

ATOS MID-YEAR COMMITTEE/OFFICER ACTIVITY REPORT FORM (2015)

Name of Activity: Office of the President/CE – travel, expense report covering 8/1/14 thru 01/31/15
(Please fill out separate form for each activity.)

Committee Chair/Officer Name: Ken Double

Date of Report: February 5, 2015

1. Actions completed since the 2014 Annual Meeting: (Please bullet actions completed.)

- Travel – 8/26/14 – Chicago – Arcada Theatre consultation; two FR visits (FR=fund raising)
- Travel – 9/5/14 – Cleveland – concert in Mansfield, OH; consult with WRTOS on convention plans
- Travel – 9/12/14 – Savannah – Lucas Wurlitzer project
- Travel – 9/19/14 – St. Louis/retreat – note I did not seek reimbursement for expenses as a donation to ATOS
- Travel – 10/3/14 – Richmond, VA; Thurmont, MD; Raleigh, NC – performed first chapter meeting/program for the new Old Dominion chapter; two fund raising visits; met with OHS Exec Dir Jim Weaver; met with officials of the former Mosque/update on Wurlitzer; played program for Bob Conroy
- Travel – 11/3/14 – Orange County, CA – FR visits to four individuals in So Cal; participant (unpaid) in Adult Playing Program
- Travel – 11/13/14 – Tampa, FL – Central Fl meetings/potential convention; FR discussions; concert Kirk
- Travel – 11/28/14 – Indianapolis – program at Wilcox Residence/chapter meeting for CIC; FR discussions
- Travel – 12/2/14 – Tampa, FL – played for two hockey games; met w/Manasota officials
- Travel – 12/11/14 – Savannah – meeting with Sotille and Sotille Architects, Lucas Wurlitzer project
- Travel – 1/8/15 – Chicago – specific meeting with prospective donor plus estate plan plus donation to archive
- Meetings – ongoing – Sandy Springs, GA – new 1500-seat theatre with potential for installation
- Meetings – ongoing – Savannah, GA – install original Wurlitzer from Sav Lucas Theatre into hotel project
- Meetings – ongoing – Charlotte, NC – Carolina Theatre – working with Board of Directors to acquire instrument
- Meetings – ongoing – Tivoli Theatre, Chattanooga – new nonprofit foundation will operate theatre as of 7/1/15

2. Actions begun but incomplete since the 2014 Annual Meeting: (Please bullet actions begun.)

- Follow up on many retreat-oriented items
- Specific new brochure based on theatre managers' recommendation – a spin-off from the Carolina Th. Project. This brochure to allow theatre managers to help us "sell" installations in theatres.
- Complete new, updated fundraising brochure with input post – retreat
- Institute twice-monthly staff meetings
- Work with board on ongoing transition based on retreat recommendations
- Begin search for Financial Administrator, new treasurer
- Communicate with all Retreat Forward committees to chart progress and activities
- Confirm at least four new major donations or estate gifts
- Help confirm donation from Allen Organ Co for practice instrument for OU
- Confirm plans for new installations for organs in Savannah, Charlotte and Sandy Springs
- April 1 gathering with OHS Jim Weaver; THS Richard Fosbrink; LHAT Ken Stein; Bill Coale – discussion on how our four organizations might work together on several fronts

3. Goals to be reached by the 2015 Annual Meeting: (Please bullet goals.)

- Continue travels to as many chapter locations as possible
- Continue twice-monthly staff meetings
- Initiate video-conference meetings to include chapter representatives – an outreach program of communication
- Prepare budget outline for consideration (working with Hutch, the Financial Administrator and bookkeeper)
- Have new staff person in place to handle all aspects of convention recording projects
- Work with M Kinerk on new convention locations – potentials include Central Fla, Great Salt Lake, LATOS, Motor City

- Announce a new, specific and targeted Fund Raising campaign – working with the board to set a serious goal (minimum of \$10 million) to be raised over a 3-5 year period
- Continue to focus attention on new Communications Committee and web/IT/social media aspects of outreach
- Set a new membership target – use that goal to work more directly with chapters

4. Amount budgeted for your committee: Note – dollars are spent out of remuneration for the position. No budget. There were 11 airline trips, as noted. An additional 14 driving trips to Savannah, Chattanooga, Birmingham, Charlotte, etc.

- 11 trips – airline tickets – \$ 3970
- 11 trips – 11 car rentals/fuel - \$ 1540
- 11 trips – hotel, 21 nights - \$ 1930 (*several home stays; some hotel nights provided during this travel)
- Meals, all trips, all guests - \$ 2670
- Mileage, Savannah, Chattanooga, Birmingham, Charlotte – 4,150 miles traveled
- In addition, I pay for my own health insurance; web-access air card; cell phone and other non-reimbursed expenses, in addition to meals on the road.

Amount expended by your committee: \$ 10,110

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

6. Please provide a three-bullet summary of your committee/task force/officer activities since the 2014 Annual Meeting. These will be included in the minutes of the mid year meeting.

