

**Minutes of the ATOS Board of Directors Telephone Conference  
Monday, March 28, 2011  
8:00 p.m. E.D.T.**

**1. Chairman of the Board COL Mike Hartley called the meeting to order at 8:04 p.m. E.D.T.**

**2. Secretary Bob Evans called the roll:**

**Officers Present:** COL Mike Hartley-Chairman of the Board, Craig Peterson-Vice Chairman of the Board, Bob Evans-Secretary, Mike Hutcherson-Treasurer. **Board Members Present:** Bob Dilworth, Allen Miller, Col Jack Moelmann, Tyler Morkin, Tim Needler, Donna Parker, Doug Powers. **Youth Representative to the Board:** Nathan Avakian. **Board Members Absent:** John Apple, Bucky Reddish **Staff Members Present:** Ken Double-President/CEO, Jim Merry-Executive Secretary, Mike Bryant-Co-Editor, *Theatre Organ*, Don Feely-Co-Editor, *Theatre Organ*, Jelani Eddington-Contract Administrator, Tom Blackwell-ATOS Webmaster, Dennis Unks-ATOS Marketplace Coordinator.

**3. Chairman Hartley declared a quorum.**

**4. The minutes of the ATOS Mid-Year meeting were accepted.**

**Old Business:**

**5. Reports:**

- **Treasurer's Report (Hutcherson):**

**American Theatre Organ Society  
Statement of Financial Position**

Date: 3/29/11

Liquid Funds:

Checkbook Balance	\$ 126,810.40
Savings Account	\$ 850.01
George Wright Checking Account	\$ 3,545.38
Reserve Account	\$ 590,122.61
<b>Total Unrestricted Funds</b>	<b>\$ 721,328.40</b>
Endowment Fund (Restricted)	\$ 864,251.55
Georgia Wright (Restricted)	\$ 45,210.18
<b>Total Restricted Funds</b>	<b>\$ 909,461.73</b>
<b>Total Liquid Funds</b>	<b>\$ 1,630,790.13</b>

- **President/CEO (Double)**

- Ken and Dennis Unks (Marketplace) reported that 186 DVD Lesson Packages have been sold. Revenues from the sale of the set (\$26,966) and a donation (\$5000) toward the production bring total revenue to \$31,966. Revenue exceeds expenses.
- Dennis has received and filled 221 orders for the Seattle Convention CD's.
- Ken represented ATOS at the dedicatory theatre organ concert at the Grand Theatre in Fitzgerald, Georgia.
- Col Jack Moelmann has purchased two sponsorship packages for Theatre Organ Radio. One is a personal sponsorship and the other is a slot Jack is sponsoring for Theatre Organ Society International.
- Ken has arranged with Cumulus Radio in Atlanta to produce a "live on tape" program (two hours) monthly. The studio owners will make their facilities available to ATOS for this purpose.
- Ken reports that fundraising is ongoing with several important gifts in the offing.
- The ATOS Endowment Fund to \$864,251.55. Another gift of \$100,000 will be added to the Endowment Fund after the transfer of funds to the new financial advisor. This will bring the total of the ATOS Endowment fund to \$964,251.55.
- **Membership Initiative: (Needler)**
  - The current ATOS Membership Initiative is due to expire on March 28, 2011. The committee feels that it would be wise to keep the initiative going in order to gain more participation.

**Motion: (Needler, Dilworth) to continue the membership initiative through July 31, 2011. (Carried: Unanimous)**

- **Executive Secretary's Report: (Merry)** Current membership is 3274.
  - Current membership is 3274
  - The ATOS Membership Initiative appears to be attracting new members.
- **Reincorporation Feasibility Study (Double)**
  - We are still waiting for word from one corporate attorney in California.
  - As soon as we have the information from him we will send out a recommendation to pursue the reincorporation or not.
  - The matter is still officially in committee.
  - Any items of interest regarding this subject should be submitted to the committee.
- **ATOS Logo: (Parker)** The committee is going back to the designer for a revised version of the previously proposed logos.
- **Web Site: (Parker, Morkin, Blackwell)** The new web site is (tentatively) set for April 3, 2011. COL Hartley thanked Tom Blackwell and Tyler Morkin for their hard work with the new web site.
- **Membership "Good Faith" Audit: (Dilworth)** The membership audit committee is in place. They will meet on May 14, 2011. Bob Dilworth (ATOS Board), COL Mike Hartley (ATOS Board), Mary Ann Dilworth (ATOS Member), Randy Hendry (ATOS Member), and Ken Double (Observer) comprise the committee.
- **Strategic Plan: (Powers, Parker)** A group was empowered to re-study the ATOS Strategic Plan. This group consists of Doug Powers, Donna Parker, Col Jack Moelmann, Tim Needler, COL Mike Hartley, Bob Dilworth, and Ken Double. The group met in Wilmington, Delaware and will present its recommendations to the Board at the ATOS Annual Board Meeting.
- **Archive and Library: (Miller, Evans)** Dr. John Schwandt, director of the American Organ Institute (AOI) at the University of Oklahoma (OU) joined the call to report on the progress of

the Archive and Library Agreement. Dr. Schwandt has met with the Dean and Director of the Music School that afternoon and presented them with the revised document. Dr. Schwandt expressed AOI's desire to consummate the agreement as soon as possible. Dr. Schwandt remarked that all signs are good but we must let due process take place. COL Hartley asked if AOI would have a representative at the ATOS Annual Convention. Dr. Schwandt replied that the staff of AOI is working on a plan to have representation at the convention.

#### **New Business:**

#### **6. Discussion of Investment Fund: (Hutcherson)**

- Mr. Hutcherson (ATOS Treasurer) expressed some concern about communications with USBanc Corp. (our current investment advisors)
- Mr. Hutcherson has also been concerned with the amount of charges incurred by ATOS with USBanc Corp.
- Mr. Hutcherson recommends changing our investment advisor to Synovus Securities, Inc.

**Motion: (Hutcherson, Evans) to change our investment advisor from USBanc Corp to Synovus Securities. (Carried: Unanimous)**

#### **7. Budget Process (Hutcherson)**

- Mr. Hutcherson (ATOS Treasurer) has distributed a new ATOS Expense Form.
- Mr. Hutcherson explained the budget process for the next fiscal year. Committee and Board members will receive a budget-planning package by April 15, 2011. The completed package (which provides committee input) should be returned by May 15, 2011.
- Mr. Hutcherson also asked the Board to review the draft copy of an airfare reimbursement policy and make suggestions for revision. A revised version will be submitted to the Board at a future date.

#### **8. Social Networking Demonstration at 2011 Annual Convention (Parker, Evans)**

- A demonstration table at the upcoming annual convention will be available to chapter representatives who wish to set up a social networking page for their chapter. This table will likely be in the registration area at the convention.

#### **Good of the Order:**

#### **9. Creation of a *Record of Board Actions* booklet: (Moelmann)**

- COL Hartley recognized Col Jack Moelmann's efforts to create a comprehensive record of ATOS Board actions. This record will be revised and updated as circumstances allow.
- Col Jack Moelmann also told the Board that he is beginning to compile a "Video Diary" of interviews with current organists of note.

Chairman Hartley declared the meeting adjourned at 9:03 p.m. E.D.T.

/s/ Bob Evans, Secretary

Please note: The meeting was conducted using *Robert's Rules of Order*-Mike Bryant, Parliamentarian

March 28, 2011 Telephone Conference Minutes [Evans] File: Board Meeting Minutes