and Allen provided a good background on their respective systems and attendees were provided with forms with which to help specify and configure either type of system.

On additional area of effort to report is Michael Fellenzer's efforts toward completing an analysis of what we need to consider in the way of Membership Secretary's support if we adopt an on-line membership system. As soon as Michael is able to complete efforts, we will have a plan and details for what is required to make the changes.

During my travels since Cleveland, I have been surveying members on where they feel I should be focusing my efforts. I receive many encouragements to continue my "going forward" efforts and many look forward to the ability to self-manage their membership.

As indicated above, I have put priority on getting our management team defined with respect to tasking and process activities. For example, we have had many discussions regarding President/CE and Operations Manager tasks, however, the efforts of Committee Chairs also need to be better defined.

Next week, after the October 5th Board meeting, I will be shifting my drafting efforts toward creating an annual report. My goal is a document that could be provided to the membership via the ATOS Journal, but also standalone as a general informational document regarding ATOS and its activities and provide a vehicle with which to appeal to non-members for support. Typically it will include a review of our legacy and mission, activities including the value

provided to a member, our possible impacts on theater organ instruments and presentation and a look forward with respect to future efforts, providing funds are available. Naturally, a complete fiscal statement will be included.

The following is repeated from my last message, in case you have forgotten these items:

“The Executive Committee has discussed the open Board of Directors position. We felt there are two possible paths to follow, that is fill the position by a Board appointment or leaving the position open to be filled by the next election cycle. We generally agreed that previous comments about the Board filling positions has criticized that this approach makes the Board too inside, not allow for the members to make the selection. We considered any limitation it places on having the Board perform its duties. The conclusion reached was that in following with the desire to have the Board’s composition reflect the membership, having the position filled by the election process was the preferred approach.

This note is also a reminder that the responsibility for naming a Chair and Nominating Committee for next year’s Directors election is the responsibility of the Board of Directors. Board Members should be looking to have candidates to propose for selection.”

Looking forward to your inputs during the Board Meeting. Consider also, comments are more than welcome outside the meeting.

Fiscal Year Ending 8/31/2016 Operating Revenue and Expense

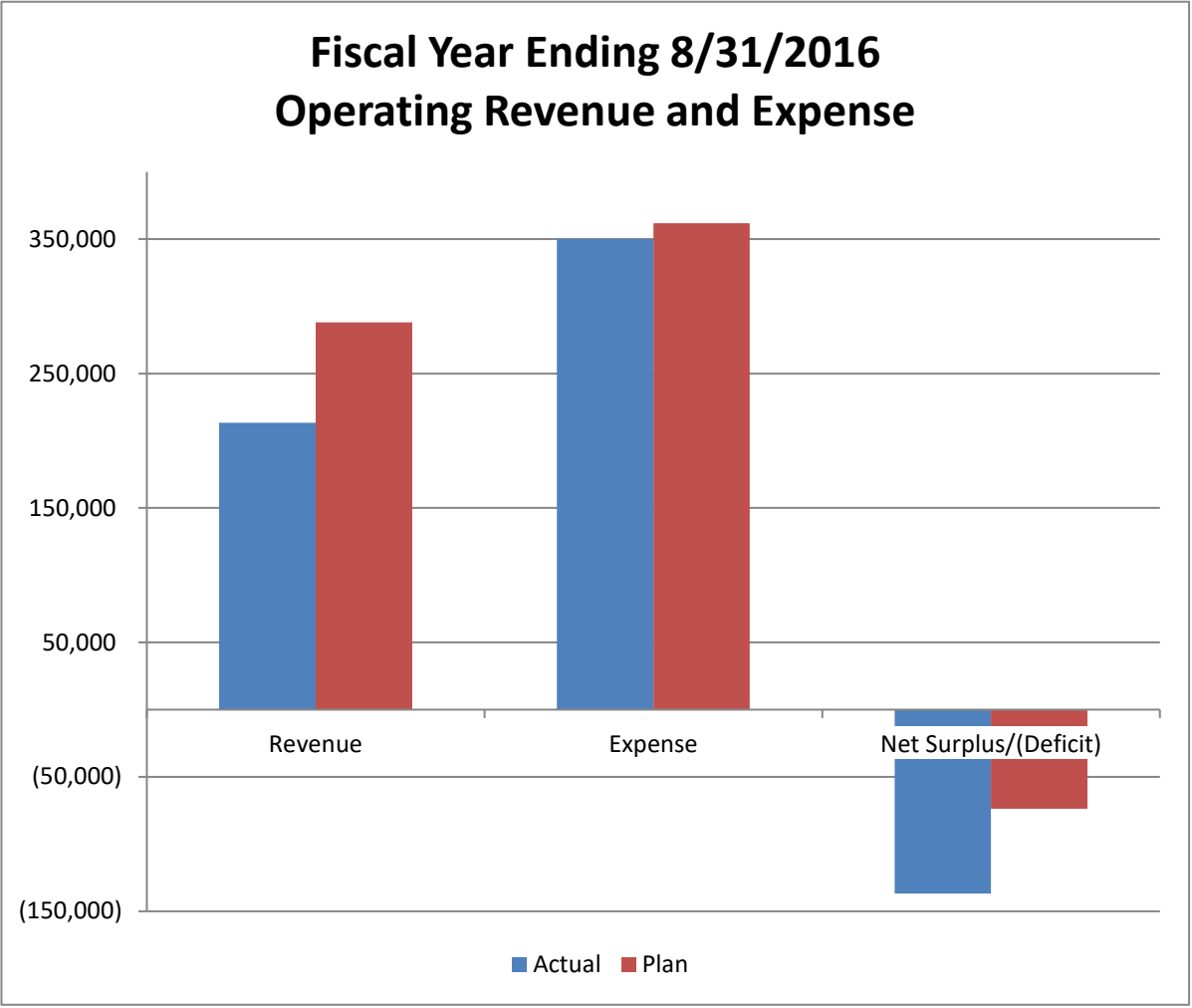
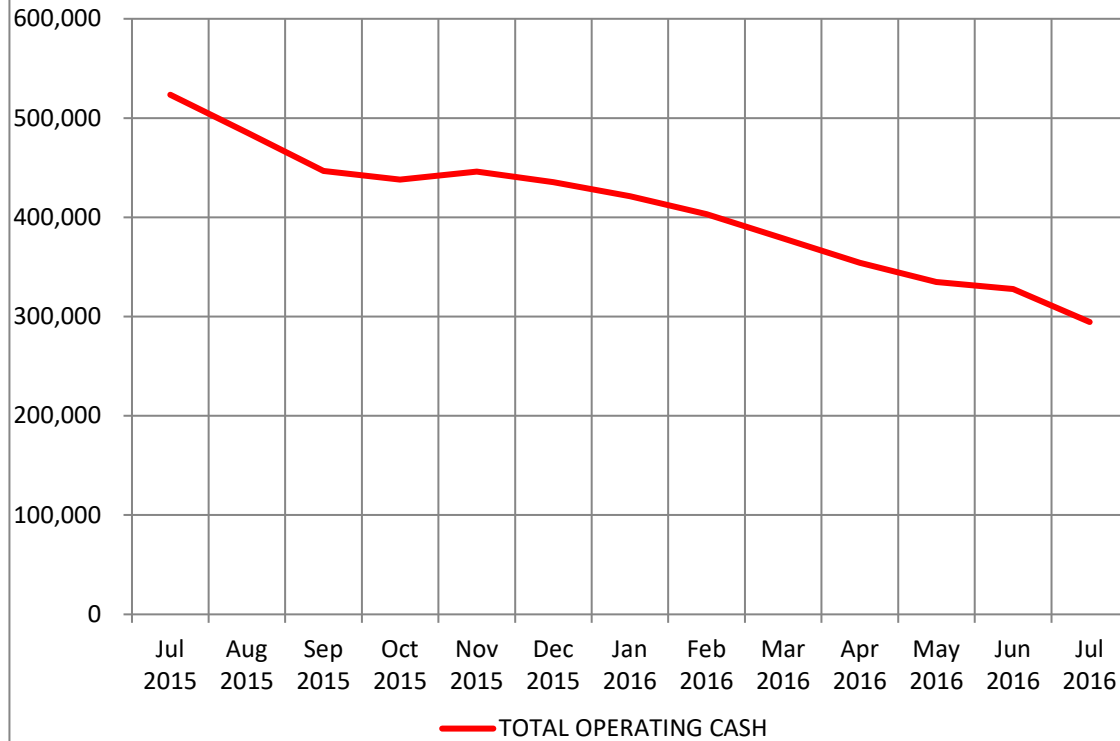


