

**Minutes of the ATOS Board of Directors Annual Meeting  
Westin Hotel, Providence, Rhode Island  
Monday, June 27-Monday, July 4, 2011**

**1. Chairman of the COL Board Mike Hartley gave his opening remarks.**

**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:** John Apple, Bob Dilworth, Allen Miller, Jack Moelmann, Tim Needler, Donna Parker, Bucky Reddish. **Excused:** Tyler Morkin, Doug Powers, Nathan Avakian-**Youth Representative to the Board.** **Staff Members Present:** Ken Double-President/CEO, Mike Kinerk-Convention Planning Coordinator, Jim Merry-Executive Secretary, Mike Bryant-Co-Editor *Theatre Organ*, Don Feely-Co-Editor *Theatre Organ*. **Guests Present:** John Ledwon-Board Member Elect, Don Phipps-Board Member Elect, Mary Anne Dilworth, Judy Merry.

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

**4. The minutes of the June 15, 2011 telephone conference were accepted.**

**5. Treasurer's Report: (Hutcherson)**

Mr. Hutcherson noted that the ATOS Treasurer is making many changes in the way that we do business. He is attempting to make the process simpler and easier. Mr. Hutcherson has applied for an American Express Card so that individuals will not have to put expenses for the Summer Youth Adventure or the ATOS Technical Experience on personal credit cards.

- a. Mike Hutcherson presented a revenue/expense statement.
- b. Mr. Hutcherson reviewed new financial initiatives. (See attachment.)

2011 Convention Treasurer's Report:

At the annual meeting, it was my pleasure to present the treasurer's report to the membership and have the opportunity to describe the things your board has done to ensure the financial security of ATOS.

We ended the 2011 fiscal year with the following fund balances:

Endowment Fund:	\$ 957,000
Reserve Fund:	\$ 510,000
Checking Account:	\$ 154,620
George Wright Fellowship:	\$ 51,811
Total:	\$ 1,673,431

This figure does not include the estimated value of the archives, as they do not represent a liquid asset.

Our growth in the Endowment Fund made it possible for the Endowment Fund Board of Trustees to award \$30,000 in grants for the 2011-2012 fiscal year, a new high for ATOS.

The board's establishment of a \$300,000 floor for the Reserve Fund helps to make sure that ATOS always remains solvent.

This year we have changed the budgeting process to give more board visibility to individual programs, and with much work have approved a balanced budget for 2011-12, which is presented on the following pages. Beginning this budget year, budget amounts will be compared to actual expenditures and a Variance Report issued to determine how well we are staying within our budgets guidelines in our spending.

At the mid-year board meeting, we will revisit the budget and the board will adjust as needed to assure we remain in balance. The "first-half" results may allow us to fund programs that are right now on the back burner (listed at the end of the budget as "unfunded projects"), or they may require that we reduce expenditures elsewhere. The important point is that the budget remains an active working document that serves

**6. Good Faith Financial Review: (Dilworth, Needler, Hutcherson)**

**Motion: (Needler, Evans) to accept the report of the Good Faith Financial Review Committee. (Carried: Unanimous) (See attachment.)**

**7. Chairman Hartley accepted the reports for file.**

**Old Business:**

**8. The Following e-mail votes , having been adopted by unanimous written consent, were read into the minutes as follows:**

**A.Motion: (Morkin) To adopt the website Terms & Conditions of Use and Privacy Policy as presented. Approved on January 7, 2011. (Carried: Unanimous)**

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**B. Amended (from Annual Meeting by Doug Powers and approved on January 29, 2011 (Carried: Unanimous)**

**Honorarium for Convention Presenters**

- 1. That each convention presenter receives a free registration or the equivalent thereof.**
- 2. If an actual cash payout is necessary (over and above the registration cost) the cost be shared equally between ATOS and the chapter and that this sharing is accounted for in the financial report of the convention as a reduction in profit.**
- 3. That presenters be mutually acceptable to the chapter and ATOS.**

