

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

Name of Activity: Office of the President/CE  
(Please fill out separate form for each activity.)

Committee Chair/Officer Name: Ken Double

Date of Report: June 24, 2015

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

- Since January, completed 13 different trips covering ATOS business
- Some of these trips “dove-tailed” with concert appearances
- Chapter visits included: Central Indiana, CATOE, Manasota, Detroit, LATOS, TOSSD (San Diego), Palm Springs (potential new chapter); Seattle/Puget Sound chapter; Oregon; Columbia River; Central Florida;
- A four-day trip to EMCATOS produced the update on all chapters and officers
- Serious progress with some individuals on fundraising, including one donation from one individual that I began working with five years ago
- Serious discussions on major estate planning gifts with two new individuals
- “Spreading the word” about gift-giving, ATOS programs, and Estate Planning at every opportunity
- A relatively new area of effort has evolved – namely, where do I find a home for an organ? The calls are now consistent (at least weekly) and individuals with no where to turn have found me. Time is being spent trying to help these people with instruments, at least where possible and where it makes sense.
- Donna Parker is the “first line” of communication from membership, and each week there are items whereby my input is either necessary, warranted, or helpful
- Continue working with Don Phipps in the area of chapter relations, specifically providing advice in certain areas, or where warranted, flying in to visit and consult
- Have begun the creation of a document ATOS and its chapters can use to present to theatre management. This document is being created to help “sell” management on the value and advantage of having a theatre pipe organ installed. Have solid feedback from seven different theatre operators with successful use of pipe organs to assist in communication with their brethren
- Continue working with three different entities exploring the potential for a theatre organ installation
- Now working with two entities trying to relocate an instrument
- Continue to work with Mike Kinerk on conventions, be it new upcoming convention sites; helping solve issues; and providing other assistance
- Continuing communications with staff in their areas of operations, an area of ATOS management that needs a serious study if we are to make progress in operations
- Met with Bill Coale, Jim Weaver (OHS), Rick Fosbrink (THS) and Ken Stein (LHAT) to discuss how our most similar organizations (in structure and in purpose) might help each other in areas of operations.
- Continue what has properly progressed into twice-monthly email messages to the membership. Feedback on these communications has been strong, supportive and consistent.

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

- It's not that actions are incomplete, they are simply ongoing
- Begin the bi-monthly “webinars” with chapter leaders
- Resume the monthly recordings on ATOS Theatre Organ Radio – it appears I once again will have access to a studio in which to do a professional recording
- To that end, it might be worthwhile to explore some personal recording equipment so that should the studio situation again come to an end, we would have a professional option for recording.

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

- As originally outlined and implemented, the job is extremely difficult
- With so many variables, and no direct staff (assistant, secretary, whatever), tracking progress in so many areas is difficult
- Retreat recommendations need to be implemented, and that will surely demand added staff.
- There is no single individual who can wear these hats and accomplish what needs to be done.
- This is not necessarily a reflection of goals to be reached by the mid year...but a statement that goal setting and achievement can be far better assessed with assistance at the top.

4. Amount budgeted for your committee: \$ 74,666.64 (remuneration and approved expenses)

Amount expended by your committee: \$

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

- For the third consecutive year, I will accept a downward adjustment in remuneration
- A definitive split for expenses has been recommended, which makes more budgetary sense
- Since the mid-year meeting, out-of-pocket expenses for trips, including travel and hotels, rental car, fuel and meals not included in concert associated travel totaled: \$ 6060 (see details below)
- With consecutive years of cuts in remuneration, I have increased my effort to schedule concerts and chapter meetings to assist in the overall travel opportunity to get in front of chapter leaders, members and potential donors.

**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.**

- Travel by the President/CE continues to provide the opportunity to meet with members and chapter leaders face-to-face and spread news of the positives for ATOS
- With so much in so many areas, it is difficult for a single individual to accomplish all that needs to be done, thus the exploration of a retreat-recommended operations person could help immensely
- While slow, progress is evident in IT; membership is actually increasing slightly; outreach to chapters is growing; ATOS is moving ahead in many areas of its operations; there are 65 current active chapters.

**Notes on expenditures: There were five non-concert related trips since February (of the 13 total) incurring these expenses –**

**Airfare - \$ 1960 (5 round-trip tickets – Florida, California twice, Massachusetts, Chicago, Portland/Seattle)**

**Hotel - \$ 2240 ( 21 hotel nights)**

**Meals/tips - \$ 1270**

**Car rentals - \$ 465 (17 days total)**

**Fuel - \$ 155**

**Total travel: \$ 6090**

**While never considered part of the original compensation package and structure in creating the position, I still believe it is important to point out that ATOS has provided no insurance; no expense reimbursement (save convention); no travel allowance; as an independent contractor there is no tax advantage as I am responsible for all federal and state taxes, etc.**

**This is not a complaint, but merely a statement of fact, and a cost of doing business in this manner.**

**For the coming year, there will be a travel allowance, but all other expenses are still the responsibility of the hired contractor. And that travel allowance is not in addition to the remuneration, but is being taken out of the remuneration total, with which I have agreed without discussion. It is the drop in the overall compensation level**

for this post, plus the better recent track record in fund raising, that hopefully will provide the means by which ATOS adds a key staff person to assist in the overall operations of ATOS.

Note, going forward, expenses will be handled via the ATOS AmEx card, which will automatically provide monthly statements as to travel-related expenses.