Chart Data

	Actual	Plan
Revenue	213,333	288,150
Expense	350,163	361,900
Net Surplus/(Deficit)	(136,830)	(73,750)

TOTAL OPERATING CASH 12 Months Ending 7/31/2016



American Theatre Organ Society
Balance Sheet as of July 31, 2016

(Revised Sept. 5, 2016)

	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016
ASSETS													
Current Assets													
Bank Accounts													
1000 Cash		0	0	0	0	0	0	0	0	0	0	0	0
1010 BNG Operating Account x4289	76,044	51,490	15,722	96,316	103,755	91,063	74,138	54,440	37,507	38,546	14,646	118,044	85,285
1020 BNG Endowment Grants x4404	9,577	37,078	37,082	36,063	36,067	36,070	36,073	36,076	36,079	30,336	30,338	30,340	25,342
1030 Paypal		0	0	0	1,562	8,247	16,144	20,082	25,506	1,114	7,271	311	4,285
Total 1000 Cash	85,622	88,569	52,804	132,379	141,383	135,380	126,354	110,597	99,092	69,996	52,255	148,695	114,913
1510 Synovus Endowment		0	0	0	0	0	0	0	0	0	0	0	0
1511 Endowment Investment Account	1,429,151	1,355,441	1,346,627	1,392,951	1,389,185	1,370,384	1,349,764	1,340,549	1,286,281	1,280,610	1,274,523	1,254,068	1,227,665
Total 1510 Synovus Endowment	1,429,151	1,355,441	1,346,627	1,392,951	1,389,185	1,370,384	1,349,764	1,340,549	1,286,281	1,280,610	1,274,523	1,254,068	1,227,665
1520 Synovus GW		0	0	0	0	0	0	0	0	0	0	0	0
1521 George Wright Fund	55,389	53,606	53,192	54,704	53,104	52,380	51,637	51,282	49,212	49,028	48,805	48,003	47,005
Total 1520 Synovus GW	55,389	53,606	53,192	54,704	53,104	52,380	51,637	51,282	49,212	49,028	48,805	48,003	47,005
1530 Synovus Reserve Account	0	0	0	0	0	0	0	0	0	0	0	0	0
1531 Reserve Investment Account	447,451	433,747	430,985	341,572	340,655	335,980	331,018	328,780	315,727	314,371	312,902	209,505	204,966
Total 1530 Synovus Reserve Account	447,451	433,747	430,985	341,572	340,655	335,980	331,018	328,780	315,727	314,371	312,902	209,505	204,966
Total Bank Accounts	2,017,612	1,931,362	1,883,607	1,921,606	1,924,327	1,894,123	1,858,773	1,831,208	1,750,312	1,714,004	1,688,484	1,660,270	1,594,549
Accounts Receivable													
1100 Accounts/Contributions Receivable		10,000	10,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	10,000	10,000
Total Accounts Receivable	0	10,000	10,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	10,000	10,000
Other current assets													
1400 Other Current Assets		0	0	0	0	0	0	0	0	0	0	0	0
1410 Inventory	653	653	653	653	653	653	653	653	653	653	653	653	653
1420 Prepaid Expenses		0	0	0	0	0	2,814	2,580	2,345	2,111	1,876	3,679	3,445
Total 1400 Other Current Assets	653	653	653	653	653	653	3,467	3,232	2,998	2,763	2,529	4,332	4,098
1499 Undeposited Funds		0	0	0	0	0	0	0	0	0	466	0	13
Total Other current assets	653	653	653	653	653	653	3,467	3,232	2,998	2,763	2,995	4,332	4,111
Total Current Assets	2,018,265	1,942,015	1,894,260	1,942,258	1,944,980	1,914,776	1,882,240	1,854,441	1,773,310	1,736,768	1,711,479	1,674,602	1,608,660
Fixed Assets													
1600 Fixed Operating Assets		0	0	0	0	0	0	0	0	0	0	0	0
1640 Furniture, Fixtures, & Equipment	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468
Total 1600 Fixed Operating Assets	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468
1700 Accumulated Depreciation - Fixed Operating Assets		0	0	0	0	0	0	0	0	0	0	0	0
1745 Accumulated Depreciation - Run,Fix,Equip	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)
Total 1700 Accumulated Depreciation - Fixed Operating Assets	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)	(3,259)
Total Fixed Assets	208	208	208	208	208	208	208	208	208	208	208	208	208
TOTAL ASSETS	2,018,473	1,942,223	1,894,468	1,942,467	1,945,188	1,914,985	1,882,448	1,854,649	1,773,518	1,736,976	1,711,688	1,674,810	1,608,868
LIABILITIES AND EQUITY													
Liabilities													
Current Liabilities													
Accounts Payable													
20000 Accounts Payable	626	626	0	0	248	2,222	5,584	2,350	(1,699)	6,563	(9,331)	5,047	(6,216)

