

**To: Curt Sexton
President- ASGS**

**From: Lynn & Bob Ponton
National Office- ASGS**

Date: May 31, 2011

RE: National Office Report.

The “journey of discovery” for the National Office continues. We’ve had the assistance of many wonderful committee members to understand our role beyond that which is specifically spelled out in our contract. It has been a very rewarding experience working with each and every one of you.

Specific items of note since the November 2010 BOD meeting:

- Advertisers in Fusion have been billed, first, by email invoice, then after a couple of weeks time, those who haven’t yet paid get a follow-up invoice by mail. At least 50% of the advertisers respond without further notification. This has saved the ASGS postage and the national office time. We are evaluating using this method as a first choice for dues renewal as well.
- With the Member Only section of the website now active, it has been a continuing challenge to maintain the email addresses so that new members and changes take place timely. Currently, we are just forwarding that information to the website manager to take care of it. A more active role would be welcome by the national office.
- Constant Contact has been used as an information relay between issues of Fusion. This has been particularly useful for notice of deceased members. The contact list has been culled a bit. It contained MANY contacts in the marketing and marketing tips world. Many of our members were not included. We’ve now removed non-glass related contacts and added every email in our membership database – current and past. Communications in this way has brought non-renewed members back to us.
- The National Office would like to be the recipient of file copies of documents created by the committees. While many documents exist from past symposiums, we haven’t received many since managing the office. When committees create documents, it would be good practice to make sure the national office gets a final copy for the files. Often we receive interim creation copies, but we don’t always know when it’s final.

- Last year, there were decisions made at the November BOD meeting which affected the advertising rate card. These pertained to the website advertising and not specifically rates for print, however, they did change the rate card itself. This caused us to have to make changes last minute and gave less time to arrange the advertisers for the February issue. The deadline for that issue is Dec 15 and getting commitments from advertisers was hectic.
- Offer to the membership of Fusion and Proceedings back issues. Twenty eight members requested sets. All of them received magazines. We got lots of thank yous for the program. Kathleen Cheetham took the bulk of what was left and has been distributing them. Thank you for the efforts.
- Excess retail ASGS items will be offered at a “fire” sale per direction at the last BOD meeting. To be held at the registration desk, the intent will be to eliminate the remaining odd item inventory.
- For BOD discussion: We have identified four advertisers that have past due accounts of more than 120 days (and in some cases, up to 4 years) old. After talking to Dave Smart, he strongly suggests we do no more to try and exact payment. No new ads will be accepted from these advertisers until they satisfy the outstanding balance.

Financial Notes (from our perspective):

The ASGS currently has financial accounts in both New York and North Carolina. The statement of Fund Balances is attached.

The primary checking account is the M&T bank in New York. This was created using the balance from the previous secondary savings account in North Carolina (First Savings).

The BB&T accounts in North Carolina continue to exist.

The three CDs earn only .05% interest. Investigation by the treasurer and finance committee should be done to try to improve that.

The portfolio for the investment account (Invesco – previously AIM) is still managed at BB&T.

The Checking account still exists. It has taken quite a number of changes in the Merchant services process to stop the deposits from going here and start them going into M&T. This has involved changing the authority on Merchant services from Amy to Bob and then changing the American Express independently. As of this writing, we have not yet seen an American Express charge show up at M&T, but we think we may have resolved that. Once that takes place, the exec committee should consider

closing the checking portion of BB&T as it causes monthly service charges.

The PayPal account has been used by 35 renewal members and 14 new members. Please see the Addendum on a full explanation of this account.

The Dolenga family graciously included the ASGS as a beneficiary of gifts from Art's memorial service. To date, \$805 has been donated in his name. The family has requested to be a part of the decision-making process as to how these funds are dispersed. We believe that the ASGS should hold these funds in reserve until after Art's obituary appears in the August issue of Fusion.

PayPal Report – From the perspective of the National Office

49 Members used paypal for dues payment. 14 were new members. Several members used this method to return after several years absence.

