

## National Office Report to the ASGS Board of Directors

Dear President and Members of the Board of Directors of the ASGS:

### Accomplishments/Special Projects:

- We assisted Deborah Camp with setting up a website page at [www.cafepress.com](http://www.cafepress.com) so members (and non-members) are able to purchase ASGS t-shirts, hats, coffee mugs and other promotional items. The Society pays nothing for this site and will generate \$2.00 income for each purchase. This is a positive cost-effective manner of promoting the Society.
- We are investigating partnerships with Hertz, Marriott, Federal Express, Sam's Club and Bank of America in order to provide membership advantages for ASGS members. These organizations may offer our members discounts at no cost to the Society.
- We have been researching the benefits/challenges of changing our IRS status from 501(c)6 to 501(c)3.

### Financial Situation:

- Although the checking account balance increased by \$46,273.64 between 09/30/07 and 09/30/08, the primary reasons for the increase include:
  - a. We received a lump sum final restitution payment of \$30,000.
  - b. The 2008 Symposium generated much needed revenue in the amount of \$22,508.83.
- The combined investment account balances decreased by \$15,133.11 due to lower yield interest rates on CDs and a market value decrease in the AIM funds of \$15,739.15 (or 25.6%) compared to the same time last year.
- The investment CDs at BB&T have a 7 month term and will expire 11/07/08. Our current interest rate is 1% compared to 4.95% for the term ending 04/07/08.
- Our current budget projects a \$16,850 deficit. The leadership is taking steps to ensure sustainability with the following measures in place:
  - a. 2007 Proceedings will be produced in electronic format (CD) rather than the costly print version.
  - b. The 2008 Roster has been produced only in electronic format (CD). Printed copies will be available upon request.
  - c. Charge postage fees of \$19.50 to all international members and Fusion subscribers due to the discontinuance of surface international mail by the US Postal Service.

**Goals and Objectives:**

- Find ways to generate additional Fusion revenue and/or reduce costs.
- Seek new members, re-engage former members and maintain our current membership roster.
- Evaluate (re-evaluate?) our market – are we missing a segment of potential members and/or advertisers?
- Provide any requested support to the Symposium Committee, Sections and other Committee Chairs/members – even if it's outside the scope of our contract.
- Continue to strive for excellence while performing our duties in a timely, cost-effective manner.
- Set up PayPal on our website for dues renewal and Symposium registration. This is to fulfill requests from members and attendees who prefer the security of paying via PayPal as well as those who would like the option to register/pay outside normal office hours.

In closing, I must impress upon you how important it is to maintain open and honest lines of communication. Please feel free to contact us with suggestions, ideas and constructive criticism so that we are able to serve you in the manner in which you deserve.

Respectfully submitted by Amy Collins

October 16, 2008

Bookkeeping Plus Professional Services, Inc.

American Scientific Glassblowers Society National Office Manager

# BOOKKEEPING PLUS... PROFESSIONAL SERVICES, INC

October 16, 2008

American Scientific Glassblowers Society, Inc.  
Edwin Powell  
36 Main Street  
Auburn, NJ 08085-9406

Dear Mr. Powell:

Since our inception in 1994, the dedicated staff of Bookkeeping Plus has provided individuals, businesses and non-profit organizations with a wide range of professional services including tax planning and preparation, accounting, payroll, computer software consulting and management services. Our continual investment of time and resources in continuing education, computer technology and civic participation demonstrates our commitment to excellence. Our team approach allows our clients to have access to personnel skilled in a variety of disciplines. Because our firm is small, our clients benefit by getting personalized, quality service that is beyond comparison.

Enclosed is our bid to provide National Office Management Services for your organization. Thank you in advance for your consideration.

Sincerely,

Amy C. Collins  
President

Proud Member of: Certifications/Degrees:  
Greater Greensboro Builder's Association BBA in Accounting-Marshall University  
Western Rockingham County Chamber of Commerce Certified QuickBooks®Pro Advisor

104 West Hunter Street

Madison, NC 27025

(336) 548-9600

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# BOOKKEEPING PLUS... PROFESSIONAL SERVICES, INC

October 16, 2008

American Scientific Glassblowers Society, Inc.  
Edwin Powell  
36 Main Street  
Auburn, NJ 08085-9406

Dear Mr. Powell:

We are pleased to offer this proposal to provide National Office Management Services to The American Scientific Glassblowers Society, Inc. (hereafter ASGS).

Bookkeeping Plus Professional Services, Inc. (hereafter Bookkeeping Plus) will provide the services listed in the attached Scope of Services that was prepared by ASGS and included in your request for proposal.

Bookkeeping Plus will also be available for other special projects as needed. These projects will be billed at our prevailing hourly rate, or, in special circumstances will be quoted on a per project basis.

The annual contract fee for this service will be \$34,800.00. We will invoice in 12 equal monthly installments of \$ 2,900.00. Invoices will be submitted on the 1<sup>st</sup> day of each month, and payment will be due in full on the 10<sup>th</sup> day of the month in which the invoice is submitted.

A service charge of 1 ½% per month will be added to accounts that are 30 days past due. In addition, all accounts 30 days past due will be placed on credit hold and work will be suspended until the account is paid in full.

Either party has the right to terminate this agreement upon 30 days written notice to the other party or upon mutual agreement of both parties. Both parties agree to good faith negotiations in the event that changes are required to the Scope of Services or any other consideration of this agreement.

Bookkeeping Plus will maintain Errors and Omissions Liability insurance in addition to the required dishonesty bond. This proposal does NOT include any responsibility or insurance coverage of any property, records, etc. owned by anyone other than Bookkeeping Plus.