American Theatre Organ Society
Balance Sheet as of July 31, 2016

(Revised Sept. 5, 2016)

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Total Accounts Payable	626	626	0	0	248	2,222	5,584	2,350	(1,699)	6,563	(9,331)	5,047	(6,216)
Total Current Liabilities	626	626	0	0	248	2,222	5,584	2,350	(1,699)	6,563	(9,331)	5,047	(6,216)
Total Liabilities	626	626	0	0	248	2,222	5,584	2,350	(1,699)	6,563	(9,331)	5,047	(6,216)
Equity													
32000 Unrestricted Net Assets	628,122	672,239	672,239	672,239	672,239	672,239	672,239	672,239	672,239	672,239	672,239	672,239	672,239
Restricted Net Assets	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609	1,345,609
Net Income	44,117	(76,250)	(123,379)	(75,381)	(72,908)	(105,085)	(140,984)	(165,549)	(242,631)	(287,434)	(296,829)	(348,084)	(402,763)
Total Equity	2,017,847	1,941,597	1,894,468	1,942,467	1,944,940	1,912,763	1,876,864	1,852,299	1,775,217	1,730,413	1,721,019	1,669,763	1,615,084
TOTAL LIABILITIES AND EQUITY	2,018,473	1,942,223	1,894,468	1,942,467	1,945,188	1,914,985	1,882,448	1,854,649	1,773,518	1,736,976	1,711,688	1,674,810	1,608,868

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OPERATING CASH													
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1030 Paypal	0	0	0	0	1,562	8,247	16,144	20,082	25,506	1,114	7,271	311	4,285
1531 Reserve Investment Account	447,451	433,747	430,985	341,572	340,655	335,980	331,018	328,780	315,727	314,371	312,902	209,505	204,966
TOTAL OPERATING CASH	523,495	485,237	446,706	437,888	445,971	435,290	421,299	403,302	378,741	354,031	334,818	327,859	294,537

American Theatre Organ Society						
Statement of Activities by Class						
Fiscal Year Ending July 31, 2016						
(Revised Sept. 5, 2016)						
	Total 100 Programs	Total 600 Administration	Total 700 Fundraising	TOTAL	2015-16 Full Year Budget (Approved July 2015)	Actual-to-Plan Full-Year Percentage Difference
Income						
4000 Revenue From Direct Contributions	0	0	0	0		
4010 Individual Contributions	23,924	41,386	0	65,309	136,700	-52.2%
4020 Corporate Contributions	0	300	0	300		
4030 Non Profit Contributions	0	2,300	0	2,300		
Total 4000 Revenue From Direct Contributions	23,924	43,986	0	67,909	136,700	-50.3%
5100 Revenue From Program-Related Sales & Fees	0	0	0	0	2,750	-100.0%
5110 Membership Dues	0	96,493	0	96,493	120,000	-19.6%
5130 Technical Experience Tuition	980	0	0	980	6,600	-85.2%
5140 Summer Youth Adventure Tuition	7,271	0	0	7,271	3,200	127.2%
5150 Theatre Organ Journal	2,054	0	0	2,054	3,400	-39.6%
5160 Marketplace Sales	0	10,097	657	10,754	7,500	43.4%
Total 5100 Revenue From Program-Related Sales & Fees	10,305	106,590	657	117,551	143,450	-18.1%
5300 Revenue from Investments	0	0	0	0		
5340 Dividend & Interest - Reserve	0	11,432	0	11,432		
5350 Capitol Gains	0	652	0	652		
Total 5300 Revenue from Investments	0	12,084	0	12,084	0	
5800 Special Events	0	0	0	0		
5820 Special Events - Gift Revenue	0	0	16,544	16,544	14,000	18.2%
5830 Special Events - Direct Costs	0	0	(856)	(856)	(6,000)	-85.7%
Total 5800 Special Events	0	0	15,688	15,688	8,000	96.1%
Total Income	34,228	162,659	16,345	213,233	288,150	-26.0%
Gross Profit	34,228	162,659	16,345	213,233	288,150	-26.0%
Expenses						
7000 Grants, Contracts, & Direct Assistance	0	0	0	0		
7010 Grants to Individuals	3,139	0	0	3,139	3,320	-5.4%
7030 Grants to Other Organizations	43,988	0	0	43,988	24,500	79.5%
Total 7000 Grants, Contracts, & Direct Assistance	47,127	0	0	47,127	27,820	69.4%
7500 Contractor Service Expenses	0	0	0	0	187,850	-100.0%
7520 Accounting Fees	0	27,275	0	27,275		
7530 Legal Fees	0	4,113	0	4,113		
7540 IT Fees	0	10,800	0	10,800		
7570 Professional Fees	48,200	119,074	6,017	173,291		
Total 7500 Contractor Service Expenses	48,200	161,262	6,017	215,479	187,850	14.7%

