

Report of the Meeting of the Board of Directors in Atlanta, Georgia March 26, 1977 and Financial Statements for 1973-1976

Beginning in 1972, an effort began to establish a permanent office to house our administrative records and out of which we could conduct the daily business affairs of the society. Our rapid growth in membership and the complexities of record-keeping made physically transporting our official records around the country to the home of each new ATOS president impractical. This pursuit led to the establishment, in 1974, of a National Headquarters, at Middleburg, Virginia, with Erwin A. Young as administrative officer and treasurer. This marked the first time that ATOS National Headquarters had not been at the home of the president.

Since the organization of ATOS, the president, the membership and circulation office and members of the publication staff have always been reimbursed for their out-of-pocket expenses incurred in the performance of their duties.

There being no employees, the National Board decided the above workers be reimbursed for time and expenses by putting them under contract to conduct the daily affairs of the society. Hence, contract fees. The board reviews these annually and determines the amount paid under each contract.

The membership/circulation office receives \$300 per month; the publisher and editorial staff of THEATRE ORGAN receive \$150 per issue; the treasurer/administrative officer receives \$300 per month and an executive secretary to the president can receive \$50 per month.

However, by board action on March 26, 1977, these contracts were reviewed and the amounts adjusted to reflect the certain savings resulting from our new computerization. In the financial statement published in the August/September, 1976 issue of THEATRE ORGAN, the figures for disbursements meant disbursements by the various offices, not to the various offices. In the following financial reports, the figures have been broken down to show an accurate report of exactly where the expenses were incurred.

ATOS National has always been financially re-

sponsible for national-sponsored meetings and supplies advance money to each convention host chapter. The amount of the advance is based on our total membership figure as of October 31 of the preceding year. National is then reimbursed from convention receipts, and has, on more than one occasion since 1961, underwritten any losses incurred. The National Annual Meeting and Convention is not planned to be a profit-making venture but neither can it operate at a loss. Since each National convention registration is an unknown number, it is necessary to project months in advance, the probability of attendance and figure all budget items on this estimated number. Therefore, if the attendance exceeds the projection by a substantial number, a profit will occur. Conversely, if the meeting is poorly attended and registrations fall below the estimate, a loss is involved and National must absorb such loss. If a profit is realized, the chapter and the National share the profit on an equal basis.

Since this is a *National* convention, it is necessary that convention events, expenditures and receipts be under the scrutiny of the National board. This financial responsibility is one of the many reasons for incorporation.

Had the economy not continued its inflationary spiral, an increase in dues might not have been necessary. The National board has made a dues adjustment that takes into account the economy of the past four years. Dues have been held at \$10.00 per year from January, 1973 through December, 1976. In this period of four years, general costs have risen 10%-20% each year and had the board increased the dues \$1.00 per year during this time, the dues would have increased to \$15.00 in 1977 — at just the same amount the board has approved.

It is hoped that the enclosures herein will clarify the financial position of the society and answer most of the questions brought forth by letters received from chapters and individuals. ATOS is not alone in trying to keep up with inflation as increased costs are something we all have to live with.

ATOS

Financial Statements

1973

1974

Operating Surplus from 1972	\$1,027.25
1973 Dues collected in 1972	16,767.16
1973 Dues collected in 1973	30,732.84
First Class Mailing	1,129.04
Advertising	7,016.41
Rosters	552.05
Binders	695.00
1972 Conv. Refund	1,665.20
1973 Conv. Refund	1,800.00
Back Issue TO	1,564.89
Savings Interest	250.00
Misc.	319.00
Total 1973 Receipts and balance forward from 1972	<u>\$63,518.84</u>

Expenses for 1973

National Office	Contract Fees	\$450.00
	Telephone	1,161.54
	Postage	469.93
	Printing	999.07
	Supplies	781.92
	Transportation	45.00
	Misc.	284.14
		\$4,191.60
Membership Office	Contract Fees	\$3,000.00
	Telephone	440.08
	Postage	1,203.41
	Supplies	854.86
	Dues Refunds	269.00
	Misc.	54.71
		\$5,822.06
Theatre Organ	Contract Fees	\$1,500.00
	Telephone	746.54
	Postage	2,659.60
	Printing	31,834.22
	Supplies	1,344.15
	Transportation	1,223.59
	Freight	628.64
	Advertising Expenses	705.76
	Misc.	1,243.31
		\$41,885.81
Roster Printing		\$2,799.88
Theatre Organ Binders		1,324.90
Convention Advance (Motor City)		2,375.00
Total Expenses for 1973		<u>\$58,399.25</u>
Total Operating Funds for 1973		\$63,518.84
Total Expenses for 1973		<u>58,399.25</u>
Operating Surplus for 1973		<u>\$ 5,119.59</u>

