

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

Name of Activity: ATOS Secretary
(Please fill out separate form for each activity.)

Committee Chair/Officer Name: Bob Evans

Date of Report: 1/29/16

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

- *Routine record keeping. (Minutes, Agenda, etc.)
- *Communications with chapters, board members, staff, etc.
- *Distributed monthly calendars asking for updates, corrections, etc.

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

*NA

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

- *Hope to at least make a start on posting the ATOS Binder on a secure, password protected, area of the web site.

4. Amount budgeted for your committee: _____ \$ _____

Amount expended by your committee: _____ \$0 _____

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

*NA

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.

- *Kept routine records
- *Maintained communications as needed
- *Must put binder on secure section of the ATOS web site.