American Theatre Organ Society						
Statement of Activities by Class						
Fiscal Year Ending July 31, 2016						
(Revised Sept. 5, 2016)						
	Total 100 Programs	Total 600 Administration	Total 700 Fundraising	TOTAL	2015-16 Full Year Budget (Approved July 2015)	Actual-to-Plan Full-Year Percentage Difference
8100 Nonpersonnel Expenses	0	0	0	0	200	-100.0%
8110 Supplies	318	490	3,625	4,433	5,750	-22.9%
8130 Telephone & Telecommunications	0	1,042	0	1,042	600	73.7%
8140 Postage and Shipping	9,058	3,966	0	13,024	8,450	54.1%
8160 Computer Software & Hardware	12	60	0	72	0	
8170 Printing and Copying	27,791	559	0	28,350	4,000	608.7%
8190 Internet/Web/Hosting Fees	0	443	0	443	4,450	-90.0%
Total 8100 Nonpersonnel Expenses	37,179	6,560	3,625	47,364	23,450	102.0%
8200 Facility & Equipment Expenses	0	0	0	0	0	
8260 Equipment Rental & Maintenance	981	0	0	981	960	2.1%
Total 8200 Facility & Equipment Expenses	981	0	0	981	960	2.1%
8300 Travel & Meetings Expense	0	0	0	0	36,640	-100.0%
8310 Transportation	488	423	2,741	3,652	0	
8320 Meals	474	20	253	747	0	
8330 Lodging	1,697	6,542	6,184	14,423	0	
8340 Airfare	1,019	0	1,935	2,953	0	
8350 Convention & Meeting	0	0	1,284	1,284	0	
Total 8300 Travel & Meetings Expense	3,678	6,986	12,396	23,060	36,640	-37.1%
8500 Other Expenses	0	0	0	0	73,480	-100.0%
8520 Insurance - Non Employee Related	0	185	0	185		
8530 Membership Dues	69	898	0	967		
8550 Bank Fees	0	4,621	0	4,621		
8555 Investment Fees	0	1,156	0	1,156	8,600	-86.6%
8560 Processing Fees	0	1,652	0	1,652		
8570 Advertising/Marketing Expense	531	80	0	611	2,900	-78.9%
8580 Registration and Filing Fees	598	105	0	703		
8590 Other Expenses	0	280	5,872	6,152	200	2976.0%
Total 8500 Other Expenses	1,198	8,977	5,872	16,047	85,180	-81.2%
Temp 1099	0	0	0	0	0	
Total Expenses	138,362	183,785	27,910	350,056	361,900	-3.3%
Net Operating Income	(104,134)	(21,125)	(11,565)	(136,824)	(73,750)	85.5%
Other Income						
9000 Uncategorized Gain/Loss	0	0	0	0		
9030 Uncategorized Gain/Loss Reserve	0	(53,953)	0	(53,953)		

American Theatre Organ Society						
Statement of Activities by Class						
Fiscal Year Ending July 31, 2016						
(Revised Sept. 5, 2016)						
	Total 100 Programs	Total 600 Administration	Total 700 Fundraising	TOTAL	2015-16 Full Year Budget (Approved July 2015)	Actual-to-Plan Full-Year Percentage Difference
Total 9000 Uncategorized Gain/Loss	0	(53,953)	0	(53,953)		
Total Other Income	0	(53,953)	0	(53,953)		
Net Other Income	0	(53,953)	0	(53,953)		
Net Income	(104,134)	(75,078)	(11,565)	(190,776)		

American Theatre Organ Society
Statement of Activities by Month

Fiscal Year Ending July 31, 2016

(Revised Sept. 5, 2016)