Operating Surplus from 1973	\$5,119.59
1974 Dues collected in 1973	16,574.80
1974 Dues collected in 1974	36,536.24
First Class Mailing	2,392.29
Advertising	6,869.76
Rosters	21.00
Binders	899.25
1974 Convention Refund	2,375.00
Back Issues TO	1,188.90
Savings Interest	550.00
Misc.	94.50
Total Receipts for 1974 and balance forward from 1973	<u>\$72,621.33</u>

Expenses for 1974

National Headquarters	Contract Fees	\$750.00
	Telephone	907.81
	Postage	482.47
	Printing	1,146.73
	Supplies	294.43
	Transportation	73.80
	Misc.	480.98
		\$4,136.22
President's Office	Contract Fees	\$550.00
	Telephone	219.29
	Postage	60.00
	Supplies	283.92
		\$1,113.21
Membership Office	Contract Fees	\$3,250.00
	Telephone	724.09
	Postage	1,350.06
	Supplies	1,096.51
	Printing	1,095.40
	Dues Refunds	27.00
	Transportation	313.00
	Misc.	246.70
		\$8,102.76
Theatre Organ	Contract Fees	\$1,950.00
	Telephone	962.02
	Postage	2,097.12
	Supplies	1,610.05
	Printing	40,623.73
	Transportation	1,059.75
	Freight	359.13
	Advertising Expense	1,008.15
	Misc.	783.14
		\$50,453.09
Convention Advance Nor-Cal		\$1,000.00
Total Expenses for 1974		<u>\$64,805.28</u>
Total Operating Funds for 1974		\$72,621.33
Total Expenses for 1974		<u>\$64,805.28</u>
Operating Surplus for 1974		<u>\$ 7,816.05</u>

1975

1976

Operating Surplus from 1974	\$7,816.05	
1975 Dues collected in 1974	16,547.99	
1975 Dues collected in 1975	40,998.87	
First Class Mailing	1,473.08	
Advertising	7,615.47	
Rosters	8.98	
Binders	1,143.96	
Back Issue TO	1,633.00	
Interest	550.00	
1975 Convention Profit	12,066.38	
Misc.	345.20	
Total Receipts for 1975 and balance forward from 1974		<u>\$90,198.98</u>

Expenses for 1975

National Headquarters	Contract Fees	\$2,550.00	
	Telephone	1,126.23	
	Postage	653.32	
	Printing	791.26	
	Supplies	199.03	
	Freight	132.71	
	Misc.	32.59	
			\$5,485.14
Membership Office	Contract Fees	\$3,600.00	
	Telephone	432.00	
	Postage	2,066.00	
	Printing	2,377.34	
	Supplies	978.52	
	Freight	207.42	
	Misc.	364.87	
			\$10,026.15
President's Office	Exec. Sec.	\$600.00	
	Telephone	857.79	
	Postage	20.00	
			\$1,477.79
Theatre Organ	Contract Fees	\$2,400.00	
	Telephone	1,322.97	
	Postage	2,349.29	
	Printing	50,209.69	
	Supplies	2,605.75	
	Freight	426.09	
	Transportation	1,253.22	
	Advertising Exp.	935.78	
	Misc.	336.22	
			\$61,839.01
Library Expense			\$1,572.88
Legal Service			31.50
Tax Prep.			125.00
Insurance			246.00
Nor-Cal Chapter Conv. Advance			1,650.00
Del Valley Chapter Conv. Advance			2,850.00
Repayment to CATOE for 1969 Conv. Loss			2,040.72
Nor-Cal Chapter 1975 Conv. share			4,708.19
Theatre Organ Binders			2,250.06
Total Expenses for 1975			<u>\$94,302.44</u>
Total Operating Funds for 1975		\$90,198.98	
Total Expenses for 1975		94,302.44	
Operating Deficit for 1975			<u>(\$4,103.46)</u>

