

ATOS MID-YEAR COMMITTEE/TASK FORCE/OFFICER ACTIVITY REPORT FORM (2016)

Name of Activity: Web Content Manager
(Please fill out separate form for each activity.)

Committee Chair/Officer Name: Don Feely

Date of Report: 2/4/2016

1. Actions completed since the 2015 Annual Meeting: (Please bullet actions completed.)

Keep newest website version fresh with homepage graphics and link buttons. (e.g. ATOS Archives video)
Delete outdated pages and check all links.
Respond to requests to update and add information from Board Members/Officers.
Complete 2016 Convention webpage with photos, schedule, links.
Respond to member/chapter requests to update information.

2. Actions begun but incomplete since the 2015 Annual Meeting: (Please bullet actions begun.)

Continue adding website content (already created) from the pre-drupal versions. (e.g. San Francisco Fox)
Create photo galleries – photos from events; programs; journal articles; conventions – in an online format.
Respond 24/7 to requests for added/updated content from Operations Manager and CEO.

3. Goals to be reached by the 2016 Annual Meeting: (Please bullet goals.)

Continue adding/refreshing content so the ATOS website becomes the definitive site for theatre organ information.

4. Amount budgeted for your committee: 0

Amount expended by your committee: 0

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 2015 Annual Meeting. These will be included in the minutes of the mid year meeting

Review of all website content for bad links, outdated material, and information accuracy.
Keep newest version of website fresh with home page graphics, changeable link buttons, and current info.
Begin addition of content that includes historical organists, theatres, and journal articles.