	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Total
8520 Insurance - Non Employee Related	0	0	0	0	0	0	0	0	0	0	185	0	185
8530 Membership Dues	0	0	0	0	0	0	0	0	0	0	0	967	967
8550 Bank Fees	0	454	0	435	0	575	663	507	541	460	538	446	4,621
8555 Investment Fees	0	0	1,156	0	0	0	0	0	0	0	0	0	1,156
8560 Processing Fees	0	0	0	50	180	564	146	163	113	173	145	117	1,652
8570 Advertising/Marketing Expense	0	531	0	0	0	80	0	0	0	0	0	0	611
8580 Registration and Filing Fees	0	0	0	105	0	0	0	598	0	0	0	0	703
8590 Other Expenses	2,798	1,963	0	(4)	(1,000)	999	0	245	389	0	124	638	6,152
Total 8500 Other Expenses	2,798	2,948	1,156	586	(820)	2,218	809	1,514	1,044	633	993	2,169	16,047
Temp 1099	0	0	0	0	1,000	(1,000)	0	0	0	0	0	0	0
Total Expenses	20,837	49,697	17,776	35,471	21,688	22,597	21,829	23,685	52,956	15,389	34,923	33,208	350,056
Net Operating Income	(12,750)	(33,480)	(8,221)	7,596	1,883	(1,134)	(12,047)	(5,905)	(31,024)	(906)	(25,009)	(15,827)	(136,824)
Other Income													
9000 Uncategorized Gain/Loss	0	0	0	0	0	0	0	0	0	0	0	0	0
9030 Uncategorized Gain/Loss Reserve	(14,455)	(4,495)	10,641	(1,457)	(7,629)	(5,406)	(2,776)	(14,607)	(1,958)	(2,047)	(4,814)	(4,949)	(53,953)
Total 9000 Uncategorized Gain/Loss	(14,455)	(4,495)	10,641	(1,457)	(7,629)	(5,406)	(2,776)	(14,607)	(1,958)	(2,047)	(4,814)	(4,949)	(53,953)
Total Other Income	(14,455)	(4,495)	10,641	(1,457)	(7,629)	(5,406)	(2,776)	(14,607)	(1,958)	(2,047)	(4,814)	(4,949)	(53,953)
Net Other Income	(14,455)	(4,495)	10,641	(1,457)	(7,629)	(5,406)	(2,776)	(14,607)	(1,958)	(2,047)	(4,814)	(4,949)	(53,953)
Net Income	(27,205)	(37,975)	2,420	6,139	(5,746)	(6,540)	(14,823)	(20,513)	(32,982)	(2,953)	(29,823)	(20,776)	(190,776)

	B	C	D	E	
1	American Theatre Organ Society				
2	Proposed 2015 - 2016 BUDGET				
3	Draft 2 (Revised 6/13/15)				
4					
5	<u>Description</u>	<i>2015 - 2016 Proposed</i>	<i>2014-2015 Budget</i>	<i>2014 - 5/15 Actual</i>	<i>2013-2014 Actual</i>
6					
7	Revenue				
8	Membership Dues	\$ 120,000.00	\$ 125,000.00	\$ 99,320.02	\$ 122,533.31
9	Donations--Unrestricted	\$ 95,000.00	\$ 85,000.00	\$ 74,050.03	\$ 37,105.00
10	Matching Corporate Unrestricted Gifts	\$ 500.00			\$ 250.00
11	Step Up Your Playing Adult Program Tuition	\$ 2,750.00		\$ 2,250.00	
12	Step Up Your Playing Adult Program Donations	\$ 2,500.00		\$ 2,500.00	
13	AMEX Reimbursements			\$ 842.42	
14	OU Graduate Assistants Donations	\$ 12,000.00		\$ 25.00	\$ 62.50
15	Summer Youth Adventure Donations	\$ 15,000.00	\$ 7,500.00	\$ 10,687.45	\$ 15,525.00
16	Summer Youth Adventure Tuition	\$ 3,200.00	\$ 3,000.00	\$ 295.00	\$ 2,950.00
17	Young Theatre Organist Competition Donations	\$ 4,000.00	\$ 2,300.00	\$ 2,285.00	\$ 2,283.00
18	International Youth Silent Film Festival Donations	\$ 2,500.00		\$ 2,500.00	\$ 2,600.00
19	Technical Experience Donations	\$ 2,000.00	\$ 1,200.00	\$ 655.00	\$ 1,355.00
20	Technical Experience Tuition	\$ 6,600.00	\$ 6,600.00	\$ 385.00	\$ 6,545.00
21	Technical Experience Video			\$ 335.00	\$ 100.00
22	Scholarship Donations	\$ 1,200.00	\$ 1,200.00	\$ 571.00	\$ 1,200.00
23	Marketplace Sales From Inventory	\$ 7,500.00	\$ 20,000.00	\$ 631.00	\$ 20,374.28
24	Theatre Organ Journal Advertising	\$ 3,400.00	\$ 3,400.00	\$ 1,847.25	\$ 3,435.75
25	Previous Year Convention Revenue Share (40%)	\$ 14,000.00	\$ 13,566.60	\$ 13,682.43	\$ 14,151.85
26	Web Radio Advertising/Donations	\$ 2,000.00		\$ 990.00	\$ 867.50
27	Web Site Test Payments				\$ 3.11
28	Convention Advance Repayment	\$ 10,000.00		\$ 10,000.00	
29					
30	Total Revenue	\$ 304,150.00	\$ 268,766.60	\$ 223,851.60	\$ 231,341.30
31					
32					
33	Expenses:				
34	Administration:				
35	CPA Firm, Bookkeeping Service, Financial Review	\$ 7,000.00	\$ 9,000.00	\$ 3,900.00	\$ 13,114.15
36	Bank Fees	\$ 8,000.00	\$ 8,000.00	\$ 5,497.78	\$ 8,733.27
37	Legal fees	\$ 2,500.00			
38	Board Election	\$ 3,000.00	\$ 2,130.00	\$ 2,800.63	\$ 6,050.44
39	E-Mail Blasts	\$ 400.00	\$ 360.00	\$ 50.00	\$ 400.00
40	Historian	\$ 200.00			\$ 227.50
41	Postage	\$ 100.00	\$ 212.00		\$ 312.46
42	Printing	\$ 2,000.00	\$ 893.00		\$ 1,115.69
43	Taxes & Government Fees	\$ 200.00	\$ 190.00	\$ 115.00	\$ 190.00
44	Board/Staff Teleconferences	\$ 750.00	\$ 225.00		\$ 280.80
45	Retreat			\$ 29,715.59	
46	Total Administration	\$ 24,150.00	\$ 21,010.00	\$ 42,079.00	\$ 30,424.31
47					
48	ASCAP	\$ 350.00	\$ 600.00	\$ 162.84	\$ 246.07
49					
50	Commercial Insurance	\$ 6,000.00	\$ 5,000.00	\$ 2,622.00	\$ 4,809.00
51					
52	Membership:				
53	Membership Dues Refunds	\$ -			\$ 140.00
54	Membership Secretary Contract	\$ 24,000.00	\$ 22,200.00	\$ 18,800.00	\$ 24,000.00
55	Credit Card Fees	\$ 2,900.00	\$ 2,900.00	\$ 2,240.61	\$ 2,395.11
56	Credit Card Chargeback	\$ -		\$ 345.00	
57	Postage	\$ 1,100.00	\$ 400.00	\$ 1,072.18	\$ 789.51
58	Printing	\$ 500.00	\$ 1,500.00	\$ 1,690.00	\$ 3,078.00
59	Telephone	\$ 600.00	\$ 600.00	\$ 368.09	\$ 186.24
60	Internet	\$ 850.00	\$ 600.00	\$ 671.82	\$ 536.92
61	Post Office Box Rental	\$ 100.00		\$ 80.00	\$ 78.00
62	Office Supplies	\$ 1,000.00	\$ 412.00	\$ 910.98	\$ 514.52