Advantages

- No bounced checks
- No complications of entering credit cards
- Easy account reconciliation
- Convenience for web literate users
- Since we're not the ones maintaining the information, there are no worries over credit card security
- Refunds are easy (particularly when membership is denied)

Issues that need to be resolved

The only way to pay any money using paypal is through the dues renewal form. It would be convenient to have a link so users can send random amounts (ex. Member signs up as Junior, pays \$75, but it's determined he's Regular or Associate and needs to pay \$25 more).

Users would have liked to use it to pay for Symposium.

The PayPal account is a limited style bank account. Without a credit card attached, we can only withdraw \$500 per month. If we increase its use as described above, the balance will continue to grow without our access to it. Paypal is assumed to be both a buying and selling vehicle and they assume you want a balance to be able to spend. They also want access to a credit card if you overspend. Since we don't "spend" from this account, we need to be able to move the funds ("withdraw") to the checking account for society use.

Understanding that a credit card is being considered by the executive committee, it is our opinion that it should be held by the Executive Secretary with a billing address of the ASGS National Office. To avoid circumventing of the dual signatures needed for all banking, authorization (email) from the President or Treasurer should be pre-requested for credit card use. Statements should be reconciled at the national office as the PayPal account and Checking accounts are.

Website Application Process – From the perspective of the National Office

While the online application process has brought younger, more computer literate members to our ranks, there are some issues that need resolving for it to work well.

Young members expect to sign into something, pay something and IMMEDIATELY get something. It is the current way of the world. We need to somehow explain the process a bit before they proceed. They seem unaware of the definitions of the classifications and unaware of the Membership Chair role of actually jurying their membership.

There is also a difference in the information we need regarding new members vs renewal members. The current form leaves many fields optional, which is appropriate for renewals, but requires much follow-up for new members.

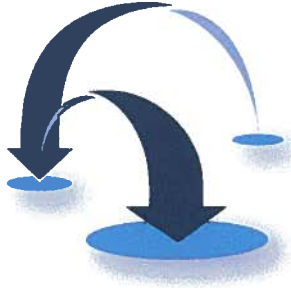
The online form depends on the classification you select and then when you go to paypal, it automatically assumes a certain amount of dues to be paid.

Possible solutions:

The form for new members and renewals should be separate. The renewal form could be “behind” the member only login section, keeping new members from using it.

Although the information is present on the website, the new member form should take a potential member through the description of the classifications and the member approval process before they fill anything out.

It was approved to charge by the remaining quarters of a year for new members. The form currently doesn't account for that. Separate forms will be necessary to charge them correctly while charging renewals full year dues. Perhaps some programming will be necessary to determine how much dues to charge.



PHASE 3

PO Box 692 Oak Ridge, NC 27310

336-274-7663/336-706-0003

Estimate #2741

Date: 05/25/2011

To: ASGS National Office
Bob Ponton

Phone: 716-353-8062

Description: ASGS Brochure

Proofing: PDF Provided

Size: 8 ½ x 11

Paper: 100# Coated Gloss Text

Inks: 4-Color Process 4/4

Finishing: Trifold, Wrap & Box for UPS Standard Shipping

200 \$489.80

500 \$563.27

1,000 \$623.55

Estimated Shipping ---- \$25.00

Please allow 5 to 6 working days to complete this order.

Membership

Membership is for professional glassblowers, suppliers of scientific glassware and equipment, or simply those who have a close association or interest in glass and scientific glassblowing.

