

October 11, 2000

To: ASGS President, Doni Hatz and the BoD
From: Gordon Smith, Executive Secretary
Subject: Executive Secretary Report

National Office:

Since assuming the position of Executive Secretary at the last BoD meeting in Tahoe, I have had regular communications with Dawn. I have been very impressed with the way that she handles this office. She has been able to work through a number of critical situations and I believe that she has reached a level of accomplishment where she is now providing us (the ASGS members) with very consistent and outstanding service. We owe her a debt of gratitude.

Dawn will be submitting her own report to the BoD. However, I would like to mention just two issues.

The first issue is the National Office contract. Dawn and I have discussed compensation and she feels that the present contract is satisfactory. On a number of occasions, she has come up with cost saving efforts. When our financial situation improves, I will be recommending an increase in compensation on her future contract.

The second issue is the solicitation of member's dues at the registration desk at future National Symposiums. Dawn and I have discussed this suggestion and we are in favor of making a concerted effort to encourage members to renew their memberships at the National Symposium registration desk. We are hopeful that an earlier influx of money will help to provide a more stable financial situation for our Society.

In addition to this report, I have included an abbreviated version of the "Specification of Duties and Responsibilities of the National Office of the American Scientific Glassblowers Society." Occasionally, I feel that it is important for us to refresh our memories about all of the duties and responsibilities of the National Office.

Insurance:

All of our insurance is now with Heritage and I hope that we will have a long term and agreeable association with them. Dawn has received a five hundred-dollar refund check from our former insurer. After Dawn's illness last summer, I have been giving some thought to our consideration of short-term disability insurance coverage of the National Office manager. I will be looking for coverage that will protect us in the event that Dawn is unable to perform the duties of her office. Hopefully, we would be able to hire temporary help and receive compensation under such a policy.

Bonding:

In Jim's report last June, he mentioned that he was unable to find a record of previous bonding of the National Office. After further investigation, I have concluded that the National Office was never bonded. Bonding is initiated for the purpose of protecting an organization from dishonest employees. If a bonded employee is dishonest, a conviction

must take place before the insurance company will settle a claim. The Minneapolis National Office manager was incompetent; but I doubt that we could have proven that she was dishonest. There was little that we could do to protect ourselves from the Minneapolis situation.

Since bonding would cost approximately one hundred-dollars a month for each section, I recommend that each section establish a counter signature arrangement with their Treasurer, Director and bank. Hopefully, we will then avoid a future "Mortimer experience."

Bylaws review:

After the latest changes are included in the Bylaws, the Bylaw Committee will forward a copy to the law firm of McCullough, Mckenty & Kafader. This firm is a Delaware law firm that has agreed to review and make recommendations about the clarity and consistency of our document. Since we have never had a legal review of our Bylaws, I believe that the two hundred-dollar cost is quite reasonable.

Respectfully submitted,



Gordon A. Smith
Executive Secretary, ASGS

Addendum

October 30, 2000

Executive Secretary Report:

In the enclosed Bylaws Committee Report, two proposed Bylaw changes have been rejected. The Bylaws Committee does not have the authority to reject BoD motions that implement changes in or amendments to the Bylaws. Any Committee can do only what the organization has asked it to do. It cannot act independently of the organization. However, if any committee originates an idea that it feels will benefit the group, it can bring the idea to the BoD meeting in the form of a motion. The BoD is the governing body of our Society and the Bylaws Committee is obligated only to review and advise on these motions. In the future, it may be advisable, in some instances, to send a proposed Bylaw motion to the Bylaws Committee for review before the motion has been voted on for the first time. This action would allow input and revision suggestions (rewording, etc.) to be put in place before the actual first vote. We welcome the scrutiny of the Bylaws Committee; but in the final analysis the BoD must make the ultimate determinations.

Gordon Smith
ASGS Executive Secretary

Specification of Duties and Responsibilities Of the National Office of the American Scientific Glassblowers Society

The National Office of the ASGS is the focal point or hub of the Society's activities and is therefore a direct reflection of the organization itself. The Society's membership is its lifeblood, and in this spirit, each member is considered an integral, important part of the whole. Consequently, the individual(s) responsible for the National Office must not only operate it as an effective, efficient, professional business entity, but, must also possess personality traits which foster sensitive, responsive, and honest interpersonal relations. A failure in either of these areas would be grossly detrimental to the health of the ASGS. Finally, the custodian(s) of the National Office must be able to positively respond to the changing needs and goals of the Society.

The National Office is the Society's liaison between the National Officers and the BoD, Section Officers, Presidential Committees, Members and External Parties and Organizations.

The National Office may be directed by the Executive Secretary to produce either in-house or in conjunction with an outside printer or supplier (after securing three bids) as appropriate the following publications as noted previously and below.

