

## **Minutes of the ASGS Board of Directors Meeting**

June 18, 2018 Antlers Hotel, Colorado Springs, Colorado

Presiding Officer: President Philip Legge – Recording Secretary: Kathryn Jones

Note: *The following information was compiled by Secretary Jones via note and digital recording.*

Roll call was taken by Secretary Jones and a quorum was confirmed.

The meeting was called to order by President Legge at 8:49 am on June 18, 2018.

President Legge called for a review of the Minutes of the November 11, 2017, Board of Directors meeting under President Legge at the Antlers Hotel in Colorado Springs, Colorado. No amendments were made, and a Motion to accept the Minutes as read passed unanimously.

### **President Report**

President Legge said that it was a busy year for the Society. *Fusion* switched printers, the new website went live and the National Office changed hands. He thanked Benj Revis for his work on the website transition and Jim and Laura Cornell for their hard work and smooth transition. He stated that it seems we have the next three symposia lined up, and that the further in advance they can be organized, the better our ability to negotiate good contracts. He mentioned upcoming meetings with the international glassblowing community to discuss common issues and the possibility of standardizing skills internationally. He addressed the need for a proper Audit Committee to meet our Not for Profit government requirements, and that it should ideally have 5-7 members. Bonnie Clark is in the process of writing an SOP to guide future committee members. The Delaware Valley Section currently has no Director, and he mentioned that this Section is an important conduit to introduce new members to the Society.

### **Executive Secretary Report**

The National Office is working hard and doing a great job managing all the new changes. It is imperative that the Board communicates well with the National Office. The National Office would like the Board to officially adopt a Records Disposition Schedule. There has been conversation with the publisher to obtain high resolution digital copies of *Fusion* to be stored at the National Office. Much work has been done to organize documents in an effort to give the Audit Committee direction, as well as work on the website so they have access to necessary documents independent of the Board and Executive Committee to ensure we maintain our Not for Profit status.

### **Treasury Report**

Our net revenue is up by \$5,712.00, and our total funds balance is down slightly from 2017 to \$245,194.00. With 474 members (5/31/18), revenue is slightly up from last year and the cost per member this fiscal year is (\$18.00). Section Treasury Reports need to be sent to the National Office and should include a beginning balance, funds in, funds out and an ending balance. Have your Treasurer fill out the form and attach a copy of the bank statement. Also,

single signature accounts pose a potential problem so all Sections need to have two signees on their bank accounts. A major correction in the stock market is anticipated which may affect investments, but membership levels continue to drain revenue and consideration of a dues increase may be prudent. Due to the fiscal year, the Treasury Report is submitted unaudited and any changes or corrections will be sent to the Audit Committee.

### **National Office Report**

A General Records Disposition schedule needs to be adopted. All monies that were in the M&T accounts have been transferred to Bank of America. Combined utilization of the new computer and the one donated by the former National Office is working out well. Transitioning to the new email server has dramatically reduced junk/spam mail and has enabled the Office to send and receive emails from Domains that they previously had issues with. Quickbooks Desktop version will be updated to the online version and will improve operations and provide the ability to swipe credit cards at the Charity Auctions. A lot of time has been spent helping to get content on the new website. Less than 50% of Symposium registrants utilized the online option this year and efforts are being made to improve the process which will hopefully increase that percentage moving forward. Utilizing the online Quickbooks may also eliminate double entries for registrations and enable the development of a new online Membership renewal process. There is much more work to be done on the website and a task of utmost urgency is to get the Audit Committee data and capabilities uploaded and working properly. Decisions need to be made on the DVD sets and Presidential pins. For record keeping, the National Office should be apprised of all communications amongst Committee Members, Officers etc. Directors need to make sure the National Office receives Certificates of Elections and Treasury Reports. Membership stands at a healthy 472, and Directors should continue to reach out to Section members that do not renew. The National Office can provide a list of non-renewals to contact. The membership renewal process needs to be streamlined as the current process isn't working well.

### **Canadian Section**

Scientific Glass Design hosted the last meeting and an election was held. The Director is Craig Nagami, the Alternate Director is Mike Palme and the Secretary is Jill Korgemagi. The section is no longer considering going inactive.

### **Exhibitors Section**

They have 15 members and meet at the symposia. They would like to establish days and times for exhibits where they have undivided attention; evenings work best. The Section funds a \$1500.00 scholarship to send a junior member to the Symposium. They will supply an Exhibits Chair to the Symposium Coordinator to budget food and beverage costs. The Section contacts companies to recruit members. For the exhibits, no drape is good and 8' x 8' booths and tabletops are well received.

**Great Lakes Section**

The Section is low on members, but a solid group. There is no industry in the area. The last planned meeting needed to be cancelled and they are setting up a meeting for the Fall at MSU. Restructuring the sections may be beneficial and meetings in conjunction with other Sections tend to go well.

**Midwest Section**

The Section has two meetings a year which have an average attendance of about 35 and current membership is at 26. Demonstrations are a big component of their meetings and the “bench test” proves to be popular. Corina Guerra is now the social media coordinator and a Board email list has been established and has enabled better communication. The section is still pursuing Keynote Speaker support. Andy Gibbs will host the next meeting in the Fall.

**Northeast Section**

The Section plans two meetings a year and has 18 members. The meetings are combinations of education, social and workshops and the average attendance is 35. The Section has difficulty finding Officers.

**Pacific Northwest Section**

The Director is in dire need of support from the Board and Section members. Members are feeling others are “stepping on their toes.” Members aren’t volunteering to get involved. The next meeting is June 30.

**Rocky Mountain Section**

The Section has new officers getting involved and is looking for good locations for meetings. Dues are now being charged. The section may have 3 meetings to help create an inclusive atmosphere and accommodate everyone.

**Southern California Section**

The Section has 16 members, many of which are retirees. The last meeting was hosted by Brian Markowicz at Caltech with 12 people in attendance and the next one will be at USC.

**Southeast Section**

The last meeting was hosted by Jeff Babbitt at the University of Kentucky and included demonstrations. There was a tour of AGC float glass plant and also a tour of Alltech Lexington Brewing and Distilling. The Section is financially healthy, and anticipates funding the Dana Sampson and Randy Searle award for another 2-3 years. A decision was made to adopt the Records Disposition Schedule proposed by the National Office with notification to members prior to disposal. Some members would like to see the ‘for sale’ ads available on the main page and keep the job postings for members only. There was also a request for PayPal to be made available. The next meeting will be in the Spring of 2019, in either Ashville, NC or Knoxville, TN with the hopes of a tour of a quartz mine.

## **Southwest**

The Section has new Officers and has difficulty recruiting new members. They have 34 members spread over a large geographic area. They have multiple meetings to accommodate travel times for members. The next meeting will be at the 2018 Symposium.

## **Allan B Brown Seminar**

The seminars are going well, and this year's instructors are Kevin Teaford, Jack Korfhage, Neal Korfhage and Ron Legge. The Chair expressed the value in the opportunity the seminar provides, and thanked the instructors for volunteering their time.

## **Awards Committee**

The recipients of this year's awards were named. Memorial Scroll costs were discussed and mailing back and forth is a cost point. Often, there aren't many submissions for awards and sometimes none at all for some of them. The committee calls on the Sections to make sure nominations are made. Steve Anderson is making the awards. The website should be updated with recipients. A new award, the "Junior Member Workshop Appreciation Award" was introduced this year and the participants of the workshop will choose the recipient. Erin and Grant Mayberry will make the awards.

## **Elections Committee**

Dave Daenzer is the new committee Chair. Andrew Gibbs will be the incoming Secretary, Kathryn Jones will be the incoming President Elect, and Benjamin Revis will be the incoming President. Dave is recreating the election certificates and will make arrangements to get them to any officer who may not have received theirs previously.

## **IT Committee**

The new website is going well and the National Officers' jobs should get easier. The Facebook feed was added to the Homepage, the old BOD specific website has been integrated into the current National Website, membership applications and symposia registration forms have been integrated, the website is now mobile friendly, and *Fusion* and *Proceedings* are all uploaded. Section Chairs also now have the ability to edit and manage their pages. Going forward, errors will be addressed, content will continue to be added, improvements will be made to the discussion forum, a review and update of the BoD pages will be done, appropriate Audit Committee documentation and access will be established, and Section pages will be set up as separate domains. The Chair stated that California Steve Web Design met the Society's rollout expectation and has been a pleasure to work with. The Chair also voiced his appreciation of Jim and Laura Cornell for their outstanding efforts.

## **International Liaison Committee**

There will be an international members meeting on Thursday afternoon. The Chair will be attending the German/Swiss Symposium where there will also be an international member meeting. There may be a BSSG Symposium in 2019. The Chair would like to step down as the International Liaison, and suggested Klaus Paris be approached as his successor.



### **Joseph S Gregar Junior Member Workshop**

All is going well with the new application process, and there were extra applicants for the first time since implementation. This year will be a mix of new and previous instructors. Looking forward to the next Symposium, the Chair is looking for topic ideas.