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**C. Motion: (Hutcherson) to accept a new airfare reimbursement policy. Approved on March 20, 2011. (Carried: Unanimous)**

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**D. Motion: (Hutcherson) to change the dates of the ATOS Fiscal Year to August 1-July 31.**

**Approved on May 4, 2011. (Carried: Unanimous)**

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**E. Motion: (Evans) to distribute a promotional postcard for the 2011 ATOS Annual Convention. Approved on May 7, 2011. (Carried: Unanimous)**

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**F. Motion: (Powers) to accept a new ATOS Mission Statement as revised and approved by the ATOS Strategic Planning Committee. Approved on June 22, 2011. (Carried: Unanimous)**

**9. Archive and Library: (Miller, Evans)**

- a. Allen Miller reports that the current agreement between the ATOS and the American Organ Institute at the University of Oklahoma is on the Dean of Fine Arts desk awaiting approval. As soon as the Dean approves the document the rest of the process should not take long.
- b. Allen announced that Jeremy Wance, a representative from the American Organ Institute would be speaking at the Member's Forum.

**10. Awards and Recognition: (Moelmann)** Nothing new to add.

**11. Convention Planning Coordinator: (Kinerk)**

- a. Mike Kinerk noted a change to the Convention Planning Handbook. This change mandates that one-day registrations be available to the membership by request.

**Motion: (Moelmann, Evans) to accept changes to the ATOS Convention Handbook. (Carried: Unanimous)**

**Motion: (Needler, Dilworth) to approve the Atlanta Chapter as hosts for the ATOS 2013 Annual Convention. (Carried: Unanimous)**

**Motion: (Evans, Needler) to approve Lee Lanier and Ken Double as co-chairs for the ATOS 2013 Annual Convention. (Carried: Unanimous)**

- b. Mike Kinerk is working to develop proposals for special rates for students and youth convention participants. The Convention Planning Committee will discuss lower rates in order to promote young persons attendance at conventions.
- c. Chairman Hartley commended Mike Kinerk for his performance as Convention Planning Coordinator.

**12. Youth Activities (Nordwall)** Nothing to add at this time.

**13. Competitions: (Morkin)**

- a. Young Theatre Organist Competition: (Morkin)  
Tyler noted that there was one applicant this year (Stephen Kucera), but the competition did not take place because there were not enough applicants.  
Donna Parker noted that the best judge of whether a student is ready to compete is his or her

teacher. ATOS should be in touch with teachers to find out what students will be ready for competition. The Young Theatre Organist Competition Committee will work on contacting teachers.

- b. Amateur Theatre Organist Competition: (Cole-Shaw, Tilschner)
  - o The committee recommends that that the competition be suspended as no members have entered in the past two years.
  - o The Board approved the suspension of the Amateur Theatre Organist Competition.

#### **14. Technical (Miller)**

- a. Technical Experience: Registration is set at \$295. Five people have registered as of this date.
- b. Theatre Organ Registry: The Hilbert Circle Theater-Indianapolis, Indiana has been added to the registry.
- c. Award for Technical Excellence: None awarded this year.
- d. Apprentice Award (new this year) will be awarded to Justin Nimmo (Central Indiana Chapter).
- e. Crew Chief Certificate: The Crew Chief Certificate is awarded to Bob Martin (Garden State Chapter) for his work on the Wonder Morton installed in Loew's Jersey Theater.
- f. Technical Consultation: No requests received for technical consultation.
- g. David Junchen Technical Award: No applicants this year.

#### **15. Awards for Conventions:**

- a. George Wright Memorial Fellowship:(Morkin) No applications were received this year.
- b. Mentor Program: (Reddish) For the second year in a row we have had no applicants. Mr. Reddish explained the Mentor Program to the Board. The Board discussed ways to recruit applicants.