	B	C	D	E	
1	American Theatre Organ Society				
2	Proposed 2015 - 2016 BUDGET				
3	Draft 2 (Revised 6/13/15)				
4					
5	Description	2015 - 2016 Proposed	2014-2015 Budget	2014 - 5/15 Actual	2013-2014 Actual
63	Membership Software Programming	\$ -			\$ 5,000.00
64	Web Site Tests	\$ -		\$ 3.05	
65	Total Membership	\$ 31,050.00	\$ 28,612.00	\$ 26,181.73	\$ 36,718.30
66					
67	President/CE				
68	Service Contract	\$ 57,000.00	\$ 74,666.64	\$ 68,848.86	\$ 79,999.92
69	Office Supplies/Postage	\$ 200.00			\$ 192.43
70	Meeting Meals	\$ 100.00		\$ 9.36	
71	Travel	\$ 15,000.00		\$ 906.40	
72	Total President/CE	\$ 72,300.00	\$ 74,666.64	\$ 69,764.62	\$ 80,192.35
73					
74	Chairman of the Board	\$ -	\$ 80.00		\$ 89.00
75					
76	Chief Operating Officer	\$ 9,000.00			
77					
78	Financial Administrator				
79	Service Contract	\$ 24,000.00			
80	Office Supplies	\$ 1,000.00			
81	Postage	\$ 500.00			
82	Mileage	\$ 100.00			
83	Internet/Phone/FAX	\$ -			
84	Total Financial Administrator	\$ 25,600.00			
85					
86	Secretary	\$ 80.00	\$ 80.00		
87					
88	Treasurer				
89	Office Supplies	\$ 500.00		\$ 1,514.92	\$ 1,240.77
90	Total Treasurer	\$ 500.00	\$ 2,144.00	\$ 1,514.92	\$ 1,240.77
91					
92	Vice-Chairman	\$ -			
93					
94	Youth Representative	\$ 200.00	\$ 306.00		
95					
96	Awards & Recognition	\$ 800.00	\$ 800.00	\$ 623.52	\$ 667.66
97					
98	Fundraising				
99	Annual Fund Drive Letter	\$ 3,700.00	\$ 3,690.33	\$ 3,690.33	
100	Brochure	\$ 1,500.00			
101	Letter	\$ -			
102	Total Fundraising	\$ 5,200.00	\$ 3,690.33	\$ 3,690.33	
103					
104	OU Archive/Library Personnel (2 @ \$11,000 ea.)	\$ 22,000.00	\$ 22,000.00		\$ 21,272.00
105					
106	Step Up Your Playing Adult Program	\$ 5,250.00		\$ 2,239.45	
107					
108	International Youth Silent Film Festival	\$ 2,500.00	\$ 2,500.00		\$ 1,500.00
109					
110	Marketplace				
111	Inventory Purchases	\$ 400.00	\$ 400.00		
112	Convention CD Production	\$ 6,000.00	\$ 6,000.00		\$ 9,337.80
113	Postage	\$ 2,200.00	\$ 2,200.00	\$ 1,022.46	\$ 2,272.18
114	Credit Card/Banking Fees	\$ 600.00	\$ 600.00	\$ 424.57	\$ 595.58
115	Customer Refunds	\$ -			\$ 8.00
116	Office Supplies	\$ 500.00	\$ 500.00		\$ 531.37
117	Returned Check Fee	\$ -			\$ 9.00
118	Mileage Reimbursement	\$ 500.00	\$ 200.00	\$ 221.69	\$ 228.94
119	Wurlitzer Book Shipment	\$ 650.00	\$ 650.00		\$ 758.52