### **Publications Committee**

Symposium paper presenters are not submitting papers to Marilyn Brown for *Proceedings*. Annual renewal of advertisers with new National Office worked out well. H.O.T. needs to be more timely sending back final drafts to make sure mailings go out on time. H.O.T. also stated an increase in price of \$200 for paper costs. *Fusion* has two new advertisers, and advertisers can now add logos to their classified ads. Issues with H.O.T. Graphics regarding the cost and printing of *Proceedings* have been resolved, and the committee urges 2018 Paper presenters to submit their work to the Editor as soon as possible; preferably at, or shortly after the Symposium.

### **Technical Q&A**

Emphasis has been on reviewing archived Tech Q&A emails for submission to *Fusion*. A long term goal is a keyword searchable database of past Q&A topics. The Chair thanks Gary Coyne for his tremendous efforts in regards to this goal.

### **Symposium Chair Report**

Attendance this year is good. Room blocks were 20% above the 410 obligation. There are two new social events this year; a Battle Tops competition that is being held in conjunction with an new open flame night. The exhibit hall has almost sold out. Glasscraft is doing A/V for this year's workshops. The videos will be free to ASGS members, and Glasscraft will be able to sell views to non-members. DVD's can be made at a cost. This is on a one-time experimental basis to be assessed for future collaboration. The Chair thanks all those involved in making this happen. Mike Mason will be doing A/V for the open flame/Battle Top competition.

### **Symposium Coordinator Report**

Mike Souza and Sally Prasch will co-coordinate the 2019 International Scientific Glassblower Exposition in Corning, NY. There is a room block of 518 nights. Solicit your members to come. Philip Legge will Chair the 2020 Symposium which will be in Sarasota, FL at the Lido Beach Resort and the Vic Mathews has agreed to Chair the 2021 Symposium to be held in the Pacific Northwest. The Symposium Coordinator is looking to step down after the 2021 Symposium and asks the Board to create a position of Assistant Symposium Coordinator so that they can be trained for this complex and important position.

### **New Business**

Lifetime memberships are given to members who demonstrate tireless efforts on behalf of the ASGS, and nominations need to be accompanied by a bio.

Elayne Ashley will contact Eric Goldschmidt about getting a small batch of Stueben bowls made. Bob Ponton and Jerry Cloninger will look into getting more ruby Presidential pins.

Decisions will be made about what reports are to be reviewed by the Audit Committee.

The Board will solicit volunteers for the Audit Committee at the Business Meeting.

Vic Mathews will draft an "Inactive Section" treasury policy.

The Board will explain current deficits, and suggest options for membership dues increase at Business Meeting.

The National Office has agreed to 5 more years of service, and to continue next year at the same compensation rate.

DVDs vs thumbdrives...? Thumbdrives aren't cost prohibitive, and hold large amounts of data.

We will contact Mike Morris. National Office is looking for a decision on how to move forward.

Initiation fee – continue with verbage as it stands in the by-laws, and By-Law Committee will look into changing if necessary.

A suggestion was made to post all positions and duties on the website. It will at least be a part of the Black Book. Black Book committee members at this time are Kaite Jones, Joe Gregar, Jerry Cloninger and Andy Gibbs.

A publicity waiver should be added to the registration packet to allow photos and videos. Jerry Cloninger will work with the National Office on this.

Non-paying persons should NOT be allowed to enter Seminars.

Meeting Adjourned 3:59pm June 18, 2018

## Motions Passed by the ASGS Board of Directors

June 18, 2018. Antlers Hotel, Colorado Springs, CO

Presiding Officer: Philip Legge. Recording Secretary: Kathryn Jones.

### Minutes

**Motion Resolution:** Motion # 0618201801R

*Motion to accept the minutes as read for the November 11, 2017, Board of Directors meeting held at the Antlers Hotel in Colorado Springs, Colorado, under President Philip Legge.*

Motion by: Elayne Ashley

Seconded by: Erin Mayberry

Motion Passed: Unanimous

### 2020 Symposium Chair

**Motion Resolution:** Motion # 0618201802R

*Motion to approve Philip Legge as Symposium Chair for the 2020 Symposium to be held in Lido Beach, FL.*

Motion by: Blake Bortolin

Seconded by: S. Elayne Ashley

Motion Passed: Unanimous

### 2021 Symposium Chair

**Motion Resolution:** Motion # 0618201803R

*Motion to approve Victor Mathews as Symposium Chair for the 2021 Symposium to be held on the West Coast.*

Motion by: Erin Mayberry

Seconded by: Blake Bortolin

Motion Passed: Unanimous

### Records Disposition Schedule

**Motion Resolution:** Motion # 0618201804R

*Motion to adopt the Records Disposition Schedule proposed by the National Office with the change to 7-5 from 1 year to 7 years.*

Motion by: Kathryn Jones

Seconded by: Andy Gibbs

Motion Passed: Unanimous

### Memorial Scroll

**Motion Resolution:** Motion # 0618201805R

*Motion to add Joseph Luisi, Earl Nagle and Joseph Kamrad to the Memorial Scroll.*

Motion by: Kathryn Jones

Seconded by: Craig Nagami

Motion Passed: Unanimous

Booth Rates for the 2019 Symposium

**Motion Resolution:** Motion # 0618201806R

*Motion for the booth rates for the 2019 Symposium in Corning, New York, not to exceed 20% above the 2018 rates.*

Motion by: Erin Mayberry

Seconded by: Craig Nagami

Motion Passed: Unanimous

2019 Symposium Registration Rates

**Motion Resolution:** Motion # 0618201807R

*Motion to set the 64<sup>th</sup> Symposium Registration Rates in Corning, NY, to be no more than 20% above the 2018 rates for members, and no more than 35% over the 2018 rates for non-members.*

Motion by: Kathryn Jones

Seconded by Andy Gibbs

Motion Passed: Unanimous

Dues Increase

**Motion Resolution:** Motion # 0618201808R

*Motion to recommend dues increase to the membership at the Annual Business Meeting on Friday, June 22, 2018 at the Antlers Hotel under President Legge.*

Motion by: Benj Revis

Seconded by: Elayne Ashley

Motion Passed: Unanimous

Adjourn

**Motion Resolution:** Motion # 0618201809R

*Motion to adjourn the June 18, 2018, Board of Director meeting under President Philip Legge at the Antlers Hotel in Colorado Springs, Colorado.*

Motion by: Andy Gibbs

Seconded by: Blake Bortolin

Motion Passed: Unanimous

## Motions Passed by the ASGS Board of Directors

June 18, 2018. Antlers Hotel, Colorado Springs, Colorado  
Presiding Officer: Benjamin Revis. Recording Secretary: Andy Gibbs.

### Treasurer Election

**Motion Resolution:** Motion # 0618201810R

*Motion to elect Victor Mathews to the position of Treasurer for the 2018-2019 fiscal year.*

Motion by: Kathryn Jones

Seconded by: Jeff Haut

Motion Passed: Unanimous

### Adjourn

**Motion Resolution:** Motion # 0618201811R

*Motion to adjourn the June 18, 2018, Board of Directors meeting under President Benjamin Revis held at the Antlers Hotel in Colorado Springs, Colorado.*

Motion by: S. Elayne Ashley

Seconded by: Erin Mayberry

Motion Passed: Unanimous

## Motions Passed at the ASGS Annual Business Meeting

June 22, 2018. Antlers Hotel, Colorado Springs, Colorado  
Presiding Officer: Philip Legge. Recording Secretary: Andy Gibbs

### Acceptance of Minutes

**Motion Resolution:** Motion # 0622201801R

*Motion to accept the minutes as read of the July 27, 2017, Annual Business Meeting held at the Omni Hotel Austin at Southpark in Austin, Texas, under President Joseph Gregar.*

Motion by: Bob Singer

Seconded by: Rick Ponton

Motion Passed: Unanimous

### Dues Increase

**Motion Resolution:** Motion # 0622201802R

*Motion to increase dues of Regular Members, Associate Members and Artistic Members to \$115, International Members to \$140, and Retired Members to \$60 starting January 1, 2019.*

Motion by: Rick Smith

Seconded by: Joe Gregar

Motion Passed: Unanimous

### Audit Committee Appointments

**Motion Resolution:** Motion # 0622201803R

*Motion to appoint Deborah Camp Nutter, Jack Korfhage, Rick Smith, Rick Ponton and Mike Souza to the Audit Committee.*

Motion by: Doug Navalinsky

Seconded by: Jeff Babbitt

Motion Passed: Unanimous

### Adjourn

**Motion Resolution:** Motion # 0622201804R

*Motion to Adjourn the Annual Business Meeting held at the Antlers Hotel in Colorado Springs, Colorado, under President Philip Legge.*

Motion by: Rick Ponton

Seconded by: Jim Cornell

Motion Passed: Unanimous

# Presidents Report

Honorable Directors,

As president my vision for this year has been to regain some awareness that Scientific Glassblowers still exist and are still necessary for developing the product that our end users need. October 21<sup>st</sup> – 23<sup>rd</sup> I was able to attend the Midwest Regional Meeting of the American Chemical Society held at Iowa State University, where I was able to co-host a glassblowing facility tour with Trond Forre and also present two posters on Scientific Glassblowing to the attendees. Moving forward I believe opportunities to present our career to the next generation of scientists in this way will be crucial to our long term existence.