In total, there are six types of membership:

- **REGULAR MEMBERSHIP**
Regular membership is for those who have for five consecutive years and currently gain the major portion of their income as a scientific glassblower.
- **JUNIOR MEMBERSHIP**
Junior membership is for those who actively engage in scientific glassblowing with less than five years experience.
- **ARTISTIC MEMBERSHIP**
Artistic membership is for those who actively participate in artistic glassblowing.
- **ASSOCIATE MEMBERSHIP**
Associate membership is for those who have either a close association or interest in scientific glassblowing.
- **STUDENT MEMBERSHIP**
Student membership is for those who are actively enrolled in an accredited Scientific Glassblowing curriculum such as the Salem Community College Program. Only two years of eligibility is allowed.
- **INTERNATIONAL MEMBERSHIP**
International membership is for those residing in areas not represented by the Board of Directors outside the United States and Canada.

Fees & Contacts

Membership runs from January 1 to December 31. Current dues are \$75.00 (US) for members in the U.S. and Canada. International memberships are \$85.00 US. For a membership form, contact the National Office (336-427-2406 / natl-office@asgs-glass.org) or go to the membership page of our web site; a Section Director (if appropriate) will contact you. Fees can be paid by check or credit card (Visa, MasterCard, or American Express). The National Office also handles advertisement or subscription inquiries for *Fusion*.

WHEN YOU JOIN THE ASGS, you find yourself among men and women dedicated to improving themselves and their profession. Our many international members also share their experiences and expertise and afford Americans and Canadians unique perspectives and approaches from all over the world. With the internet, exchanges happen in minutes: new ideas, methods and resources are available on-line, and ASGS members are reaping the benefits.

The ultimate goal of the ASGS is to provide the information necessary for our profession to maintain the highest level of excellence.



ASGS National Office

P.O. Box 778 • Madison, NC 27025

Phone: 336-427-2406

Fax: 336-427-2496

e-mail: natl-office@asgs-glass.org

www.asgs-glass.org

The American Scientific Glassblowers Society



“The contributions of glass to human progress can be assessed... by the fact that without glass, science would be blind.”

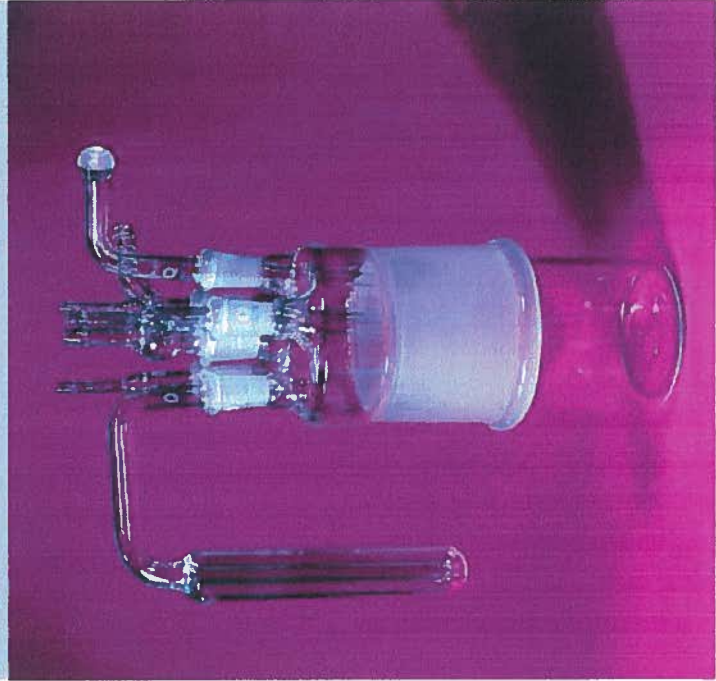
Glass, The Miracle Maker

By C. J. Phillip

Scientific Glassblowing

Glass and scientific advances have gone hand-in-hand throughout history. For centuries the knowledge and art of scientific glassblowers have been integral to the development of chemical, pharmaceutical, electronic and physics research. Some notable examples include Galileo's thermometer, Edison's light bulb, and the vacuum tubes of early radio, TV and computers. The qualities of glass and the skills of those who fashion it have contributed more recently to the advances in industries and research in fiber optics, lasers, atomic and subatomic particles, communications and semiconductors.

