

Agenda: 2015 ATOS Annual Board Meeting

Date & Time: Wednesday, July 1, 2014 8:30 a.m. E.D.T.

Location: Double Tree by Hilton Hotel, Philadelphia, PA

Invitees: __Bob Dilworth, __Bill Coale, __Bob Evans, __Mike Hutcherson, __Michael Fellenzer, __John Ledwon, __Dan Minervini, __Jack Moelmann, __Don Phipps, __Carlton Smith, __Denise Andersen, __Donnie Rankin, __Jelani Eddington, __David Kelzenberg, __David Barnett, __Juan Cardona, __Joshua Dill, __Ken Double, designated staff, and any other interested ATOS members

I. CALL TO ORDER/ROLL CALL/INTRODUCTION OF GUESTS

- a. Staff present:
- b. Guests present:

II. ACCEPTANCE OF MINUTES for the meeting(s) of: June 17, 2015 Virtual Board Meeting

III. REPORTS

- a. President/CE
- b. Chair
- c. Vice-Chair
- d. Secretary
- e. Treasurer
- f. Membership

g. COMMITTEES and ACTIVITIES

- i. Archives at OU (Wance)
- ii. Awards and Recognition (Moelmann)
- iii. Convention Planning Coordinator (Kinerk)
- iv. Summer Youth Adventure (Nordwall)
- v. Young Theatre Organist Competition (Ledwon)
- vi. Technical (Smith, Phipps)
 1. ATOS Technical Experience
 2. Restoration and Preservation
 3. Technical Consultation Program
 4. Technical Awards
 5. Theatre Organ Registry
 6. ATOS Technical DVD Initiative
- vii. ATOS Radio (Worthington)
- viii. Organist Scholarships (Smith)
- ix. Chapter Relations (Phipps)
- x. Youth Initiatives
 1. Student of the Year (Minervini)
 2. George Wright Fellowship (Minervini)
 3. Youth Silent Film Festival
- xi. ATOS Marketplace (Vastine)
- xii. IT Manager (Bellamy)
- xiii. Endowment Fund (Ledwon)
- xiv. Nominating Committee (Renwick)
- xv. Publications (Parker, Bryant, Feely)
- xvi. Retreat Forward Task Force (RFTF) (Coale)

* (motion required)

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1. RFTF ATOS Restructuring Proposal
2. Finance/Investment Committee (Renwick)
3. Policy/Bylaws Revisions (Moelmann)
4. Communications/Marketing (Neidich)
5. Nominating Procedure/Guidelines (Evans)

IV. OLD BUSINESS

- a. *(1) Distribution of bequest

V. NEW BUSINESS

a. RECOGNITION OF OUTGOING BOARD MEMBERS

- i. The Board will recognize outgoing board members/officers Bob Dilworth, Jelani Eddington, Jack Moelmann, Mike Hutcherson, and Dan Minervini for their service to ATOS.

b. SEAT NEW AND RETURNING BOARD MEMBERS

- i. David Kelzenberg, David Barnett, Juan Cardona, and Joshua Dill will be seated as new ATOS Board Members. Bob Dilworth will assume the position of Past Chairman once the new Chair is elected.

c. APPOINTMENT OF OFFICERS FOR 2015-2016

**(2) OFFICERS ELECTED:*

CHAIR: _____

VICE-CHAIR: _____

SECRETARY: _____

TREASURER: _____

d. *(3) ENDOWMENT FUND COMMITTEE APPOINTMENTS

1. TREASURER

2. Board member #1: John Ledwon_____

3. Board member #2: _____

4. Gen. member #1: Bob Maney_____

5. Gen. member #2: Peter Crotty_____

e. APPOINTMENTS BY THE CHAIR:

i. APPOINTMENT OF EXECUTIVE COMMITTEE

1. CHAIR OF THE BOARD

2. VICE-CHAIR OF THE BOARD

3. SECRETARY OF THE BOARD

4. TREASURER OF THE BOARD

5. Board member: _____

6. Board member: _____

* (motion required)

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ii. APPOINTMENT OF PARLIAMENTARIAN

- f. *(4) APPOINTMENT OF INTERIM BOOKKEEPER
- g. *(5) APPOINTMENT OF INTERIM OPERATIONS MANAGER
- h. *(6) 2015-2016 BUDGET ADOPTION
- i. CONTRACT APPROVALS
 - i. *(7) Ken Double, President/CE
 - ii. *(8) Mike Bryant, Journal Editor
 - iii. *(9) Don Feely, Communications
 - iv. *(10) Donna Parker, Membership Secretary
 - v. *(11) Dannielle Stark, Graphic Designer

VI. *(12) ENDOWMENT FUND GRANT AWARDS

VII. *(13) STUDENT SCHOLARSHIP AWARDS

VIII. ANNOUNCEMENTS/FOR THE GOOD OF THE ORDER:

NOTE: Some organizations take time right before adjournment for the "good of the order." This segment allows members to give suggestions for improvement or to give compliments concerning the work of the organization. *Usually business is not brought up during this portion of the meeting.* Any ideas for new business that come from this segment are brought up at another meeting. However, if something urgent is brought to the attention of the members, a member can present it as a main motion during this segment. Until someone moves to adjourn the meeting, members can bring forward business.

(From http://westsidetoastmasters.com/resources/roberts_rules/chap2.html)

- a. Meeting with Bill Weary 7:30 AM Monday, July 6; location TBA
- b.

IX. ADJOURNMENT: (date) _____ : _____ AM/PM (at end of convention)

X. NEXT MEETING (virtual):

_____, 20__ at _____ : _____ AM/PM Eastern Time

MOTIONS FOR July 1, 2015 Meeting:

1) P/F Moved by _____, seconded by _____
that ___% of the \$41,000 bequest be distributed to the Endowment
Fund.

2) P/F Moved by _____, seconded by _____
that the following officers be elected for 2015-2016:

CHAIR:
VICE-CHAIR:
SECRETARY:
TREASURER:

3) P/F Moved by _____, seconded by _____
to approve the following as members of the ATOS Endowment Fund:
Treasurer _____, Board members _____ and _____,
and general members _____ and _____.

4) P/F Moved by _____, seconded by _____
to appoint Norma Smith as interim bookkeeper.

5) P/F Moved by _____, seconded by _____

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to appoint Mark Renwick as interim Operations Manager.

6) P/F Moved by _____, seconded by _____

to adopt the budget for the 2015-16 fiscal year.

7) P/F Moved by _____, seconded by _____

to approve the 2015-16 contract for President/CE Ken Double.

8) P/F Moved by _____, seconded by _____

to approve the 2015-16 contract for Journal Editor Mike Bryant.

9) P/F Moved by _____, seconded by _____

to approve the 2015-16 contract for Journal Editor Don Feely.

10) P/F Moved by _____, seconded by _____

**to approve the 2015-16 contract for Membership Secretary Donna
Parker.**

11) P/F Moved by _____, seconded by _____

to approve the 2015-16 contract for Graphic Designer Dannielle Stark.



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**12) P/F Moved by _____, seconded by _____
to approve Endowment Fund Grants as recommended.**

**13) P/F Moved by _____, seconded by _____
to approve scholarships for Dan Minervini (\$450), Ryan Hardy (\$450),
and Declan Poole (\$950).**

14) P/F Moved by _____, seconded by _____

15) P/F Moved by _____, seconded by _____

* (motion required)