Much has happened since our meeting in June at Colorado Springs. For a short list: we have established the Audit Committee website, the 2019 Symposium website is up and being populated, website editing privileges have been given to section chairs, the Black book revision process has begun, purchase of a Society banner and Tablecloth has been made, and the Society was well represented at the German/Swiss Symposium in September.

More will be shared as the meeting continues. I am looking forward to all that we will be able to accomplish together at this meeting and over the remainder of my term.

Respectfully Yours,

Benjamin Revis  
ASGS President



## THE AMERICAN SCIENTIFIC GLASSBLOWERS SOCIETY, CANADIAN SECTION CANADIENNE

October 30, 2018

Subject: October 2018 BOD Report of the ASGS Canadian Section,

The Canadian Section last held a meeting in May 2018 at Scientific Glass Design in Ajax, Ontario. Our section has a healthy financial balance with \$2743.00 in our Canadian Section bank account. A copy of the Treasures account is attached below the section report.

Our section recently lost one of our long time members, John Hopkins, due to a sudden passing. We would like to have his name added to the Memorial Scroll.

Our Section Officers were elected in May 2018 to their current positions for a two-year term and as such will be in their current positions until May 2020. The officers are;

Director	Craig Nagami
Alt. Director	Michael Palme
Chair	Sabrina Belanger
Secretary	Jill Korgemagi
Treasurer	Todd Carter
Video	Brian Power

Sincerely,

Michael Palme  
Canadian Section Alternate Director



# American Scientific Glassblowers Society

## Directors Report

Section:

EXHIBITORS GROUP

Section Officers

Director:

DENNIS WARGO

Alt. Director:

Chair:

Vice Chair:

Secretary:

SCOTT CAMP

Treasurer:

DAVE SUNDAM / BONNIE CLARK

### Section Profile

Number of section meetings planned for the year:

1

Number of meetings since last Board of Directors meeting:

1

Number of section members:

0

Average attendance at section meetings:

17

Financial resources: ☒ Adequate ☐ Inadequate

How would you describe your typical section meeting (check all that apply)

☐ Educational ☐ Social ☐ Speaker ☐ Tour ☐ Workshop

☒ Other DISCUSS SYMPOSIUM EXHIBIT DETAILS WHICH INCLUDES EXHIBIT HOWS, SPONSORSHIPS BY THE GROUP.

### Section Challenges

☐ Difficulty in finding a meeting location

☐ Difficulty in organizing a meeting

☐ Difficulty in finding workshop presenters

☐ Poor attendance at section meetings

☐ difficulty in finding section officers

☒ Other (explain) MEETING IS HELD PRIOR TO THE START OF THE EXHIBITS OPENING AT THE ANNUAL ASGS SYMPOSIUM.

Additional Comments (use additional sheet if necessary):

"SEE ATTACHED REPORT"

Submitted by:

Date:



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# A.S.G.S. Exhibitor Group

## Junior Member Sponsorship

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For: The American Scientific Glassblowers Society,  
Annual Symposium.

The Exhibitor Group Section of the ASGS is proud to offer a biennial award (even years) to assist a Junior/Student Member who is pursuing a career in scientific glassblowing to attend the National Symposium. The recipient will be reimbursed for travel, lodging, and registration expenses associated with the annual National Symposium up to \$1000.

### Eligibility:

1. You must be a Junior member of no more than 2 years, or Student member in good standing of the American Scientific Glassblowers Society, as of the deadline.
  2. The recipient must have gained a majority of their income through the field of scientific glassblowing for a period of 1 year prior to application (must include proof of employment and percentage of income), or be a student in an accredited program for Scientific Glassblowing working toward a degree in Scientific Glassblowing (documentation required).
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3. The recipient must agree to submit a travel expense report, including all receipts for goods and services rendered.
4. The recipient must attend the National Symposium, all Junior Member Workshops and the Awards Banquet.
5. The recipient will attend the Exhibitor Group meeting, for the purpose of introduction.
6. Applicant must submit a resume to the Sponsorship Committee Chair listed within, no later than March 15<sup>th</sup>. On or before March 30<sup>th</sup> the Sponsorship Committee will choose the recipient.
7. Agreement that the recipient will notify the Sponsorship Committee of intent to attend the Symposium no later than April 15<sup>th</sup>, at which time an alternate will be selected if necessary.
8. Applicant must not have been a prior recipient of this award or currently a recipient of any other sponsorship.
9. Application for the award cannot be made if funds or sponsorship is available through employment.

**How to increase your chances of winning:** Attend section meetings, become an officer of your section, chair a committee, volunteer time at symposiums, BUILD A GREAT RESUME!!

**Sponsorship Committee Chair:** Send resume to Bonnie A. Clark at [bacnjdw@aol.com](mailto:bacnjdw@aol.com)





# THE AMERICAN SCIENTIFIC GLASSBLOWERS SOCIETY

## Section Report

**Section:** Midwest

### Section Officers

Director: Steve Anderson

Alt. Director: *Katie Masynuk - CULP*

Chair: Erich Moraine

Vice Chair: Michael D'Aquisto

Secretary: Tracy Drier

Treasurer: Kevin Moeller

Communications Director: Corinna Guerra

### Section Profile

Number of section meetings planned for the year: two, Spring and Fall.

Number of meetings since last Board of Directors meeting: one

Number of section members: *56*

Average attendance at section meetings: *12 - 24*

Financial resources: ☒ Adequate ☐

How would you describe your typical section meeting (check all that apply)

Educational ☒ Social ☒ Speaker ☒ Tour ☒

Workshop ☒ Other ☐

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### Section Challenges

☒ Difficulty in finding a meeting location

☒ Difficulty in organizing a meeting

☒ Difficulty in finding workshop presenters

☒ Poor attendance at section meetings

☒ Difficulty in finding section officers \*(see chair's report for additional information)

☒ Difficulty in collecting Dues \*(see chair's report for additional information)

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**Additional Comments** (use additional sheet if necessary):



# THE AMERICAN SCIENTIFIC GLASSBLOWERS SOCIETY

## Section Report

**Section: Northeast**

### Section Officers

Director: Jared Carver  
Alt. Director:  
Chair: Sally Prasch  
Vice Chair:  
Secretary: Patrick DeFlorio  
Treasurer: Wayne Martin

### Section Profile

Number of section meetings planned for the year: 2  
Number of meetings since last Board of Directors meeting: 1  
Number of section members: 17  
Average attendance at section meetings: 32  
Financial resources: ☒ Adequate; ☐ Inadequate  
How would you describe your typical section meeting (check all that apply)  
Educational ☒ Social ☐ Speaker ☐ Tour ☒ Workshop ☐  
Other \_\_\_\_\_

### Section Challenges

☐ Difficulty in finding a meeting location  
☐ Difficulty in organizing a meeting  
☐ Difficulty in finding workshop presenters  
☐ Poor attendance at section meetings  
☒ Difficulty in finding section officers  
☐ Difficulty in collecting Dues

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**Additional Comments** (use additional sheet if necessary):

Submitted by: Jared Carver  
Date: October 31<sup>st</sup>, 2018

# American Scientific Glassblowers Society

## Directors Report

**Section:** \_\_\_\_\_ Rocky Mountain Section \_\_\_\_\_

Director: \_\_\_\_\_ Blake Bortolin \_\_\_\_\_

Alt. Director: \_\_\_\_\_ Ron Bihler \_\_\_\_\_

Chair: \_\_\_\_\_ Rich Clark \_\_\_\_\_

Vice Chair: \_\_\_\_\_ EJ Demarzo \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Pat Smythe \_\_\_\_\_

### Section Profile

Number of section meetings planned for the year: \_\_\_\_\_ 2 \_\_\_\_\_

Number of meetings since last Board of Directors meeting: \_\_\_\_\_ 1 \_\_\_\_\_

Number of section members: \_\_\_\_\_ 82 \_\_\_\_\_

Average attendance at section meetings: \_\_\_\_\_ 35 \_\_\_\_\_

Financial resources: ☐ Adequate ☐ Inadequate

How would you describe your typical section meeting (check all that apply)

☒ Educational ☒ Social ☐ Speaker ☐ Tour ☐ Workshop

☐ Other \_\_\_\_\_

### Section Challenges

☒ Difficulty in finding a meeting location

☐ Difficulty in organizing a meeting

☐ Difficulty in finding workshop presenters

☐ Poor attendance at section meetings

☒ difficulty in finding section officers

☐ Other (explain) \_\_\_\_\_ looking for a secretary \_\_\_\_\_

### Additional Comments (use additional sheet if necessary):

\_\_\_\_\_ We are trying to find another located shops to hold a section meeting. The newest location is great. We are currently looking north of Denver to cater to glass blowers north of Denver \_\_\_\_\_