#### **16. Bylaws and Policies: (Dilworth)** Nothing new to add at this time.

#### **17. Strategic Planning: (Parker, Powers)**

- a. Report on Wilmington meeting and milestone schedule
- b. Overall Update: (under new business)

#### **18. Endowment Fund: (Reddish)**

- a. Approval of 2011 Grants

**(Motion: Reddish, Miller) To accept the recommendation of the Endowment Fund Board of Trustees for grants for 2011-2012. (Carried: Unanimous)**

<b>Grant Recipient:</b>	<b>Amount</b>	<b>Intended Use of Grant</b>
Atlanta Chapter	\$4100	Post Horn, Sousaphone Repairs
Columbia River Chapter	\$2703	Rebuild Six Rank Chest
TOS Delaware	\$5000	Tonal Finishing Twenty-Four Rank Wurlitzer

Grand Rapids Museum	\$2500	Rebuild All Percussions
Kirk of Dundee	\$1200	Repair and Rebuild Wood Diaphone
Long Center Lafayette	\$3000	Rebuild Wurlitzer chests
Oregon Chapter ATOS	\$1159	Rebuild Kimball Chests
Tivoli Theatre Chattanooga, TN	\$3540	Repair of Kinura, Trumpet and Chests
Cinema Organ Society, UK	\$3300	Chest restoration
Western Reserve Chapter ATOS	\$3500	Tonal Finishing of Wurlitzer Organ

There were eleven Grant Requests and the Endowment Board was able to fund ten of them.

Bucky Reddish-Chair, Endowment Fund Board of Trustees

- b. Update on New York Chapter loan request: (Reddish)  
The New York Chapter loan documents are with the chapter. They are being reviewed and the chapter will contact Jelani Eddington and Bucky Reddish when approved.

**19. Election/Nomination: (Carr)** Nothing new to add.

**20. Publications: (Parker)**

Mike Bryant explained a pro-card (business-card sized advertisement) promotion. An advertiser will receive seven advertisements for the price of six. This promotion should stimulate activity in this area of advertising.

- a. Around the Circuit: (Bisson) The transfer process to the new web site is underway. This feature of the ATOS web site allows for contributions from venues about their theatre organ presentations.
- b. ETONES- (Reddish) Twenty (20) new members have been added to the mailing list. The ETONES newsletter is now offered on line.
- c. ATOS Web Site: (Blackwell, Morkin) Nothing new to add.

**21. Urban Youth Program: (Moelmann)** Nothing new to add.

Donna Parker remarked that her daughter brought her students to the Elsinore Theatre for two years in a row. The students were exposed to the theatre organ in this manner.

**22. Organist Scholarships: (Smith)** Nothing new to add.

Scholarships awarded to the following students on April 30th, 2011:

Nathan Avakian \$1300.00  
Daniel McCollum \$1500.00  
Donnie Rankin \$1200.00  
Mary Ann Wootton \$650.00  
Steven Kucera \$1300.00

Justin P. LaVoie \$1200.00

**Motion: (Needler, Reddish) to approve scholarships as recommended by the Organist Scholarship Committee. (Carried) (Abstention: Donna Parker)**

**23. Chapter Relations: (Peterson)** Nothing new to add.

**24. Public Relations: (Parker)** Nothing new to add.

**25. Youth Initiatives: (Morkin, Avakian)**

**Youth Silent Film Festival: (Avakian)**

The Board listened to (via speakerphone) a presentation by Jon Palanuk, originator of the Youth Silent Film Festival. This festival was presented for the last two years in Portland, Oregon. This event allows for young persons to create a short silent film to an existing original piece of music.

The Board viewed two examples of these films.

Mr. Palanuk explained his plan to expand the Youth Silent Film Festival into regional festivals. Expansion is predicated on participation of theatre organ people and the presence of a theatre organ at regional venues. Volunteers would become involved and organize the regional festivals. The development of these regional festivals would be accelerated by the participation of ATOS and fits the mission and vision statements of ATOS.