	B	C	D	E	
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2	Proposed 2015 - 2016 BUDGET				
3	Draft 2 (Revised 6/13/15)				
4					
5	Description	2015 - 2016 Proposed	2014-2015 Budget	2014 - 5/15 Actual	2013-2014 Actual
120	Total MarketPlace	\$ 10,850.00	\$ 10,550.00	\$ 1,668.72	\$ 13,741.39
121					
122	Membership Good Faith Financial Review	\$ -	\$ 3,500.00		
123					
124	Mid-Year Board Meeting				
125	Lodging				\$ 2,490.17
126	Transportation				\$ 4,748.92
127	Physically Challenged Assistance				\$ 40.00
128	Total Mid-Year Board Meeting	\$ -			\$ 7,279.09
129					
130	Annual Convention & Annual Board Meeting				
131	Advance	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00
132	Board Meeting Lodging	\$ 6,240.00	\$ 6,240.00	\$ 1,887.28	\$ 8,687.49
133	Physically Challenged Assistance	\$ 600.00			\$ 600.00
134	Board Meeting Travel	\$ 6,000.00	\$ 6,000.00	\$ 3,369.41	\$ 6,470.47
135	Audio/Video Expenses	\$ 960.00	\$ 960.00		
136	Board Meeting Room Rental	\$ -			
137	Postage/Shipping/Misc. Printing	\$ -	\$ 30.00		\$ 25.90
138	Convention Review	\$ -			\$ 535.00
139	Stroney 2014 Conv. Exp. Reimbursement	\$ -		\$ 742.30	
140	Merchant Service Fee	\$ -		\$ 15.00	
141	Total Annual Convention/Annual Bd. Mtng.	\$ 23,800.00	\$ 23,230.00	\$ 6,013.99	\$ 26,318.86
142					
143	Retreat Expenses	\$ -	\$ 28,737.19		
144					
145	Rising Stars Concert	\$ 1,000.00	\$ 1,000.00		
146					
147	Scholarships	\$ 3,320.00	\$ 3,320.00	\$ 1,700.00	\$ 4,150.00
148					
149	Summer Youth Adventure				
150	2013-2014	\$ -	\$ 25,973.98	\$ 25,973.98	\$ 1,154.20
151	2014-2015	\$ -	\$ 24,250.00		
152	2015-2016 Expenses	\$ 24,250.00			
153	Total Summer Youth Adventure	\$ 24,250.00	\$ 50,223.98	\$ 25,973.98	\$ 1,154.20
154					
155	Technical Experience	\$ 4,000.00	\$ 4,000.00	\$ 9,051.91	\$ 5,865.08
156					
157	Technical DVD	\$ 5,000.00	\$ 3,200.00		\$ 680.60
158					
159	Theatre Organ Journal				
160	Salaries (1 @ \$12,000 & 1 @ \$4,000)	\$ 16,000.00	\$ 24,000.00	\$ 21,000.00	\$ 24,000.00
161	Advertising commissions	\$ -			
162	Convention expenses	\$ -		\$ 599.00	\$ 3,539.11
163	Journal design contract	\$ -		\$ 17,000.00	\$ 22,200.00
164	Postage	\$ -		\$ 11,168.48	\$ 18,295.60
165	Printing	\$ -		\$ 22,793.75	\$ 28,846.60
166	Travel	\$ -		\$ 484.00	
167	Total Theatre Organ Journal	\$ 75,800.00	\$ 83,800.00	\$ 73,045.23	\$ 96,881.31
168					
169	Web Site				
170	Design	\$ 3,500.00	\$ 400.00		
171	Test Payments	\$ -			\$ 3.11
172	Web Hosting	\$ 2,150.00	\$ 2,150.00	\$ 687.84	\$ 1,925.70
173	Webmaster Contract Fee	\$ 8,000.00	\$ 7,400.00	\$ 6,400.00	\$ 11,000.00
174	Web Radio	\$ 300.00	\$ 281.00	\$ 275.41	\$ 314.46
175	Technical Support	\$ 3,000.00			
176	Total Web Site	\$ 16,950.00	\$ 10,231.00	\$ 7,363.25	\$ 13,243.27

	B	C	D	E	
1	American Theatre Organ Society				
2	Proposed 2015 - 2016 BUDGET				
3	Draft 2 (Revised 6/13/15)				
4					
5	Description	2015 - 2016 Proposed	2014-2015 Budget	2014 - 5/15 Actual	2013-2014 Actual
177					
178	Young Theatre Organist Competition				
179	Lodging	\$ 2,200.00			\$ 579.15
180	Travel	\$ 3,500.00			\$ 778.57
181	Awards	\$ 2,150.00			\$ 2,000.00
182	Postage	\$ 100.00		\$ 23.10	\$ 39.99
183	Printing	\$ -		\$ 9.04	\$ 17.46
184	Total YTO Competition	\$ 7,950.00	\$ 2,180.00	\$ 32.14	\$ 3,415.17
185					
186	Total Expenses	\$ 377,900.00	\$ 385,461.14	\$ 273,727.63	\$ 348,734.23
187					
188	Net Revenue (loss)	\$ (73,750.00)	\$ (116,694.54)	\$ (49,876.03)	\$ (117,392.93)
189					
190	Reserve Investment Fund Value as of 5/31/15	\$ 531,159.74			



Feel the Music!
Ken Double, President and Chief Executive
1615 Defoors Walk NW
Atlanta, GA 30318
kdatos55@gmail.com

October 5, 2016

PRESIDENT'S REPORT FOR ATOS BOARD MEETING

1. GENERAL COMMUNICATIONS

With sincere apologies, I have been experiencing a litany of issues with my computer, Comcast, Apple, working with Greg Bellamy on corrections and changeovers, and my ability to communicate via the ATOS email system has been seemingly impossible. I cannot "Send" anything, and have not been able to for a while. Again, Greg is working with me (and others) on the switch to Google. You will note this notice is being sent via my old Yahoo address.

I did get hacked. However, there was no financial mess involved.

2. FUNDRAISING

The totals, up-to-date as of today, include the following:
Since August 1, ATOS has received \$7435 in donations.
This includes the anticipated \$5,000 check from Richard Willson.
Of this amount, \$1,840 was earmarked for the General Fund.