Submitted by: \_\_\_\_\_ blake bortolin \_\_\_\_\_

Date: \_\_\_\_\_ 11/1/2018 \_\_\_\_\_



# THE AMERICAN SCIENTIFIC GLASSBLOWERS SOCIETY

## Directors Report

### Section: SouthEast

#### Section Officers

Director: Elayne Ashley

Alt. Director: Rick Smith

Chair: Jeff Babbitt

Vice Chair: Larry Mcullum

Secretary: Chandra Babbitt

Treasurer: Kyle Meyer

#### Section Profile

Number of section meetings planned for the year: 1

Number of meetings since last Board of Directors meeting: 0

Number of section members:

Average attendance at section meetings:

Financial resources: \_\_\_\_\_ Adequate ~~XX~~ Inadequate

How would you describe your typical section meeting (check all that apply)

Educational ~~XX~~ Social ~~XX~~ Speaker \_\_\_\_\_ Tour ~~XX~~ \_\_\_\_\_

Workshop \_\_\_\_\_ Other \_\_\_\_\_

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#### Section Challenges

\_\_\_\_ Difficulty in finding a meeting location

\_\_\_\_ Difficulty in organizing a meeting

~~xx~~ Difficulty in finding workshop presenters

\_\_\_\_ Poor attendance at section meetings

\_\_\_\_ Difficulty in finding section officers

\_\_\_\_ Difficulty in collecting Dues

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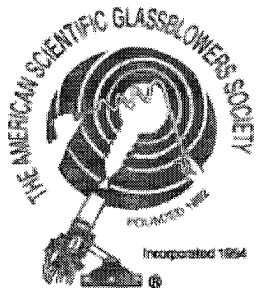
#### Additional Comments (use additional sheet if necessary):

Tentative schedule for next Spring meeting with more to follow:

Our next meeting will be held in Asheville, NC. April 4-6, 2019. We have a room block available at the Hyatt Place Downtown for \$169. Room block 25/30

Thursday evening happy hour and arrival.

Friday Carpool to Quartz Mine tour followed by float plant, lab tour and geologist talk. Saturday morning business meeting, afternoon free and evening banquet.



# THE AMERICAN SCIENTIFIC GLASSBLOWERS SOCIETY

## Section Report

**Section: Southern California**

### Section Officers

Director: Phillip Sliwoski

Alt. Director: Richard Bock

Chair:

Vice Chair:

Secretary: Rick Gerhart

Treasurer: Jim Merritt

### Section Profile

Number of section meetings planned for the year: 1

Number of meetings since last Board of Directors meeting: 0

Number of section members: 12

Average attendance at section meetings: 10

Financial resources: ☒ Adequate ☐ Inadequate

How would you describe your typical section meeting (check all that apply)

Educational ☒ Social ☒ Speaker ☐ Tour ☐

Workshop ☐ Other ☐

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### Section Challenges

☐ Difficulty in finding a meeting location

☒ Difficulty in organizing a meeting

☐ Difficulty in finding workshop presenters

☐ Poor attendance at section meetings

☐ Difficulty in finding section officers \*(see chair's report for additional information)

☐ Difficulty in collecting Dues \*(see chair's report for additional information)

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### Additional Comments (use additional sheet if necessary):

we will be having our meeting in November



# American Scientific Glassblowers Society

## Directors Report

Section: Southwest

### Section Officers

Director: Erin Mayberry

Alt. Director: Jim Cornell

Chair: Erin Mayberry

Vice Chair: Bill Caldwell

Secretary: Grant Mayberry

Treasurer: Bob Singer

### Section Profile

Number of section meetings planned for the year: 2

Number of meetings since last Board of Directors meeting: 1 (2 if you count the one @ the symposium)

Number of section members: 30-35?

Average attendance at section meetings: 12

Financial resources: ☒ Adequate ☐ Inadequate

How would you describe your typical section meeting (check all that apply)

☒ Educational ☒ Social ☐ Speaker ☐ Tour ☐ Workshop

☒ Other informative

### Section Challenges

☒ Difficulty in finding a meeting location

☐ Difficulty in organizing a meeting

☐ Difficulty in finding workshop presenters

☐ Poor attendance at section meetings

☐ difficulty in finding section officers

☒ Other (explain) Large, spread out section makes attending meetings difficult for some. !! We did acquire 5 new members however since last meeting!

### Additional Comments (use additional sheet if necessary):

New members (5) were very excited to attend the meeting !!  
Next meeting in Spring @ TGP in Louisiana.

Submitted by: Erin Mayberry Date: 10/30/18

# Awards Committee BOD Report November 2018

## National Awards:

These awards were presented at the 2018 Awards Banquet in Colorado Springs, Colorado.

**J. Allen Alexander Award** Presented each year for recognition of a member with outstanding contributions in furthering the aims and ideals of the ASGS. Ronald Bihler

**Helmut Drecshel Achievement Award** is presented to a member for recognition of their tireless efforts promoting and promulgating the ASGS and the field of Scientific Glassblowing. Erich Moraine

**Memorial Award** is presented to a junior member who shows early interest in participating in ASGS activities. Corina Guerra

## Symposium Award Winners:

These awards will be presented at the 2019 Awards Banquet in Corning, New York.

**John Hauer Award** for best technical paper: James Hodgson, "Repurposed Rotavap for Peptide Synthesis"

**Wale Award** for best technical poster: Steven M. Anderson, Kent D. Carlson Ph.D. & M. Dan Dragomir Daescu, Ph.D. "Glass Modeling of Vascular Malformations For Particle Image Velocimetry"

**Wilt Award** for best technical demonstration: Jack Korfhage "Fully Jacketed 2000ml Flask"

## Section Awards:

These awards were presented at the Annual Business Meeting in Colorado Springs, Colorado.

Arthur Dolenga:

Dana Sampson: Presented each year by the Southeastern Section: James Hodgson

Delaware Valley: Nicolas X. Salame

Exhibitors: Elayne Ashley

Karl F. Walther Award: Presented by the North East Section: Ronald Bihler

Midwest Section Award: David & Philip Surdam

Randy Searle: Presented by the Southeastern Section: Jill Korgemgi

## Expenses:

Symposium & Nat. Award Plaques 8x	\$255.60
Rapid Mask 10 sheets	\$107.66
Replacement glass 4x	\$32.00
Mailing Memorial Scroll	\$104.93
Total:	\$500.19

Respectfully Submitted

Steven M. Anderson, Awards Committee Chair.

## **2019 National Award Nominations**

The National Award nomination deadline is February 15, 2019.

Candidates can be nominated by submitting a Petition of Nomination form. The forms can be found on the ASGS web site. The form will need a minimum of ten supporting signatures. (The signatures must be from current members.) Nominees must submit a biography and a list of contributions along with the completed Petition of Nomination form.

If you are unable to download the nomination forms contact the Awards Committee Chair Steve Anderson at [anderson.steven@mayo.edu](mailto:anderson.steven@mayo.edu) . The nominations must be postmarked or e-mailed by the February 15th deadline.

The qualifications/descriptions are as follows:

J. Allen Alexander Award - Is presented each year for recognition of a member with outstanding contributions in furthering the aims and ideals of the ASGS. The award recipient receives a plaque and \$300 cash/check.

Helmut E. Drechsel Award – Is given to a member for recognition of their tireless efforts promoting and promulgating the ASGS and the field of Scientific Glassblowing. The award recipient receives a plaque and \$200 cash/check.

The Memorial Award - This Award has been named in honor of our deceased members who are listed on the Memorial Scroll of Honor.

The award is presented to a Junior Member who shows early interest in participating in ASGS activities. Its purpose is to stimulate and encourage outstanding Junior Members to become active and participate in the field of Scientific Glassblowing. The Award recipient receives an Award Certificate



# THE AMERICAN SCIENTIFIC GLASSBLOWERS SOCIETY

P.O. Box 1777 • Norman, OK 73070 • (716) 353-8062 • Fax (716) 353-4259

November 2018

## PUBLICATIONS COMMITTEE and EDITOR'S REPORT

Dear President and Members of the Board of Directors of the ASGS:

The Publications Committee has been very busy recently proofing multiple drafts of the Society's publications. Since our last Board of Directors report in May, the August *Fusion* was assembled, proofed and mailed. The November *Fusion* is now in the hands of the printer and will be mailed shortly.

In addition, in September, all the papers from the Colorado Springs Symposium were finally submitted to the Editor. This allowed the publication process to start for the 2018 *Proceedings*. The final draft is currently being proofed after which it will be put on the CDs for mailing. It is unfortunate that one paper that was presented at the Symposium in Colorado Springs is not included since it was unavailable for publication

I would like to give special recognition to the proof readers of these three publications. The precision with which Committee Chair Dave Smart and Committee members Rick Smith and Jim Hodgson read through all of the *Fusion* and *Proceedings* drafts is remarkable. This work is very time-consuming, especially when several publications are on-going simultaneously. It is gratifying for me as Editor to work with all of them.