(Continued next page)

All ASGS records, whether electronic or paper, will remain the property of ASGS and will be available for inspection during normal business hours at our location. We will provide backup copies of electronic data upon request.

In the event of expiration and/or termination of the agreement, all ASGS property will be handed over upon payment of final invoice.

Software used to prepare and/or store data will remain the property of Bookkeeping Plus.

This agreement will become effective on August 1, 2009 and will continue for the term of 1 year. The first installment will be invoiced on August 1, 2009 and will be due on August 10, 2009.

Both parties agree to good faith negotiations for renewal of this agreement beginning 60 days prior to expiration.

Signature below by authorized representatives of the parties constitutes acceptance of this proposal. Upon acceptance, this document and the attachments become a binding contract between the parties.

Acceptance:  
Bookkeeping Plus Professional Services, Inc.

Print/Type Name: Amy C. Collins

Authorized signature: \_\_\_\_\_

Title: President

Date: October 16, 2008

American Scientific Glassblowers Society

Print/Type Name: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

104 West Hunter Street

Madison, NC 27025

(336) 548-9600

## Scope of Services (revised 6/4/05)

### Association Management

#### 1. General Office

- a. Phone (answer phone calls as available, 9 a.m. – 5 p.m., CST, call return within 24 hours, M-F) Note: We do not require receptionist service, but would like a personal response if possible. We receive about 2-3 phone calls per day.
- b. Fax (receive 24 hr, 7 days/week, transmit as necessary during normal business hours)
- c. Voice Mail (call return within 24 hours, M-F)
- d. E-mail (receive and respond within 24 hours, M-F)
- e. Route communication to officers and committee chairs as necessary
- f. Maintain regular contact with Executive Secretary
- g. Prepare general report on office operations for each Board of Directors meeting

#### 2. Management Company Facilities

- a. Provide storage for inventory listed

#### 3. Inventory

- a. Provide secure storage of archival records (off-site storage acceptable, ~200 square feet)
- b. Maintain copies of past publications for distribution on request (on-site storage, ~80 square feet)

#### 4. Financial Management

- a. Maintain ASGS financial records in an accepted accounting practice format
- b. Receive, record, and deposit all income: dues, symposium registration, advertising, etc.
- c. Provide credit card processing for dues, symposium registration, and other payments
- d. Receive treasurer approved, prepared, and signed checks for counter-signature and final disbursement in payment of invoices. Receive and file copy of invoice and duplicate copy of check for each invoice.
- e. Provide weekly, monthly, quarterly, and annual reports to the treasurer and bookkeeper. Reports to include the following (The details of format and timing for specific reports will be mutually agreed upon by the ASGS and the service provider):
  - i. Receipts (cash & credit) & Disbursements
  - ii. Deposits
  - iii. Bank Reconciliation
  - iv. Accounts Payable & Receivable
  - v. Budget Comparison
  - vi. Other reports as requested

## 5. Membership Committee Support Services

### a. New and Prospective Members

- i. Respond to all inquiries regarding membership in the ASGS within 24 hours
- ii. Add personal contact information of prospects to database and forward to respective section director
- iii. Send out prospective member packets: personalized letter, information brochure and application, to all prospects
- iv. Follow up after 30 days to confirm receipt of information
- v. Process membership applications
- vi. Forward application information to the membership chair for determination of membership classification
- vii. Add to roster after confirmation by membership chair
- viii. Place new members in the closet regional section to their address unless otherwise specified
- ix. Send introductory materials to new members when notified by membership chair.
- x. Maintain and update membership marketing and promotion materials

### b. Current Members

- i. Send and process renewal invoices to all members
- ii. Coordinate with the membership chair on the reclassifications
- iii. Maintain and update the membership roster on searchable database
- iv. Provide periodic reports to officers and section directors of membership statistics
- v. Prior to each Board of Directors meeting, prepare a report of membership statistics

### c. Marketing

- i. Maintain record of past, current, and prospective members contact information
- ii. Assist implementation of marketing program as requested

### d. Membership Mailings

- i. Process annual mailing of membership information mailing
- ii. Prepare mailing labels for mailings from the national office and for committee chairs (dues renewal forms, election and dues increase ballots, symposium packets)
- iii. Provide mailing list information and/or labels for membership mailings as requested by authorized individuals

## 6. Publication Committee Support Services

### a. Fusion (quarterly journal)

- i. Respond to advertising inquiries
- ii. Process advertising submissions
- iii. Maintain database of advertisers
- iv. Bill & receive payment for advertising

- v. Provide mailing list information to publisher
- vi. Provide report of advertising revenue quarterly (per issue) to publication chair and Fusion editor.
- vii. Communicate with publication chair, Fusion editor, and publisher as necessary
- b. Proceedings (annually – symposium papers)
  - i. Providing mailing list information to publisher (from Symposium database)
  - ii. Communicate with publication chair, Fusion editor, and publisher as necessary
- c. Website
  - i. Transmit web advertisements and related update information to the webmaster
  - ii. Relay update information related to symposia, committees, etc. to the webmaster

### **Conference/Trade Show Management**

- 1. General
  - a. Maintain database of attendees, exhibitors, function attendance, and finances.
  - b. Provide monthly reports to the Symposium chair, or as requested.
- 2. Pre-registration
  - a. Receive, publish, assemble, and mail registration information
  - b. Process symposia advance registrations and payments
  - c. Provide monthly reports to symposium coordinator and chair and as requested
- 3. Exhibitors
  - a. Process exhibitor registrations and payments
  - b. Respond to/redirect vendor inquiries
  - c. Provide monthly reports to the Exhibits chair, or as requested.
- 4. Onsite
  - a. Oversee onsite registration
  - b. Coordinate with the treasurer for processing onsite receipts of cash
  - c. Receive payments at annual charity auction