Mr. Palanuk identified how ATOS could assist the program:

- ATOS could identify communities best able to start and promote a local festival.
- ATOS could encourage competent young organists to accompany the films.
- ATOS could support the maintenance of the theatre organs in these venues.
- ATOS, along with local chapters, could help with funding and supporting the various young organists to perform at these local festivals.

**26. ATOS Marketplace: (Unks)** Nothing new to add.

**27. Finance and Investment Committee: (Needler)**

(Please see attached Good Faith Financial Review Memo.)

**Motion: (Dilworth, Reddish) to accept the Good Faith Financial Review Report. (Carried: Unanimous)**

**28. President/CEO Reports: (Double)**

Mr. Double updated his reports for the Board:

- a. Turner Classic Movies Event at the Atlanta Fox. Clark Wilson will accompany “The Mark of Zorro” at the Atlanta Fox on Thursday, August 25, 2011.
- b. Fund-Raising-ATOS has received a gift of \$100,000 from Mr. Mertz. The Annual Drive generated \$26,500. All fund-raising efforts including all gifts, donations, and sponsorships total \$1.7 million Over the past two-and one-half years.
- c. Ferguson and Friends DVD Set-The set is now complete with the production of the fifty DVD and

revenues exceeded expenses. Sales are at approximately 220 at the time of the ATOS Annual Convention.

d. Theatre Organ Radio-Three current sponsors; expanded programming with the monthly two-hour program. Listenership remains steady and among the top programs on Live 365. (Internet Carrier). We are exploring potential alternative hosts as some production and programming issues are causing some difficulties.

e. For complete information on Ken Double's individual reports, see the specific reports attached.

## **29. Executive Secretary Report: (Merry)**

- a. Membership Status: June 22 2011-3269 members. Year to Date Variance: -18. The net effect of the membership initiative has been to stabilize the membership number.
- b. Membership Initiatives: (Needler) More personal contact from chapter leaders is necessary to attract new members.

## **30. Officer Reports:**

- a. Chairman of the Board: Nothing new to add.
- b. Vice Chairman of the Board: Nothing new to add.
- c. Secretary: Nothing new to add.
- d. Treasurer: Nothing new to add.

## **New Business:**

**31. The Board recognized outgoing Board members John Apple, Craig Peterson, and Bob Dilworth and thanked them for their service.**

**32. New Board members John Ledwon and Don Phipps and re-elected Board member Bucky Reddish were seated.**

**33. The Chairman of the Board, Secretary, and Treasurer were reappointed by acclamation. No ATOS members (other than the present officers) presented themselves for these three offices. The office of Vice Chairman is vacant.**

**Motion: (Needler, Evans) to appoint Bob Dilworth to the office of Vice-Chairman of the Board. (Carried: Unanimous)**

## **34. Board Orientation: (Hartley, Moelmann, Board)**

- a. Chairman Hartley made introductory remarks to the ATOS Board.
- b. Jack Moelmann presented a slide show to acquaint new Board members and re-acquaint current Board members with ATOS procedures and policies.

## **35. Strategic Planning Initiative: (Parker)**

- a. Donna Parker presented a PowerPoint summary of the work the Strategic Planning Committee has been doing, including milestone goals and objectives along with a five-year plan.

**Motion: (Reddish, Phipps) Continue work on the Strategic Plan as presented today. (Carried:**

**Unanimous)**

- b. The ATOS Strategic Plan will again be presented at the Annual Membership Meeting.

**36. Archive and Library Update: (Miller, Evans)**

Mr. Miller reported that on his last visit to the University of Oklahoma he expressed his concern with the slowness of the University of Oklahoma's approval of the archive agreement. He feels that once the document leaves the Dean of the College of Music's desk that progress will be swift.