Sponsors for Section meetings are often companies which are current *Fusion* advertisers and/or Symposium Exhibitors. Their support of the Society is exemplary. If, however, your Section meeting is sponsored by a vendor who is not already associated with the Society on a national level, please consider asking them if they would be interested in receiving advertising information for *Fusion*; the National Office has a packet ready to send out with all the necessary material.

Please be sure to notify the Editor if a new Director is taking over in your Section so that the proper individual and contact information are listed in upcoming *Fusions*.

Respectfully submitted,  
*David R. Smart, Jr.*  
David R. Smart, Jr., Chair

And *Marylin C. Brown*  
Marylin C. Brown, Ph.D., Editor

## Bylaws Committee

Dear Members of the Board,

The national office has recommended a change to the bylaws in regards to the initiation fee. The wording does seem a little clumsy. I will leave it up to the ladies and gentlemen of the board on how to improve it. I wouldn't recommend totally removing it from the bylaws as in the future there may be a need for a fee. If it was totally removed it would take a year to re-instate a fee as a bylaw change would be needed again to change a bylaw.

Please note that when changing a bylaw, the old bylaw must be on the motion with a line drawn through it, followed by the re-written or new bylaw. Two votes, one at each BOD meeting in a period of six months is required to amend a bylaw.

Respectfully,  
Philip Legge

# Nomination Committee

Honorable Members of the Board,

I have just recently discovered that I am the Chair of the Nomination Committee (a little more about this in New Business). This committee consists of everyone on the BOD.

As I currently understand the roll of this position as I am to present nominations of names to be included on the Executive Committee ballots (as appropriate) to the Secretary to again pass along to the Election Committee Chair.

We need to discuss this matter in New Business as we currently have no one willing or eligible to assume the position of President Elect to succeed Kaite Jones.

I thank you for your feedback and recommendations.

Respectfully Submitted,

Benjamin Revis  
ASGS President/Nomination Committee Chair



November 5, 2018

## **Elections Committee Report November 2018 Board of Directors Meeting**

Dear President Revis and Members of the Board of Directors:

Andrew Gibbs will continue to the second year of his term as Secretary of the ASGS in 2019.

Jerry Cloninger will continue to the second year of his term as Executive Secretary of the ASGS in 2019.

Kathryn Boland Jones will accede to the office of President of the ASGS in 2019.

The position of President-Elect will need to be filled for 2019. The members of the Board of Directors may nominate individuals for this position at this November 2018 meeting. The general membership may nominate by petition until February 15, 2019. (I think this is the historical closing day of the year for nominations, but I am doing further investigation, so this date may be flexible.)

The position of Treasurer of the ASGS will also need to be filled for 2019. This position is a one-year term. Procedurally, the incoming president, Kathryn Boland Jones will nominate the individual, normally as the first order of business at the Summer 2019 BOD meeting at which she presides. The Board of Directors then votes on approval.

Contact Information:      David G. Daenzer  
52 Miller Street  
Mount Clemens, MI 48043  
Mobile: 586.260.9553  
Email: dave@daenzerglass.com

Respectfully submitted,

David G. Daenzer, Elections Committee Chair

## International Liaison

Dear Mr. President and BOD

I as many of you attended the VDG Symposium and bus tour. At the symposium international members got together to talk of creating an international standard for scientific glassblowers as well as a potential examination. The BSSG is hoping to have a 2019 symposium though I was told a 2020 symposium is more realistic.

Regards,  
Ron Legge



# IT Committee/Website

Chair: Benjamin Revis

To the President and Directors,

Currently the IT committee consists of Benjamin Revis, Jim and Laura Cornell and Steve Scranton (as web-host). Since the last Board meeting in June the development and function of the new Audit Committee website and Symposium 2019 site have been established and continue to develop into usable and populated spaces. Currently only the Audit Committee and the Web-host have access to the Audit Site pages and content. Access and editing privileges have been given to Sally Prasch for updating and populating the Symposium 2019 pages with content.

Other issues that have been brought to the attention of myself and the National Office are:

1. Security error when logging in; *resolved to the best of our knowledge*
2. Section map labeling error; *resolved*
3. Members access to the Fusion and Proceedings online unavailable; *this was a longer resolution issue, but to our knowledge at the time of this report this has been corrected*
4. Content (History of Glass) should be updated and presented more professionally; *Sally Prasch has offered to assist with gathering and updating content related to this.*
5. Content and images need to be present and populated to present the Society in a positive professional manner; *up to this point in time all IT focus has been on getting framework and function together for future member use and growth.*
6. Section pages; *Current section pages are accessible and editable by the listed respective section Chair. The Midwest section is piloting a daughter site format that will allow for a separate calendar and PayPal portal. Should this work as expected it will be the template for other sections to follow if desired.*
7. Still need to get recent pdf's of *Fusion* from the publications layout individual; *unresolved, but communication has been initiated.*
8. Forwarders for all @asgs-glass.org titles have been updated; *See appended Forwarder spreadsheet*
9. Transition to the website based forum away from Yahoo groups; *There is an area to be tested in the reply feature that hasn't been fully tested before transitioning to this. A notice will go out through constant contact and multiple times on the current Technical Q&A regarding when and how we will try to transition.*

In general the communication that flows through the website is moving smoothly. Some of the issues brought to our attention (above) were the result of individual members waiting until the issue became a major hurdle for them, before they contacted myself or the National Office. There has been an assumption that we are aware of the issues and think we are working to resolve them. For some issues that is the case, but for many they haven't been brought to our attention. If you find something that isn't working the way you think it should let the National Office or the IT Chair know right away so we can keep our site functioning as a professional service/resource for our membership.

As always we are open to suggestions on how our website should look in the future. If you have suggestion or recommendations, please let me know. If there is anyone interested in taking the IT Chair position I would be happy to mentor that individual for future succession.

Respectfully Submitted,

Benjamin Revis  
ASGS IT Chair

Greetings from the Symposium Coordinator

We are approaching the mid-way point to the upcoming 64th symposium in Corning New York. Mike and co-chair Sally Prash and company have started planning for the show. I have had seen several emails as well as spoke with Sally on the progress they are making. I believe that they are getting ready to send out the exhibitors' packets at any time. Mike informs me that they plan on billing this event as an international Symposium, as the did when we had it in Corning last. Kate Jones was able to download, and print flyers advertising the Corning Symposium and pass them out at the German Swiss glassblowers Symposium in Switzerland.

We have signed a contract for the 65<sup>th</sup> Symposium to be held at Lido beach hotel in Sarasota, Fla. The proposed room rate will be \$139.00 per night plus tax. The room block is 405 room nights with an 80% attrition rate. The symposium will be a Sunday board meeting with a Monday through Thursday Symposium. We have run of the house (yes, they will put a 24-hour hold on all the rooms that we end up using) and a \$15,000. Dollar food budget. They have guaranteed us that we will be able to have open flame, the hotel engineer is the assistant fire marshal for the county. There is paid parking, \$20.00 per day, the same as when we were there last. They did agree to giving us some free parking passes, I'm not sure how many people drive to a vacation hotel, But I am still looking into it. I have also signed a contract for the November Board meeting to take place in 2019 at Lido Beach, Sarasota Fla. I will bring copies of the contract for people to look at if they like (I will also bring copies of the Symposium contract to review if they like). We have reserved 30 room nights, the reservation arrangements are the same as this year, you must make your room reservation with President Kate Jones. More on this at the November 2018 BOD.

That brings me to my next proposal. I've asked Vick Mathews to investigate having the 66<sup>th</sup> symposium in Washington in 2021. Vic has graciously agreed to investigate as well as Chair. Hopefully by the time we have the BOD meeting in Atlanta, we will have more details. Vic has narrowed it down to two possible hotels in Spokane. He is in the process of reworking one of the contracts for a better deal. We plan on a site visit sometime after the Board meeting, probably sometime in November.

I am always open to any suggestions for future Symposiums. Anyone who has a suggestion, or willingness to Chair one is free to contact me. One thing we have learned from the past few, is the longer out you can plan these the better deals you can get.

Thanks

Bob Singer

Symposium coordinator

## Allan B Brown Glassblowing Seminars.

The Allan B Brown Seminars are currently, in the planning process for the 2019 Symposium in Corning, NY., and this year is going to be a good one!

What is the goal of the Allan B. Brown Glassblowing Seminars? To teach our members techniques in scientific glassblowing that will elevate their skills to a higher level. This year's class is going to include one bench project and one lathe project, with an emphasis on "tricks of the trade" and "efficiency". We want to keep the focus on the "why and how" certain things are done, not just because that was the way you were told/taught to do it. Ultimately, to give the glassblower a better understanding of what he or she is doing.