While basic hand skills, lathes and torches are still indispensable in modern glass shops, computer assisted furnaces, diamond grinding and lapping machines, even lasers and ultra-sonic mills for precision shaping and boring have found their way into our realm. More and more shops are adding ISO certification to their list of qualifications. Fortune 500 companies, major universities and research institutes throughout the world rely on professional scientific glassblowers who have found the ASGS to be a crucial resource.



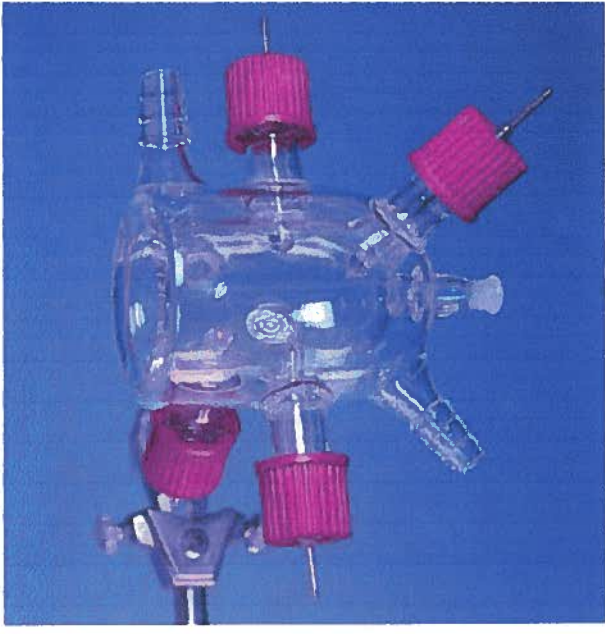
The ASGS Organization

Founded in 1952 and incorporated in 1954, the American Scientific Glassblowers Society is a professional, nonprofit organization of scientific glassblowers and suppliers associated with the field. The objectives of the Society are to further the education of its membership through the gathering, promotion, and dissemination of technical and scientific information concerning all aspects of scientific glassblowing.

The ASGS comprises approximately 650 members and affiliate members. Regional Sections offer local members an opportunity to meet with other glassblowers in their area.

Activities & Benefits

- **LOCAL SECTION MEETINGS** throughout the U.S. and Canada with instructional programs and workshops and where suppliers exhibit their glassware and equipment.
- **AN ANNUAL SYMPOSIUM** with seminars, workshops, technical papers and posters underscores the Society's dedication to the education of its members. The symposium provides an excellent venue for networking with colleagues and for equipment manufacturers and suppliers to display their products and services.
- **THE QUARTERLY PUBLICATION FUSION** contains technical articles (mostly written by members), references and abstracts from other publications, book reviews, new product information, local section reports and announcements, committee reports, and information about health and safety concerns. *Fusion* is an excellent source for vendor information with ads of goods and services (specifically related to scientific glassblowing). Classified ads for used equipment and surplus glass, as well as employment opportunities round out the offerings. A *Fusion* subscription is a member benefit but is also available to non-members and institutes by subscription.
- **THE ASGS PROCEEDINGS** contains the technical papers from each symposium. This is free to all members.



- **AN ON-LINE DISCUSSION GROUP** for technical queries makes the expertise of hundreds of professionals with many years of combined experience available to members, often in a matter of minutes.
- **AN EXTENSIVE COLLECTION OF VIDEOS** which document various methods and techniques of scientific glassblowing. These instructive videos, which range from basic skills appropriate for our Junior members to unusual techniques needed for complicated assemblies, can be borrowed by members.
- **THE CUMULATIVE INDEX**, a bibliography of all ASGS publications, is a collection of over 5000 article citations of interest to scientific glassblowers. This is available to members in a printed or CD format.
- **MENTOR PROGRAMS** for Junior members.

Visit our web site:

www.asgs-glass.org

for information about upcoming symposia, regional section meetings, section directors and committee listings.