Other items of import:

- The Mertz Estate has closed...ATOS is receiving a final distribution of \$18,900, the check due within approx. 30-60 days pending all of the recipients returning the legal documents to the attorneys. These dollars are earmarked for the Endowment Fund
- I have a verbal commitment for a \$20,000 gift, to be received in the form of two individual \$10,000 checks (one this calendar year, the second after January 1)
- I have five individual, in-person meetings scheduled before December 1 to discuss other major gifts for this fiscal year for ATOS

The Annual Drive process is underway, i.e. contact made with Lasko Printing, the fund letter will be distributed for board input, and delivery set for Oct. 20-22 timeframe. I have focused on two major items: 1.) our individual programs, their average costs, and how contributions to fund these programs can provide the greatest benefit to ATOS; and, 2.) the message that "IF NOT US, WHO...AND IF NOT NOW, WHEN?" This concept was brought home by a prospective donor who focused his discussion points on the need for greater sense of urgency in the message, rather than the focus on progress and "good news."

The video project has been delayed due to the editor, Rick Clear, being back in Indiana for most of the past three months. He expects to return to Atlanta soon, as in 2-3 weeks time, at which time we can complete the changes and have that item prepared.



3. TRAVEL

Recent trips and upcoming trips include:

- Rochester, NY – and a full schedule of meetings with prospective venues and the hotel for the 2019 convention
- Syracuse, NY – the 50th Anniversary of the ESTMIM/Syracuse Wurlitzer installation at the State Fairgrounds (I was host, artist and guest speaker for the banquet)
- Minneapolis and Arlington, MN – a program at the Crawford Residence*
- Lafayette, IN – 34th annual concert at Long Center*
- Tampa – meetings with Central Florida and Manasota chapters, and venues for the 2017 convention
- Savannah, GA – progress on the reinstallation of the original Wurlitzer back into the Lucas Theatre (note – key person in this effort is a VP of Programming for Paramount Pictures. LOTS going on in terms of potential here)
- To Ft. Lauderdale (delayed from this Friday to Oct. 22-23, Jancko Residence program for the resurgence of the South Florida Chapter. 60 invited to attend, 30-40 anticipated attendance, getting this long-dormant chapter going again
- To Thurmont, MD*
- To San Diego, Palm Springs and Laguna California for both fundraising meetings and visit with Mark Herman on 2018 convention items

4. CHAPTER CONFERENCE CALLS

The last call in September was successful. Individual contact list is now 61 individuals, not counting ATOS officials.

The next CCC is scheduled for November 17.

ATOS Management

A Statement defining ATOS' Operational Structure in the context of ATOS's current efforts and fiscal standing.

In addressing the need to streamline and better coordinate the day-to-day operations of ATOS, there is a need to better define the roles, and to re-shape the organization in a manner consistent with the ATOS Retreat and recognizing current status of the organization. To that end, the following will help facilitate the move forward in improving ATOS day-to-day operations and assist the transition to "mature nonprofit organization."

The Board of Directors shall be primarily responsible for the governance of ATOS, including a general oversight – but not direct involvement – in the day-to-day operations of ATOS. Board oversight will occur at least four times a year, will include by-laws and policies, fiscal policy and direction, the Endowment Fund, and acting where necessary on the reports presented to the Board by the President/Chief Executive and Operations Manager. These Board and staff efforts shall be consistent with ATOS established goals and business plans and the Board's decisions will be coordinated with staff resources by the Board Chairman and President/Chief Executive in establishing appropriate action assignments.

Operations shall fall under the direction of the President/Chief Executive and Operations Manager and shall both report their respective activities to the Board of Directors. This management team shall be responsible for ATOS operations with the President/Chief Executive focused on Fund Raising, Marketing and outreach to Chapters and the Operations Manager responsible for contracted and volunteer staff support activities. *[The preceding sentence makes sense to me.* The President/Chief Executive and Operations Manager as a team working on their respective activities, will be responsible for the areas of hiring and firing personnel as well as their performance evaluation, with oversight under the purview of the ATOS Executive Committee; contract administration (with appropriate legal assistance as required); establishment and oversight of all standard program activities; reporting to the board regularly on programs, tasks and assignments, ensuring tasks are getting accomplished in a timely fashion; establishing the annual budget and presenting for board review; fundraising; marketing; communications; and the convention. In support of this budgeting effort, the two shall provide the Board of Directors with an annual operating plan with major focus on addressing options with respect to any anticipated revenue shortfall and consistent with Board establish goals.

The Operations Manager will annually prepare and coordinate staff performance reviews, with the President/Chief Executive acting as a reviewing official. The President/Chief Executive will prepare an annual performance review of the Operations Manager, with the Executive Committee acting as the reviewing official of the Operations Manager's performance review. Appeals for any performance review issue shall be considered by the Executive Committee. The Executive Committee shall prepare an annual performance review of the President/Chief Executive, with the ATOS Board acting as the reviewing official.

The Chairman of the ATOS Board of Directors shall ultimately be responsible for the coordination of all operations whether under the direct control of the President/Chief Executive or those of activities

managed by the Operations Manager, including regular reporting to the board. The Board will work through and communicate with the President/Chief Executive and Operations Manager, and will avoid direct contact with personnel unless coordinated with the President/CE and Operations Manager. As this management team implements their respective activities they will communicate any needed By-Laws or Policy Document changes with the ATOS Executive Committee for resolution, and as necessary, changes will be made by the ATOS Board of Directors. In this structure and on an emergency basis, the Executive Committee shall provide backup to either the President/Chief Executive or Operations Manager as well as provide, as necessary, timely inputs to guide or resolve issues of immediate importance.