Some of the my best learning has been through indirect situations, conversations with glassblowers at breakfast, or talking to glassblowers while they are doing something and asking why they chose to do it that way or what is the purpose of that.

The 2019 lineup of instructors is as follows: Neal Korfhage, Joe Gregar, Ron Legge, and Kevin Teaford. While the full schedule to be covered has yet to be decided, with the input of the above instructors, we are confident this year is going to be exciting.

For the upcoming event, if you have any questions or any ideas, feel free to email me at: [kteaford@chem.utah.edu](mailto:kteaford@chem.utah.edu) and we will try to either answer your questions or incorporate your suggestion in.

Respectively Submitted,  
Kevin Teaford, Chair

## Joseph S. Gregar Junior Workshop Seminar

The second International Symposium will be in Corning Ny this year. This has always been an awesome venue to showcase glass and what we all do. I cannot wait to go! Heck, my wife even said she might go this year. I can not thank Mike and Sally enough for running the Symposium this year. Their starting early to has definitely kept me on track.

This year the Junior Seminar will not be held at the hotel, instead we will be at the Corning Museum of Glass itself! I am sure the juniors will find the location and be on time. For the fusion article I will be mentioning this and also requesting that the juniors, and anyone else, help setup the seminar if they are available.

Don't forget to remind all the juniors in your section that there is an application to fill out.

While delayed at the airport from the last symposium I have put together an interesting program for this Symposium and next years. This is a first for me planning this far out. All I have to do now is just confirm the instructors and projects, then get all the supplies together. I will be working on finalizing everything by the new year. When I have solid commitments, I will be letting Mike and Sally know so it can be put up on the website.

I will be driving so the pallet of seminar materials will be coming with me. Last year I also took responsibility of the artistic materials. It was just two boxes that I have repacked into more durable totes.

As always, if anyone has recommendations as to what the juniors might want to be taught, I am all ears and I will do what I can to make it happen

Respectively submitted  
Christopher Bock  
10-08-18

## 2020 Symposium Chair Report

Dear Members of the Board,

The 2020 Symposium will take place at the Lido Beach Resort in Sarasota Florida from July 19<sup>th</sup> to the 23<sup>rd</sup>. The room rate will be \$139 for standard rooms and \$199 for suites. 24 hour holds have been placed on all the event rooms that are to be used for demos, seminars and exhibits. A nightly tear down and morning assembly will not happen this time!! The hotel underwent a complete renovation in 2015/2016.

Schedule as of now:

### **Sunday July 19<sup>th</sup>**

BOD Meeting

Registration

Welcome Reception by the pool/beach

### **Monday July 20<sup>th</sup>**

Alan Brown

Junior Seminars

Seminars

Registration

Exhibit Opening Reception

### **Tuesday July 21<sup>st</sup>**

Alan Brown

Junior Seminars

Seminars

Registration

Exhibit Reception

### **Wednesday July 22<sup>nd</sup>,**

Technical Demos

Artistic Demos

Registration

Auction

### **Thursday July 23<sup>rd</sup>**

Technical Papers

Business Meeting

Posters Judging

Registration

Awards Banquette

**Committee**

Symposium Chair – Philip Legge

Exhibits Chair – Bonnie Clark/Deb Nutter

Papers – Scott Bankroff

Artistic – Blake Bortolin

Seminars – Elayne Ashley

Posters –

Technical Demos –

Alan Brown – Kevin Teafor

Junior – Chris Bock

If anyone on the BOD is able to take an empty chair position please let me know.

Respectfully

Philip Legge

## EXECUTIVE SECRETARY REPORT

Nov 3, 2018

President Revis and Board of Directors

Things are going very well with the National Office. The Office, from my observation, is running well and any issues that crop up are resolved promptly. I believe Jim and Laura are doing a fantastic job. They have spent many long hours this past year getting up to speed of the Office management and new web site.

Please read their report and we will discuss any issues of concern. We must remember they work for our membership and deserve to have answers to all of their concerns to ensure the Office continues to function as we all expect.

Thanks to California Steve's skill (Web designer) in this development we now have a very professional looking website. It has taken a tremendous amount of time and consultation by all involved to also develop an on line registration form for the Symposium. There is still room for improvement for it is a work in progress. Also thanks to Benj for his directions in this total effort. Along with this came a new email server that tremendously reduced the amount of spam. This alone saves the Office a huge amount of time.

Jim and Benj are working with California Steve to add better functionality to the Audit committee web site information. These pages are only accessible by Audit committee members.

This independent audit will help ensure that we (The ASGS) meet our obligations to maintain a Not For Profit Organization status. From what I understand, the committee is being very thorough in their examination.

Having been managing the National Office for the past 1 1/2 years, I think Jim and Laura are doing a fantastic job. If anyone has any questions or concerns in regard to the Office operation, please forward those to me to be addressed.

Respectfully submitted  
Jerry A. Cloninger  
Executive Secretary



To: Benjamin Revis, President – ASGS

From: Laura and Jim Cornell – National Office, ASGS

Date: November 7, 2018

Subj: National Office Report

Life continues to be busy for your National Office Managers. Symposium registration was particularly busy as we were adapting to a new registration process and this was our first year preparing for the Symposium on our own. Running the Registration desk with less assistance than normal resulted in long hours most days. We were able to finish up operations on time the day after our successful Symposium.

Immediately after the Symposium, we began a remodel of our home's exterior. The project crept inside, and we are now almost done. In August, Jim injured his bicep muscle and had to have it repaired surgically. These distractions negatively impacted Office operations in that there have been delays in mailing out membership packets. Also, the upgrade from the Desktop to the Online version of QuickBooks was delayed until October. The update process resulted in some report discrepancies for last Fiscal Year. You will find details about this later in our report. Rest assured that we are working hard to get caught up in the areas we are behind on and the issues with QuickBooks will soon be resolved.

## **OLD BUSINESS:**

### **Proceedings:**

In our last report we informed the Board about our concerns regarding the Proceedings. We requested that the Board discuss the ramifications of eliminating the creation of the DVD's and only post the Proceedings on our website for our members to access. This would eliminate the production and mailing costs. Another option would be to only produce and mail DVD's to those members who request a DVD. The third option would be to continue as usual.

### **DVD Video Sets:**

There are currently only 2 complete DVD sets in the Lending Library. We have had no requests for DVD's from members through the lending program. We have sold the last set of DVD's and have not had another request for any sets. 9 DVD's have been sent to Elayne Ashley, Blake Bortolin, Andy Gibbs (3 each) for evaluation and to make recommendations to the Board as to whether new sets should be made for sale to our members. Members have access to best quality videos we have through GlassCraft.

\* We are in hopes that Directors have discussed the Proceedings and DVD Sets issues during their Fall Section Meetings and have some input from their members on this subject for further discussion during this Fall BOD Meeting.

#### **Presidential Pins:**

We no longer have any Presidential Pins in our inventory. We have contacted the vendor that previously made the pins and they have quoted us a price of \$358.00 each, an increase of \$43. This quoted price is valid for 1 pin. There is no discount offered for multiple pins, as the price is dependent on the current gold price. We will need a decision from the Board to purchase 5 pins, as we did on our last purchase or just one annually. We could also try contacting other vendors for quotes, but we would need someone's pin or hi-def picture to submit for a quote.

#### **NATIONAL OFFICE ROUTINE INFORMATION:**

Our copyrights have been processed for all 2017 Fusions and Proceedings

All reports specified in the Audit Committee Guidelines have been uploaded to the Audit Committee Webpage through the end of last Fiscal Year.

Fusion Advertiser Reservation Forms have been sent to Exhibitors and additional prospects. The deadline for their response was November 1, 2018. We extended the deadline 1 week and sent reminder emails to those who did not respond on.

We will soon be sending Member Renewal Notices and sending a Constant Contact to remind members of the December 31<sup>st</sup> renewal deadline.

Our Delaware Corporate Agent, CSC, reduced their rates for next year from \$441.00 to \$368.00

Our General Liability Insurance for section meetings rate was lowered for next year from \$1484.00 to \$1413.00.

#### **CURRENT AFFAIRS:**

**QuickBooks Update:** As stated previously, Laura did the conversion from Desktop to the Online version on October 8<sup>th</sup>. The conversion required an update of the Desktop version, which for some reason changed some figures on the Profit and Loss Report. Additionally, the new Online version's figures didn't match figures from the Desktop version after the migration of the data. After spending hours on the phone with QuickBooks customer service, we were told that we should contact a local QuickBooks Expert. After notifying the Executive Committee, we met with our local Expert to help us clear up discrepancies for last Fiscal Year and this Fiscal Year to date, plus provide us with some training so that we can eliminate some mistakes being made. We set a cap at \$500 for these services, as recommended by our Treasurer. To date, our Expert

has been able to clear up all discrepancies for Fiscal Year 17-18. We are in hopes that the discrepancies for FY18-19 will be cleared up soon and then the Online versions will be correct. Most of the discrepancies that occurred was because we don't have a full grasp of how to process certain transactions in QuickBooks. Laura and I are going to receive some training from our Expert and advice on how to properly set up our records in QuickBooks if this expenditure of funds is approved. We are attending a QuickBooks Online class at our expense at our local Vo-Tech school on November 10th to help us better perform our jobs.