**37. Awards and Recognition: (Moelmann)** Nothing new to add.

**38. Convention Planning Coordinator: (Kinerk)**

**Motion: (Molemann, Parker) Seminar Honoraria: Beginning with the 2011 Annual Convention, all of the following shall apply to all individuals who present a seminar during an ATOS Convention: (i) Each convention presenter shall receive a complimentary registration or the monetary equivalent thereof; (ii) If an actual cash payout is necessary (over and above the registration cost) the cost shall be shared equally between ATOS and the chapter, and that this sharing be accounted for in the financial report of the convention as a reduction in profit; (iii) The presenter shall be mutually acceptable to the chapter and ATOS. (Carried) (Abstention: Miller) See Jelani Eddington's memo in attachments.**

**39. Youth/Adult Activities (Nordwall)** Nothing new to add.

**40. Competitions: (Morkin, Avakian)**

- a. Young Organist Competition: (Morkin) Nothing new to add.
- b. Theatre Organ Student of the Year: (Avakian) Nothing new to add.

**41. Technical Committee: (Miller)** Nothing new to add.

**42. Awards for Conventions: (Morkin, Ledwon)**

- a. George Wright Memorial Fellowship: (Morkin) Nothing new to add.
- b. Mentor Program; (Reddish) Nothing new to add.

**43. Bylaws and Policies: (Dilworth)**

Jelani Eddington, as legal advisor to the Bylaws and Policies Committee, was reached by telephone to address the memo regarding bylaw changes. He offered explanations for each one of the changes. *Mr. Eddington's memos addressing the following motions can be found in the attachments to be posted on the ATOS web site.*

**Motion: (Moelmann, Phipps) that the ATOS Policy Paragraphs 1 and 5 be amended as provided in the June 12 2011 memo from the Finance and Investment Committee and Bylaws and Policies Committee in order to implement the Financial Review Procedures outlined therein. (Carried: Unanimous)**



**Motion: (Miller, Hutcherson) to adopt the policy (paragraph 5 (b) as delineated in June 14, 2011 memo, and rename the ATOS Confidentiality Policy to the ATOS Open Records and Confidentiality Policy. (Carried: Unanimous)**

**Motion: (Miller, Moelmann) Adopt addition of paragraph 8 (d) (as delineated in the June 14, 2011 memo) to ensure that the UCCA (Uniform Chapter Charter Agreement) documents are issued to ATOS Chapters in the name of the corporation that operates the chapter.**

**Motion: (Miller, Reddish) Direct Bylaws and Policies Committee to determine current status of UCCA chapters and track future changes. (Carried: Unanimous)**

Jelani Eddington reported that the documents regarding the Endowment Fund loan to the New York Chapter should be ready for review shortly.

#### **44. Endowment Fund Committee:**

**Motion: (Moelmann, Dilworth To reappoint the current Endowment Fund Board of Trustees. (Carried, Unanimous)**

The members of the Endowment Fund Board of Trustees for 2011-2012 are:

Bucky Reddish, Chairperson

Mike Hutcherson, Financial Secretary

Tim Needler, Board of Directors and Recording Secretary

Bob Latchen, Member

Bob Maney, Member

#### **45. Endowment Fund Initiative:**

The current Endowment Fund balance is \$957,000. In order to facilitate reaching the goal of \$1,000,000 Jack Moelmann will personally match any donations to the Endowment Fund until the total reaches \$1,000,000.

**Meeting recessed at 5:30 p.m.**

#### **ATOS Board of Directors Meeting June 28, 2011.**

**Officers Present:** Mike Hartley-Chairman of the Board, Bob Dilworth-Vice Chairman of the Board, Mike Hutcherson-Treasurer. **Excused:** Bob Evans-Secretary (*Don Feely recorded the minutes as substitute secretary.*) **Board Members Present:** John Ledwon, Allen Miller, Jack Moelmann, Tim Needler, Donna Parker, Don Phipps, Bucky Reddish. **Board Members Absent:** Tyler Morkin, Doug Powers. **Youth Representative:** Nathan Avakian (Absent) **Staff Members Present:** Ken Double-President/CEO, Mike Kinerk-Convention Planning Coordinator, Jim Merry-Executive Secretary, Mike Bryant-Co-Editor Theatre Organ, Don Feely-Co-Editor Theatre Organ.

