

National Office Report to the ASGS Board of Directors

We would like to take this opportunity to thank you for trusting us to manage the National Office of the American Scientific Glassblowers Society for another year. This time last year we were playing “catch-up” (Fusion invoicing, reviewing the roster, learning how to use the File Maker Pro database, updating the Fusion rate card and advertising reservation forms, creating a new dues statement, preparing for Symposium, etc); and our success is directly related to the encouragement and assistance we received from the membership. Our sincere appreciation is extended to Dave Daenzer, Jim Hodgson, Marilyn Brown, Dave Smart, Scott Bankroff, Jack Korfhage, Gary Coyne and countless others for your advice, patience and support.

Over the past few months, your National Office has been hard at work:

1. With assistance from Jim Hodgson, the archival records have been moved from High Point to Madison.
 - a. We now have an accurate inventory of Fusion & Proceedings.
 - b. We shipped publications and photos to Marilyn Brown.
 - c. We shipped old video to Mike Morris for digital transfer.
 - d. We shipped Fusion and Proceedings to Joe Gregar for the CD library.
 - e. We have an on-site library of Fusion & Proceedings, which enabled us to quickly gather the information Joe Gregar required to secure bids for the CD project.
2. With Gary Dobos’ blessing and input from Mike Souza, we designed the postcard inquiry/survey.
 - a. 2000 postcards were printed.
 - b. 1000 grey postcards were mailed to former and current members between 1999 and 2003 who reside in the US and Canada.
 - c. 50 blue postcards were distributed to each of the 10 sections.
 - d. 500 light maroon postcards have been reserved for Exhibitors, product stuffing and trade-shows. To date, 100 have been distributed.
3. We created a new File Maker Pro database to track the responses from the survey.
 - a. The data is not “co-mingled” with the roster database.
 - b. We can extract the source of the response (grey, blue or maroon).
 - c. We can extract the # of requests for select categories.
 - d. We notate the date the response was received by the National Office and the actions taken (mailed membership application, e-mailed Membership Chair, etc)
 - e. The original cards are filed in alphabetical order and placed in a file box for future reference if necessary.
 - f. As of October 14, 2003, we have received 60 responses.

4. To (hopefully) generate additional Fusion advertising revenue, Dave Smart encouraged us to contact former advertisers.
 - a. We compiled a list of 13 companies who recently advertised in Fusion
 - b. We narrowed the list to the 10 we could locate contact names and current addresses.
 - c. The cover letter announced our recent increase in membership, our new Corporate Subscriber Membership program and the web-link advertising (available only to committed Fusion advertisers).
 - d. We mailed each company representative a 2004 rate card, a 2004 advertising reservation form and a complimentary issue of August Fusion.
5. The transition between membership chairs has been a smooth one. Gary Dobos has been eager to learn how to effectively use the File Maker Pro database. More than once, he has forwarded corrections to errors he finds as he browses through the Roster!
6. Dan Wilt “met” with our AIM Investment Representative, Terry Romine, via a phone conversation from the National Office to discuss the purchase of equities with the restitution monies. Effective September 2003, \$600 per month is being drafted from the operating account to purchase shares from five different AIM funds. Terry took this opportunity to re-balance our portfolio. Dan also directed us to purchase a “Treasury CD” in the amount of \$7,200 earning 1.09% APR. We “locked in” the other two CDs for 15 months earning an APR of 1.19%.
7. Comparing our operating bank account balance as of September 30, 2003 to September 30, 2002, we have maintained a consistent balance of approximately \$33,000.00 for both years.
8. Financial statements (both accrual and cash based) and supporting ledgers have been prepared on a monthly basis with a separate reconciliation of books to bank. Until recently, these were routinely provided to Treasurer Jim Hodgson. For the month of September, a full set of reports was also mailed to Audit Chair Ian Duncanson and new Assistant Treasurer Frank Meints.
9. As I was reading my recent college alumni newsletter, an article about biotechnology captured my attention. The article stated that a non-profit organization was being founded near the university with the dual purpose of aiding both the scientific education of the university students and attracting new industry (biotechnology) to the community. Of course, donations to this non-profit would be deductible as charitable contributions. As we continue to investigate the possibility of requesting a change in tax-exempt status from 501(c)(6) to 501(c)(3), it is important to clearly evaluate the true purpose of the American Scientific Glassblowers Society by reviewing our original Articles of Incorporation and current by-laws. We have attached copies of select pages from IRS Publication 557 titled “Tax-Exempt Status for Your Organization”.
 - a. Page 25-26 regarding Scientific Organizations under Section 501(c)(3)
 - b. Pages 48-49 regarding Business Leagues, Etc. under Section 501(c)(6)
 - c. Page 60-61 “Organizational Reference Chart” (Code Section comparison)

10. Before dues statements are prepared, we would like BOD approval to modify the form. We propose the following statement(s) be added:
 - a. Under IRS Section 501(c)(6), 100% of the dues may be deductible as trade or business expenses if ordinary and necessary in the conduct of the taxpayer's business. (*Please pass this one – it's basically an IRS requirement!*)
 - b. Disclaimer: The membership roster is available to ASGS members only. The ASGS is not responsible for any misuse of information by individual members. Please notify the National Office in writing if you would prefer to have some or all of your membership information omitted from the roster. (*Please feel free to amend the proposed wording of this disclaimer*)
11. Please notify the National Office as soon as possible about significant board decisions that affect membership dues (fee changes, lifetime member designations, new programs) and other National Office operations. We were informed of Nov 2002 decisions when we read the minutes/motions in the February 2003 issue of Fusion.

After Symposium, we thought the National Office would be calm and quiet for a few months. How wrong we were! Thanks to the unwavering commitment by Marilyn Brown and Dave Smart, the August issue of Fusion was timely published - despite the problems and delays encountered on our end. Although we miss Jack Korfhage, we welcomed the opportunity to "break in" Gary Dobos as our new membership chair. Designing the postcard survey gave us the chance to test not only our creative skills but also our ability to squeeze Mike Souza's ideas on a 3½"x8½" piece of paper! We are now more confident in our (limited) knowledge of the File Maker Pro software after we successfully set up a database to capture the survey responses. Jim Hodgson's dedication to the Society was displayed when he flew to NC over Labor Day weekend to move the ASGS archival records closer to the National Office. Now that the records are minutes away, response time to historical information requests will be much shorter. We are working with Dan Wilt and Bonnie Clark on the 49th Symposium and already received the initial batch of Exhibitor Booth reservations from Bonnie. 2004 Fusion advertising reservation forms and rate cards have been approved by Dave Smart and will be mailed to current advertisers by the end of October. Dues statements, pending BOD approval, will be mailed to 2003 members around November 15th.

Thank you again for your confidence in us. We appreciate the compliments and kind words about our work on behalf of the Society. You are truly a pleasure to serve.

Sincerely,

Amy Collins & Stephanie Stevens
Bookkeeping Plus Professional Services, Inc.
American Scientific Glassblowers Society National Office Managers