Our Treasurer also sent an email to the Executive Committee recommending that the Board approve funding to further Laura's education in "basic QuickBooks accounting methods and procedures ..." We agree that we will need some continuing education on how to use this software correctly. We would also like to include quarterly check-ups by our local Expert, for possibly up to a year, to ensure that we are doing things right going forward. If this recommendation could be fulfilled by someone within the Society, this would be helpful and of less expense to the Society. We would prefer feedback more regularly to avoid having to make a lot of changes a month or two prior to Board Meetings. If this is something that could be preformed by our Audit Committee on a monthly or quarterly basis, that would also be acceptable.

We are looking forward to using QuickBooks Online for the advantages it provides. These advantages include online processing of credit cards, streamlined reconciliation of payments, and the ability to use more than one credit card scanner at the Charity Auction next year. Additionally, we will be able to "invite" Audit Committee members to have access to the program to run the reports they need to perform their duties. This will save us and the committee a lot of time!

**Audit Committee Interactions:** We have spent a considerable amount of time getting the Audit Committee page set up on the website and getting all the recommended reports uploaded. We have also spent a lot of time communicating with and providing additional reports to committee members as the deadline for submitting Committee Reports has gotten closer. The issue with the discrepancies in QuickBooks has probably caused delays in the Committee and the Treasurer in submitting their reports to the President for the BOD Meeting. It has also caused a delay in submitting this report. We are hopeful that the clean-up of our books and additional training using QuickBooks will greatly improve the reporting capabilities of all concerned.

#### **Communications/Records:**

**Communications between BOD and National Office:** The National Office respectfully requests a "tentative" copy of the Minutes of the Board of Directors Meeting and a Board Packet with addendums submitted after the packet is initially sent to the Board/Office, as soon as possible after every Board Meeting. We continually request this information because some of this information directly impacts what we need to know to perform our responsibilities. This year

we were told we could not have the Minutes until they were approved at the NEXT BOD Meeting. Well, this results in a period of 5 – 6 months before we receive some required information. Today (11/6/18) we received a copy of the minutes of the June Meeting. Lo and behold, there are several things in the minutes we should have been aware of! For instance, the National Office Managers did NOT agree to 5 more years of service in June! We have served nearly 1 ½ years of the 5 years we committed to. This communication issue needs to be resolved.

**Section Treasurers Reports:** The National Office has not received Section Treasurer Reports for FY 2017-2018 from the Canadian, Delaware Valley, Great Lakes, Pacific Northwest, Rocky Mountain, and Southwest Sections. They may have been included in the last BOD report submitted by the Section, but not sent to the National Office.

**Section Certificates of Election:** The National Office has not received an updated Certificate of Election from the Canadian, Delaware Valley, Exhibitor, Great Lakes, Midwest, Pacific Northwest, Southern California and Southwestern Sections.

**ASGS Website:** The IT Chair requested, and the National Office agreed to be the primary contact between the Society and our Webmaster and provide administrative duties when Laura and I became National Office Managers. This resulted in a lot of time on our part that we didn't bargain for when we submitted our Scope of Services to the BOD. We understand that the IT Chair/Current President needs additional assistance to keep things on track and make improvements to our Website. We respectfully request that the Board of Directors discuss providing additional funding to the IT Committee for future development of a first-class website or find the volunteers needed to do so.

Additionally, there have been issues with getting Fusion transferred from the old website. Our Webmaster has finally gotten the issue fixed and most of our Fusion journals are now available to members. Since this issue has been resolved, we will work with the Webmaster to get the remainder of the recent issues of Fusion posted on the Website.

**Going Forward:** Laura and I appreciate the opportunity to serve as National Office Managers. We truly want to assist our Society continue to grow and educate our next generation of Scientific Glassblowers. We thank our Executive Committee and Board of Directors for your support.

## **Membership Chair Report – As a part of the National Office Report**

<b>Category</b>	<b>11/1/18</b>	<b>5/25/18</b>	<b>12/11/17</b>	<b>12/25/16</b>
Regular	224	219	218	229
Junior	40	35	35	31
Lifetime	7	7	7	6
Retired	54	52	52	52
Student	32	28	35	23
Associate	71	70	73	70
Artistic	42	33	26	30
International	29	29	29	30
TOTAL	500	472	472	471

I am happy to report our membership has once again reached 500 members! Additionally, I am pleased because there are a few memberships pending payment at the time of this report. The increase in our membership numbers look to be fueled by Junior and Artistic Members. We have also had an increase in Regular members as compared to the end of last year.

We have several Artistic Members who have been recruiting new members at different meetings and Trade shows.

I would really help if Sections continue to maintain contact with former members of their section and encourage them to once again renew their membership! The National Office can provide contact information for some of our former members.

# Victor Mathews

P.O. Box 1589  
Cedar Ridge, CA 95924

Phone: 530-273-6176 x17  
Cell: 530-305-3692  
Email: viclel@litton.us

June 10, 2018

Subject: Treasurer's Report

## ASGS BOD OFFICERS & DIRECTORS:

I have analyzed the financial statements ending May 31, 2018. The society experienced another positive year. As of May 31, 2018 we were in the positive with a net revenue of \$5,712. As noted in previous reports, the financials are affected by when the symposia is held. In some fiscal years we have two symposia's. In November I report on the symposia results. At the symposia I report on the operating financials.

Total fund balance is down slightly from 2017. During the fiscal year, we successfully moved the funds from M&T to BOA and closed the M&T accounts. Investment revenue was up 14% over the previous year.

Statement of Fund Balances	4/25/16	6/28/17	5/31/18
10000 Unrestricted Funds	\$151,292	\$132,811	\$131,048
12000 Accounts Receivable			(\$ 1,264)
14999 Undeposited Funds	\$ 13,732	\$ 9,327	\$ 2,592
15000 Restricted Funds	\$ 84,173	\$ 98,605	\$112,817
Oklahoma Funds (Startup)		\$ 5,000	
Total	\$249,297	\$245,743	\$245,194

Membership (474 total members as of 5/31/18) revenue is slightly up from last year. I look for membership revenue to cover general operating expenses. Cost per member has exceeded revenues for the past three fiscal years. This fiscal year it is (\$18) per member.

	<u>05/31/16</u>	<u>05/31/17</u>	<u>05/31/18</u>
40105 Membership Receipts	\$41,763	\$43,911	\$44,368
Rev/Member:	\$100 (416)	\$92 (477)	\$94 (474)
72000 National Office Expenses	\$30,746	\$27,744	\$29,451
74000 Organizational Expenses	\$ 10,991	\$ 6,082	\$12,546
75000 Officer Expenses	\$ 5,616	\$10,066	\$ 5,664
76000 BOD Expenses	\$ 8,192	\$ 5,814	\$ 5,255
Total:	\$55,545	\$49,706	\$52,916
Cost/Member:	\$134 (416)	\$104 (477)	\$112 (474)

The 72000 account was affected by the additional charge for Bob & Lynn Ponton to attend and assist Jim & Laura Cornell at the symposia. The 74000 account was affected by the liability insurance charge of \$5,311.



**Mathews**

Fusion revenues were down 20% from the previous year and expenses were up 16% from previous year. Total loss per member \$19.

	<u>05/31/16</u>	<u>05/31/17</u>	<u>05/31/18</u>
40135 Advertising - Classified	\$ 1,650	\$ 2,050	\$ 2,315
40140 Advertising - General	\$17,594	\$25,061	\$19,274
40145 Subscription - Fusion	\$ 960	\$ 980	\$ 850
Total Revenue:	\$20,204	\$28,091	\$22,439
73000 Publication Expenses	\$36,160	\$27,099	\$31,539
Net Gain (Loss):	(\$15,956)	\$ 992	(\$9,100)

This brings me to Presidential Committee (77000) expenses. It would be nice if membership receipts also covered these expenses, but they are dependent upon the following revenue sources: Symposia (41000 less 60000) and Educational Material for Resale (40195).

	<u>05/31/16</u>	<u>05/31/17</u>	<u>05/31/18</u>
40195 Educational Material for Resale	\$ 1,050	\$ 595	\$ 850
Symposia (Net Revenue)	\$ 8,609	\$ 6,310	\$26,390
Available Funds	\$ 9,659	\$ 6,905	\$27,240
77000 Presidential Committees	\$ 7,040	\$ 5,438	\$11,453
Cost/Member:	\$17 (416)	\$11 (477)	\$24 (474)

The "available funds" of \$27,240 covers both the 77000 accounts and the publications deficit. Their were two accounts that stood out. Information services (77050) was allotted funds by the Board to improve the website. Total charges in the fiscal year were \$5,995. Publications (77250) committee had charges of \$2,054 which were mostly attributed to sending the Fusion Editor, Marylin Brown, to the symposia.