#### **46. Nominations and Elections: (Carr, Hartley)**

- a. The following were appointed to the Nominations Committee:  
John McCall, Bill Carr, Russ Shaner, Jonas Nordwall, and Craig Peterson.

**Motion: (Dilworth, Hutcherson) to appoint Wayne Tilschner as election teller. (Carried: Unanimous)**

**47. Publications: (Parker)**

- a. Renewal of contracts for the co-editors of *Theatre Organ* (Mike Bryant and Don Feely): The stipends have remained at the same rate of \$1000 per month each. This also includes the positions of advertising manager, convention reviewer and convention photographer.

**Motion: (Moelmann, Ledwon) to accept the contracts for two years of the *Theatre Organ* Co-Editors as presented. (Carried: Unanimous)**

- b. Contract for Graphic Designer: Danielle Stark has proposed a two-year contract at \$24,000 per year.

**Motion: (Needler, Dilworth) to renew the contract of the graphic designer (Danielle Stark) for two years at the rate of \$24,000 per year. (Carried: Unanimous)**

**48. Organist Scholarships: (Ledwon, Morkin)** Nothing new to add.

**49. Chapter Relations: (Needler, Phipps)**

- a. Chapter Liaison assignments were distributed to the Board. (See below:)

ATOS CHAPTER LIAISON ASSIGNMENTS 2011-2012

DON PHIPPS	JACK MOELMANN	TIM NEEDLER
Metrolina	Joliet Area	Central Indiana
Hilo	Dairyland	Red River
Aloha	Cedar Rapids	Kansas City*
Golden State	St. Louis	Bluegrass
Garden State	Central Illinois	Land O' Lakes
Pine Tree	Chicago Area	
	Chicagoland	
TYLER MORKIN	BOB DILWORTH	DONNA PARKER
Great Lakes	Potomac Valley	Oregon
Motor City	Piedmont	Columbia River
Northern Michigan	Cumberland Valley	Kiwi
Lacrosse Scenic Bluffs	Susquehanna Valley	Minnesota/Otter Tail
Packerland	First State	Puget Sound
Jesse Crawford	Virginia	Mount Baker
		Spokane First Nazarene
		Valley of the Sun

KEN DOUBLE  
North Texas  
Southeast Texas  
Orlando  
North Florida  
Central Florida  
South Florida  
Nor-Cal  
Nevada Desert Lights

JOHN LEDWON  
Los Angeles  
Pikes Peak  
Rocky Mountain  
Inland Empire  
San Diego  
Orange County  
London/South of England

BOB EVANS  
Delaware Valley  
Eastern Massachusetts  
Mount Shasta  
New York  
Southern New Jersey

DOUG POWERS  
Western Reserve  
Toledo Area  
Kingston  
Ohio Valley  
Central Ohio  
Sierra  
Sequoia

ALLEN MILLER  
Binghamton  
Buffalo  
Connecticut Valley  
Rome, NY  
Hudson Mohawk  
Manasota

BUCKY REDDISH  
Atlanta  
Alabama  
River City  
Sooner State  
Australia Felix  
Magnolia  
Gold Coast  
Wichita

**50. Public Relations: (Parker)**

Donna Parker distributed an example of a new ATOS Logo.

**Motion: (Needler, Hutcherson) to accept the ATOS Logo as recommended by the Public Relations Committee. (Carried: Unanimous)**

**(The Board later directed a change to the byline on the logo to read: "Feel the Music".)**

**51. Youth Initiatives: (Avakian, Morkin)** Nothing new to add.

**52. Marketplace: (Unks)** Nothing new to add.

**53. Finance and investment Committee: (Needler)** Nothing new to add.

**54. President/CEO: (Double)**

- a. Ken Double updated his reports. (See attachments.)

