

ATOS 2015 ANNUAL MEETING COMMITTEE/OFFICER ACTIVITY REPORT FORM (2015)

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

Committee Chair/Officer Name: Michael Fellenzer

Date of Report: June 5, 2015

1. Actions completed since the 2015 Mid-Year Meeting: (Please bullet actions completed.)

- Sent email messages from Ken to ATOS membership email list using MailChimp services
- Mentor program information printed in Journal and on website
- Coordinated mentor time for Janet Norcross with Mark Herman in the Allen room
- Participated in IT committee
- Participated in Board meetings
- Consulted with Greg Bellamy on IT issues
- Updated Board and Staff group email lists
- Posted updates to website as necessary
- Responded to correspondence as necessary

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

NA

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

NA

4. Amount budgeted for your committee: NA

Amount expended by your committee: NA

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

- Stop reading reports in meetings that have already been distributed
- Use alternate times for virtual board meetings

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

- Sent email messages from Ken to ATOS membership email list using Constant Contact and MailChimp services
- Requested Mentor program information to be printed in Journal and website
- Coordinated mentor time for Janet Norcross at annual convention with Mark Herman in the Allen room