

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

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

Committee Chair/Officer Name: Bob Evans

Date of Report: June 5, 2015

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

- *Transcribed and recorded minutes of all ATOS Board Meetings
- *Issued Chapter Certificates to two new chapters.
- *Participated in a new chapter census May 23-26, 2015.
- *Provided information as requested.
- *Participated (as member) in the Retreat Forward Task Force.

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

- *In process of typing out chapter information sheets from chapter census.

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

- *Complete typing of chapter information sheets.

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.)

- *The office of ATOS Secretary entails many duties not listed in the job description. The Secretary may be called on to provide information to a Board member, chapter, or sometimes the general public.

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.

- *Recorded the precedings of ATOS Board Meetings.
- *Participated in chapter census.
- *Served on the Retreat Forward Task Force.