**55. Executive Secretary (Merry)** Nothing new to add.

**56. Contract Administration: (Eddington)** Nothing new to add.

**57. Officer Reports:**

- a. Chairman of the Board: (Hartley)

- The Chairman has requested and the Board has agreed that all committee and staff members (with the exception of the President/CEO and Executive Secretary) work through an elected Board member.
- Committees and Chairpersons were appointed for 2011-2012. (See attachment.)

- b. Vice-Chairman: (Dilworth) Nothing new to add.
- c. Secretary: (Evans) Nothing new to add.
- d. Treasurer: (Hutcherson) Nothing new to add.

Mike Bryant (Co-Editor, Theatre Organ) read a suggested list of Director's Corner assignments. The deadline for submissions is the 15<sup>th</sup> of the month on odd months.

## **58. Review and Approval of 2011-2012 Budget: (Hutcherson, Board) (See attachments.)**

### **Remarks by the Chairman:**

All Board members will execute the 2011-2012-budget process. The intent is two-fold: First, to assure all board members perform their fiduciary responsibilities as it relates to the budgeting and execution of all ATOS funds. Second, work towards a balanced budget for 2011-2012. This shall be accomplished by a thorough review of each budget line item. We must eliminate excesses and reducing costs with no program shortfalls. There will be no "sacred cows" all programs will be reviewed and if necessary, sacrifices must be made.

The Chairman, Treasurer and the Board proceeded with the budget review. There were several reviews starting with a shortfall of over \$100,000.00. As a result of several sessions the Board was able to balance the budget. All new requirements will be unfunded until further adjustments are made or additional funding is received. All programs will once again be reviewed at the ATOS Mid-Year Meeting. The ATOS Treasurer will oversee actual execution and report any execution concerns

**Motion: (Moelmann, Miller) to accept the 2011-2012 balanced budget as presented. (Carried: Unanimous)**

## **59: Appointment of Executive Committee for 2011-2012**

Bylaws 6.2a Executive Committee: *The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, and Treasurer, plus two other Board members elected annually by the Board. The President shall serve in an ex-officio capacity.*

**Motion: (Moelmann, Miller) to elect Donna Parker and Tim Needler to the ATOS Executive Committee. (Carried: Unanimous)**

The 2011-2012 ATOS Executive Committee: Mike Hartley, Bob Dilworth, Bob Evans, Mike Hutcherson, Donna Parker, and Tim Needler.

## **60. Document Reviews:**

- a. ATOS Bylaws: Reviewed during the course of the Annual Board Meeting
- b. ATOS Policies: Reviewed during the course of the Annual Board Meeting
- c. Job Descriptions: Board and Staff members were urged to update their job descriptions.

**61. Code of Ethics Documents: (Evans)**

- a. Signed Code of Ethics Documents were received from John Ledwon and Don Phipps.

**62. Schedule of Upcoming Meetings: (Chairman)**

- a. Next telephone conference: August 22, 2011
- b. Mid-Year Board Meeting: Will be a telephone conference. Date: TBA
- c. 2012 Annual Board Meeting: July 2012 (Date: TBA)
- d. Annual Membership Meeting: July 2012 (Date: TBA)

The meeting recessed at 5:07 p.m. The meeting will be adjourned at the conclusion of the ATOS Annual Banquet and Awards Ceremony.

**63.** Jack Moelmann and Bob Evans made the following motion at the conclusion of the ATOS Annual banquet and Awards Ceremony event at the Venus de Milo Restaurant in Swansea, Massachusetts on July 3, 2011:

**Motion: (Molemann, Evans) to adjourn the ATOS 2011 Annual Board Meeting. (Carried: Unanimous)**