FUSION

Cumulative Index & updates

~~Proceedings~~

Methods and Materials manuals

Safety and Hazards materials

Reference and Abstracts

Annual Roster

Annual Report

Bylaws Booklets

Reprints

General Responsibilities:

1. Provides labels and any special instructions (if the mailing is not being done from the National Office), preparing them in the sort order suitable for the particular mailing being done.
2. Advertisement detail worksheets for each issue of FUSION are prepared by the editor and sent to the National Office for invoicing.
3. At the June BoD meeting, FUSION advertising rates are established for the forthcoming calendar year. New rate cards and advertising contracts with cover letters are sent by the editor to advertisers and agencies.
4. At the June BoD meeting, subscription rates for the next calendar year are determined. Inform the BoD of any definite information regarding any upcoming postal fee increases so that they can be taken into account when determining prices. Send letters to all subscribers and agencies regarding subscriptions for the next calendar year.
5. Send invoices for standing orders for FUSION and also invoices as purchase orders are received for subscriptions.
6. Send invoices for standing orders for Symposium Proceedings and also invoices as purchase orders are received.
7. Respond to purchase orders for individual copies of publications, reprints, back issues, etc. by recording in sales record book, invoicing and mailing.
8. Follow up on past-due invoices.

9. Maintain an available supply of publications so they can be dispensed when required.
10. Maintain a current list of what publications are available and their prices.
11. Maintain a supply of various size envelopes for all anticipated mailings of publications and also boxes for the new member binders.
12. Maintain a supply of FUSION binders available for purchase and office use. Send quarterly reminders of FUSION publication deadline to officers and committee chairs and section secretaries.
13. Send copies of publications to copyright office along with payment. (Send 2 copies of FUSION with a check for \$20.00 plus filled-out form. Send one hard cover Proceedings with a check for \$20.00 along with filled-out form.)
14. The prices for various publications sold by the ASGS are listed in front of the sales record book.
15. Copies of all bills relating to FUSION are provided for the editor and the Publications Committee Chair. Copies of all deposits relating to FUSION are provided for the editor.
16. Copies of all bills and deposits relating to other publications will be provided to the Publication Chair.

The Annual Symposium & Exposition

1. The National Office is responsible for the assembling and mailing of the advanced registration packets. Such packets will include but are not limited to (a) seminar and event registration cards; (b) program brochure; (c) hotel flyer. The Office
2. The Office will receive the completed advanced registration materials and record the registrations in chronological order. Moneys received are to be detailed and deposited in The Society's Symposium Savings Account. Detailed periodical registration reports are to be provided to the Symposium General Chair, Treasurer (along with deposit reports), President and Executive Secretary. Registration card stubs are validated as paid and mailed to the registrants.
3. Order or have on hand an adequate supply of ribbons that will be needed.
4. Order the blank name badges after discussing with Symposium Chair any specifics required regarding content and layout.
5. Order or have on hand an adequate supply of badge holders.
6. Prepare name badges for all registrants, exhibitors, guests and speakers.
7. Attach appropriate ribbons and seminar code markers to name badges that should have them.
8. Prepare any certificates that might be requested relating to the seminars and symposium. prepare any other certificates as requested.
9. Provide lead sheets for each exhibitor.
10. Arrange for production of tickets and chits for the banquet, special events, spouse programs, breakfasts, and luncheons.

Concurrent Symposium Duties & Responsibilities

1. During the Symposium, the individual(s) responsible for the National Office may be required To operate the Day Booth and provide service as registrar as well as to answer any questions of the attendees. If additional help is needed, then volunteers of professional temporary help may be sought through the Symposium General Chair.
2. Prepared registration packets will be distributed to advanced registered attendees. Other attendees will be registered on site.
3. Promotional items for retail sale (e.g., pins, shirts) as well as gratis items provided by the General Chair will be on hand available for sale or distribution.

4. The National Office will be responsible for the collection and control of moneys collected at the registration desk and the charity auction.
 - a. Registration and sales records are kept in conjunction with a member of the host section so that the General Chair is cognizant of all business that is transacted at the registration desk.
 - b. At the end of the Symposium, along with the member of host section, the money received is counted and a cashier's check or money order is obtained for transporting cash back to the National Office. Also, verify with the member of the host section the total of the checks received. Stamp them "For deposit only" while at the Symposium hotel site.
5. Lead sheets for Exhibitors will be prepared.

Post Symposium Duties and Responsibilities

1. Deposit the desk registration money upon return to office.
2. Provide the Symposium Chair, Treasurer and Assistant Treasurer, Executive Secretary and the President in office at the time of the Symposium a complete report of the registration and money received at the desk and a list of any possible refunds that might be due with explanations and other pertinent information. Also, provide spreadsheet of the entire registration and a copy of the new symposia chart with the inclusion of the most recent figures. Prepare any other statistics and charts as requested.
3. Prepare a mailing list for the exhibitors and follow instructions from exhibit chair regarding distribution.
4. Provide information required for the printing of the Proceedings (ASGS officers for the fiscal year, names of poster presenters, workshop demonstrators, names of attendees of the Symposium and exhibitors, etc.).

Other Requirements of the National Office

The National Office as Archive:

The National Office is the custodian of the Society's archival materials in addition to its business records. It is responsible for the organization, condition and maintenance of such materials. A suitable storage unit either on – or off – site will be maintained by the National Office for the safe preservation of the materials. Files on sections, committees, reports received, insurance, taxes, correspondence, payments, sales, deposits, copyright records, contracts, advertisers, subscribers, etc. will be maintained for five years. Archival materials, as well as files on every member and former members will be maintained in perpetuity. Copies of pertinent information and data will be maintained on disc and stored at a safe off – site location.