

Accomplishments

1. **Timely and accurate *Fusion* advertising billing** resulted in better cash flow for the Society. Upon assuming the responsibility of managing the National Office in June of 2002, we found that the advertisers had not been billed for the February issue. Apparently, the invoicing process was not consistent for quite some time as many of the advertisers had to go back several years to reconcile their records to the National Office records. Dave Smart's assistance was invaluable in smoothing over some of the more irritated advertisers by assuring them of dealing with a more professional National Office in the future.
2. **We designed new dues notice forms** to allow members to update membership information by reviewing current roster data printed on the dues statement and making necessary corrections rather than completing an entirely blank form. Two copies of the statement and a return envelope were enclosed to ease the renewal process. Approximately 20% of the roster information was incorrect and several members commented that they had requested roster changes for many years.
3. **The *Fusion* Journal Rate Card** was scrutinized by our office and discrepancies between the rate card, the reservation form, the website and *Fusion* were corrected with the assistance of Dave Smart and Marilyn Brown.
4. **The *Fusion* Advertising Reservation Form** was revised to reflect the changes in the *Fusion* Journal Rate Card. Marilyn Brown updated the advertising information printed in *Fusion*. Gary Coyne updated the information listed on the website.
5. **Although *Fusion* has experienced a net loss of (1) advertiser** (comparing May 2002 and May 2003 issues), the three new advertisers have ordered full-page ads to replace the four cancelled full-page ads. Two of the new advertisers have purchased web-links for the ASGS Suppliers Guide. Marilyn Brown, Gary Coyne, Dave Daenzer and Ricky Harrison have worked especially hard with us to ensure that ads are accurately and timely inserted in *Fusion*, e-mailed to the Events List Group and placed on the ASGS Website.
6. **The Sections were cooperative** in providing their membership rosters to the National Office in order for Scott Bankroff to mail Symposium packages to non-national section members. Initially, we prepared mailing labels of people who had been a national member at any point between 2000 and 2003 rather than to current members only. As a result of these mailings, some of those who received packages re-joined the Society after years of lapsed national membership.
7. **At the direction of Mike Souza**, we prepared mailing labels of non-national section members for Sally Prasch's membership drive campaign.
8. **With the assistance and approval of Jack Korfhage and Mike Souza**, we designed the membership form for our new corporate subscribers.

Recommendations/Outstanding Issues

1. **Notify the National Office of motions passed by the ASGS Board of Directors in a timely manner.** We were unaware of some significant resolutions and read about them in the February 2003 issue of *Fusion*. For example:
 - a. We were not informed of Allan Brown's lifetime membership status. We sent him a dues statement in error.
 - b. We did not have the specifics on the corporate subscriber rates nor had we designed an application. We were not able to instantly address inquiries.
2. **We applied for tax-exempt status of ASGS in the State of North Carolina.** The application is being processed and, as of 05/23/03, the state auditor has received all the required paperwork. Once approved, the Society can claim sales tax refunds on all North Carolina purchases paid by ASGS check. We have already prepared the appropriate refund claim forms for the calendar years ending 12/31/00, 12/31/01 and 12/31/02. The total claim to date is \$6,056.25. We expect an update in the status on June 13, 2003.
3. **We requested a determination letter of tax-exempt status from the IRS.** We received the determination letter on May 7, 2003 informing us that the IRS recognizes ASGS as exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code effective April of 1956. We also received an application for recognition of exemption under section 501(c)(3). It is my opinion that this organization may qualify for this type of exemption. To apply for the exemption, ASGS must include a one-time \$500.00 user fee with Package 1023. Benefits of being recognized as a 501(c)(3) include public recognition of tax-exempt status, advance assurance to donors of deductibility of contributions and exemption from certain state taxes. Membership dues and advertising fees would remain deductible as normal business/trade expenses.

Submitted by: Amy Collins, Interim National Office Manager