Operating Deficit from 1975	(\$4,103.46)	
1976 Dues collected in 1975	\$22,089.66	
1976 Dues collected in 1976	40,577.29	
First Class Mailing	1,363.41	
Advertising	9,639.08	
Binders	970.05	
Rosters	3.50	
Back Issue TO	1,603.84	
Extra Membership Cards	1.00	
ATOS Safari Refund	564.12	
1976 Convention Return	5,000.00	
1976 Convention ADV. Refund	3,850.00	
Interest	134.44	
Misc.	56.50	
Total Receipts for 1976		<u>\$85,852.89</u>

Expenses for 1976

National Headquarters	Contract Fees	\$3,600.00	
	Telephone	1,284.95	
	Postage	631.68	
	Printing	403.84	
	Supplies	411.22	
	Freight	53.13	
	Misc.	66.78	
			\$6,451.60
Membership Office	Contract Fees	\$3,600.00	
	Postage	2,671.14	
	Telephone	1,080.00	
	Supplies*	741.02	
	Transportation	330.00	
	Printing	1,056.47	
	Misc.	420.50	
			\$9,899.13
President's Office	Exec. Sec.	\$350.00	
	Telephone	635.30	
	Postage	10.10	
	Transportation	102.40	
	Printing	193.96	
	Supplies	205.29	
	Misc.	168.09	
			\$1,665.14
Theatre Organ	Contract Fees	\$2,850.00	
	Printing (5 issues)	48,405.56	
	Postage	4,605.78	
	Telephone	927.00	
	Supplies	1,392.23	
	Freight	553.95	
	Transportation	1,104.25	
	Misc.	1,057.31	
			\$60,896.08
Insurance			\$865.00
Tax Preparation			125.00
Advance For 1976 Convention			1,000.00
Share of Convention Profit to Delaware Valley Chapter			2,300.00
Partial Loan Repayment			4,000.00
Total Expenses for 1976			<u>\$87,201.95</u>
Operating Deficit for 1975		(\$4,103.46)	
Total Receipts for 1976		85,852.89	
Loan**		7,000.00	
Total Operating Funds for 1976			\$88,749.43
Total Expenses for 1976			87,201.95
Balance			\$ 1,547.48
Less Balance Due on Loan			3,000.00
1976 Deficit			(\$1,452.52)
Cost of December 1976 issue Theatre Organ*			(\$8,383.50)
Operating Deficit for 1976			<u>(\$9,836.02)</u>

*Cost of Dec. 1976 issue not included (billed in 1977).

**Loan of \$7,000.00 made to account on 10/13/76 to cover balance due on October 1976 Theatre Organ. Repayment of \$4,000.00 made 11/30/76.

ATOS
National Board of Directors Meeting
March 26, 1977
AGENDA AND ACTION

1. Dues increase — action to conform to by-laws. Passed
2. Financial Report — 1973 - 1976 re-stated to reflect actual operations on calendar year basis. Accepted
3. Nominating committee — progress report. Received
4. Membership report as of 3/25/77. 5280 members, reported.
5. Convention report, Chicago, 1977 — Progress stated by Bill Rieger.
6. Convention report, Atlanta, 1978 — Progress stated by Bob Van Camp.
7. Charter name and jurisdiction — Southeastern Chapter now Atlanta Chapter. Territory, State of Georgia.
8. Report on two new chapters —
 London and the South of England.
 Pike's Peak Area, Colorado Springs, Colorado.
9. West Penn Chapter becomes inactive.
10. Board approved contract with Anagram Corp. for computerization of membership records and mailings.
11. Board reviewed THEATRE ORGAN staff and adjusted contract fees because of computerization.
12. Approved publication of new membership roster.
13. ATOS Library report by Dr. Paul Abernethy.

ATOS
1977 ESTIMATED BUDGET

INCOME

Dues (6200 at \$15.00)	\$93,000.00
Advertising	9,000.00
Back Issues	1,000.00
Binders	500.00
Misc.	600.00
 Total Estimated Income	 \$104,100.00

EXPENSES

Theatre Organ Printing	\$55,000.00
Theatre Organ Mailing	5,000.00
Contract Fees	10,500.00
Postage	4,500.00
Supplies	5,000.00
Telephone	4,500.00
Transportation	2,500.00
Membership Service (Computer)	1,200.00
Roster Printing	1,500.00
Loan Repay	3,000.00
Misc.	1,500.00

Total Estimated Expenses \$94,200.00

1976 Deficit 1,500.00
 1976 Dec. Issue TO 8,400.00

\$104,100.00

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