

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

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

Committee Chair/Officer Name: Ken Double, President/CE  
Date of Report: June 22, 2015

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

- As of January 2, 2015, the ATOS Board of Directors approved the first steps in separating Governance (board functions) and Operations (staff and day-to-day activities)
- During the subsequent six months, there was communication with individual staff on individual assignments, i.e. Greg Bellamy and IT; Donna and Membership; Mike Bryant and journal, etc.
- Attempts to organize general and regular full staff meetings were somewhat difficult in terms of general schedules and personal travel; it proved simpler to work individually
- This practice must be corrected despite schedules, time zones, etc. There must be regularly scheduled staff meetings, at least twice monthly
- Despite those issues, there was progress on several fronts, and setbacks and difficulties in other areas.
- The new membership database is functioning better and providing the categorized information we had hoped
- A new system of contacting lapsed members was organized and put in place, and is showing results. Membership decline has not only been halted, but a slight increase is evident over the past several months.
- Progress on the website continues to be painstakingly slow.
- Areas such as SYA and TE continue to flourish
- John Ledwon's work on the YTOC has shown remarkable results
- Retreat-based initiatives are being discussed and should be implemented to better organize staff and its reporting procedures
- Four individuals – Bob Evans, Don Phipps, Bill Coale and Ken Double – met outside of Boston and completed an update of all chapters, which now total 65. Updated information is now being prepared for journal and web distribution
- In an effort to begin regular, two-way communication with chapter leaders, July 28, 2015 will signal the first ATOS "webinar" by which the President will host as many chapter leaders as wish to sign in to begin to discuss issues and share information. This is Step One in an effort to enhance chapter outreach and strengthen the relationship between ATOS and its chapters.

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

- In addition to his journal duties, Don Feely has begun the task of organizing the web content
- Greg Bellamy is working with Dannielle Stark and Courtenay Stocker of Sleeping Giant Creative to complete the re-design of the ATOS website (demo at the Annual Meeting)

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

- Begin the bi-monthly webinars, and chart interest, attendance and progress in reaching out to chapter leaders
- Begin the regular staff meetings at a pre-determined time at least every other week
- Continue the implementation of the Retreat initiatives as approved by the board, or simply enacted as part of overall operations

**4. Amount budgeted for your committee: 0**

Amount expended by your committee: 0 (note, this is generic staffing, no budget necessary in strict terms)

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

- The board will be discussing the possibility of adding a staff person in the operations area, which would be most helpful in ATOS making progress in the area of streamlining operations and the reporting of projects and tasks.

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.

- Based on Retreat recommendations, ATOS has taken some strides in some areas of Operations but much more needs to be done
- The ATOS Website – still not complete in terms of the rebuilding of the site – has nonetheless made some progress in some areas. The appointment of a Content Editor/Manager will assist in this progressing at a quicker pace.
- The board is considering creating an operations position to assist the President/CE, a retreat recommendation that could provide major assistance in accomplishing tasks and charting progress.

