

TO: President Edwin Powell and the Board of Directors of the ASGS  
FROM: David G. Daenzer, Executive Secretary  
SUBJECT: Report for November 2002 Board of Directors Meeting  
DATE: October 11, 2002

Dear President Powell and the Board of Directors:

Oversight of the National Office is one of the largest responsibilities of the Executive Secretary. I will comment on three areas related to the National Office: the condition of the Interim Office, the status of the search for the "permanent office", and the situation related to the legal process involving the former National Office manager.

### **Interim National Office**

The Interim National Office address is 104 West Hunter Street, P.O. Box 778, Madison, NC 27025, phone: (336) 427-2406, fax: (336) 427-2496.

The Interim National Office services are being provided by Amy Collins of Bookkeeping Plus Professional Services, Inc., 104 West Hunter Street, Madison, NC 27025.

We are operating with Amy under a month-to-month arrangement. Her charge rate is \$50.00/hour. Using the previous National Office contract of \$24,000/yr. We began with 40 hours per month (\$2000) that can be extended to 60 hours per month with my approval. The end of July and August billing was for ~75 hours. The September billing was for 60 hours. The additional hours beyond the target 40 were expected as start up activity. I would like to continue with this arrangement until a permanent office is established.

The Interim Office appears to be running quite well. I have spoken with ASGS officers and others who have had need to work with the office and they indicated that Amy and her assistant, Stephanie, are very professional and helpful. The communication between Amy and Stephanie is excellent. Each is aware of the situations or questions that the other has processed. You may feel confident in speaking with either person should you need to call the Office. Amy is also alert for areas where we might increase efficiency or our professionalism and has offered suggestions for those changes. The Office has just completed the total process for one issue of Fusion and should now be more familiar with that process. There was a good deal of work involved in straightening out the advertising accounts. The February 2002 and later billings had not been sent out and the records were a mess.

The National Office needs a new fax machine. The current machine now requires each sheet to be fed manually. We could use Amy's machine, but it would not carry the ASGS header and would incur separate long distance phone charges. A new machine will cost less than \$200. The time saved (@\$50/hr) by allowing the office staff to set up transmission and walk away should pay for the machine in short order while maintaining

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a professional face for the Society. I intend to authorize that purchase unless the board expresses its objection.

### **National Office Search**

I chair the committee for the National Office search. The specifics of that process are provided in the report from that committee. I want to assure you that the Interim Office is meeting our needs and can do so for as long as it takes to decide on a permanent provider. You should not feel pressure to make a quick choice. There is time for a thoughtful decision.

### **Dawn Hodgkins Case**

The original court hearing in August was continued (postponed, carried over) to October 16, 2002, because the "prosecution summary" was not ready. I expect to have more information for you at the board meeting. Since this is a legal process, I do not want to publish information that may be incomplete. I, and the other members of the executive committee will be happy to share what we know when we can speak with you in person.

The process is moving forward, albeit slowly. I have had contact with the detective, District Attorney's Office and Victim/Witness Office, Mr. Don Hogkins, and Mr. Rich Manger, Dawn's attorney. At this time all parties seem to be working toward a resolution that will enable us to recover the majority of our financial losses.

Respectfully submitted

David G. Daenzer, Executive Secretary