

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