Membership continues to play a significant role in the financial position of the society. You can see from this report that we still depend on the symposia to make revenue in order to cover those expenses not covered by dues.

Symposia was covered at the last November BOD meeting.

One of the attachments is the annual Section Treasurer's Report to be submitted to the National Office by every sesction that has ASGS member funds in an ASGS Section bank account. Please have your Section Treasurer fill out the form and submit it to the National Office along with a copy of the bank statement, by July 31, 2018. The Audit Committee report brings up a couple issues that need addressing and clarification:

1. How should the sections be established legally? Do they need a Federal ID number?
2. Should each section be filing their own 990-N form?

Looking forward, I anticipate a major correction in the stock market which may affect investments. Membership levels continue to be a concern from a revenue point-of-view to cover operating expenses. A long range plan to incrementally increase dues may be prudent to consider. I will be submitting the necessary documents to the 990 preparer for fiscal year ending May 2018.

Laura & Jim Cornell have transitioned into the national office and have successfully changed banks and transferred funds. Its been a real joy working with them.

Since our fiscal year ended May 31, 2018, I have not had sufficient time to do an audit on the submitted files. I am submitting this report as unaudited. A copy of any corrections or changes will be sent to the audit committee.

Respectfully Submitted,  
Victor Mathews  
ASGS Treasurer

Attachments:

Attachment A: Statement of Funds (May 31, 2018)

Attachment B: P&L Multiple Year 2011 – 2018 (5 Pages)

Attachment C: Section Treasurer's Report Guideline & Form (2 Pages)

Attachment D: Membership Breakdown



**American Scientific Glassblowers Society**  
**Statement of Fund Balances**  
As of May 31, 2018

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	<u>May 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>10000 · Unrestricted Funds</b>	
<b>Checking-M&amp;T</b>	
10080 · General Budget	-9,092.96
10081 · Junior Accounting	539.05
10085 · Memorial Donations	1,125.00
<b>Checking-M&amp;T - Other</b>	<u>7,428.91</u>
<b>Total Checking-M&amp;T</b>	0.00
10100 · Checking-BOA	49,930.27
10101 · PayPal Account	10,583.41
10200 · Debit-BOA	2,144.59
10300 · Saving-BOA	<u>68,390.19</u>
<b>Total 10000 · Unrestricted Funds</b>	131,048.46
<b>15000 · Restricted Funds</b>	
15070 · Invesco Fund - M&T	<u>112,817.45</u>
<b>Total 15000 · Restricted Funds</b>	<u>112,817.45</u>
<b>Total Checking/Savings</b>	243,865.91
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	<u>-1,263.85</u>
<b>Total Accounts Receivable</b>	-1,263.85
<b>Other Current Assets</b>	
14999 · Undeposited Funds	<u>2,592.00</u>
<b>Total Other Current Assets</b>	<u>2,592.00</u>
<b>Total Current Assets</b>	<u>245,194.06</u>
<b>TOTAL ASSETS</b>	<b><u>245,194.06</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
39000 · Cumulative Income/Loss	239,481.75
Net Income	<u>5,712.31</u>
<b>Total Equity</b>	<u>245,194.06</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>245,194.06</u></b>

American Scientific Glassblowers Society  
Profit Loss

Ordinary Income/Expense Income	31-May-11	24-May-12	31-May-13	31-May-14	31-May-15	31-May-16	31-May-17	31-May-18
40000 · National Office Receipts								
40105 · Membership	\$46,717.30	\$48,625.45	\$46,264.10	\$45,739.81	\$45,051.25	\$41,763.75	\$43,910.75	\$44,367.50
40108 · Promotional Discount-New Member	-\$95.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$243.75
40110 · Fusion-Single Issues	\$144.00	\$108.00	\$108.00	\$108.00	\$34.00	\$206.55	\$0.00	\$45.00
40115 · Interest	\$51.53	\$333.42	\$110.50	\$87.40	\$87.48	\$87.81	\$87.66	\$50.79
40120 · Refunds	-\$98.00	-\$1,073.80	-\$1,631.72	-\$425.00	-\$225.00	-\$85.00	-\$594.50	\$1.95
40125 · Investment Market Value Adj.	\$11,259.77	-\$42.70	\$8,568.89	\$14,074.62	\$5,804.93	-\$7,399.99	\$14,432.34	\$14,212.01
40130 · Advertisers - Web	\$335.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40135 · Advertisers-Classified	\$806.00	\$2,601.00	\$2,232.00	\$1,300.00	\$1,650.00	\$1,650.00	\$2,050.00	\$2,315.00
40140 · Advertisers-General	\$33,207.80	\$34,569.00	\$28,362.00	\$25,039.00	\$25,292.00	\$17,594.00	\$25,061.00	\$19,274.00
40145 · Subscriptions-Fusion	\$866.94	\$1,356.10	\$1,302.60	\$1,385.00	\$4,282.06	\$960.00	\$980.00	\$850.00
40155 · Other Donations	\$805.23	\$328.80	\$220.00	\$255.00	\$175.00	\$995.00	\$0.00	\$0.00
40160 · Shipping and Handling	\$1,165.94	\$228.68	\$232.10	\$279.50	\$280.59	\$184.45	\$175.50	\$39.65
40170 · CD Library of Proceedings	\$90.00	\$120.00	\$240.00	\$0.00	\$0.00	\$30.00	\$30.00	\$0.00
40175 · Exhibitors Group Dues-Pastthru	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
40180 · Fusion Archives	\$1,168.64	\$385.00	\$240.00	\$235.00	\$290.00	\$80.00	\$80.00	\$0.00
40185 · Royalty Income			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40190 · Commissions-Cafe Press	\$36.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49.55
40195 · Educational Materials for Resale	\$6,350.00	\$934.00	\$3,325.00	\$1,120.00	\$980.00	\$1,050.00	\$595.00	\$420.00
40000 · National Office Receipts - Other	-\$64.50	-\$50.00	-\$600.00	\$174.60	\$0.00	\$0.00	\$0.00	\$0.00
Total 40000 · National Office Receipts	\$102,996.15	\$88,512.95	\$88,880.47	\$89,264.93	\$83,792.31	\$57,116.57	\$86,807.75	\$81,506.70
41000 · Symposia Receipts								
41100 · Registration	\$19,726.37	\$30,826.66	\$13,601.40	\$19,185.04	\$20,109.96	\$28,835.00	\$7,153.14	\$24,299.70
41101 · Member Workshop	\$2,062.57	\$400.00	\$1,290.00	\$3,170.00	\$1,405.00	\$300.00	\$1,326.86	\$5,553.14
41102 · Junior Member Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41103 · Exhibits Only	\$1,570.85	\$518.06	\$0.00	-\$25.00	\$0.00	\$50.00	\$275.00	\$872.16
41104 · ASGS Member Day Card	\$190.00	\$440.00	\$520.00	\$480.00	\$595.00	\$525.00	\$0.00	\$225.00
41105 · Non Member Day Card	\$80.00	\$760.00	\$0.00	\$0.00	\$330.00	\$520.00	\$0.00	\$0.00
41106 · Inclusive Package Discount	-\$6,935.00	-\$5,062.23	-\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41107 · Student Day Card	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41110 · Seminars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41111 · Seminar 1	\$2,030.98	\$2,334.02	\$0.00	\$4,054.96	\$10,260.04	\$6,132.97	\$4,270.00	\$1,550.00
41112 · Seminar 2	\$945.98	\$764.02	\$150.00	\$0.00	\$0.00	\$0.00	\$480.00	\$1,440.00
41113 · Seminar 3	\$2,759.71	\$617.86	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,070.00
41114 · Seminar 4	\$3,000.00	\$1,225.00	\$3,165.00	\$3,735.00	\$1,025.00	\$0.00	\$0.00	\$2,150.00
41115 · Seminar 5	\$320.00	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,670.00
41116 · Seminar 6	\$580.00	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,995.00
41117 · Seminar 7	\$0.00	\$375.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,660.00
41118 · Seminar 8	\$0.00	\$750.00	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,120.00
41119 · Seminar 9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41120 · Seminar 10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41122 · Seminar 12	\$0.00	\$750.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 41110 · Seminars	\$9,636.67	\$7,415.90	\$4,065.00	\$8,139.96	\$11,285.04	\$6,132.97	\$4,750.00	\$16,655.00
41130 · Exhibits	\$14,025.00	\$21,250.00	\$14,025.00	\$14,500.00	\$9,700.00	\$9,550.00	\$8,975.00	\$13,175.00
41135 · Banquet	\$6,778.71	\$5,847.48	\$4,390.00	\$2,880.00	\$5,515.00	\$6,385.00	\$2,575.00	\$7,625.00
41140 · Spouse Program	\$0.00	\$0.00	\$790.00	-\$20.00	\$0.00	\$0.00	\$0.00	\$0.00
41145 · Symposia Night Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41150 · Special Event	\$1,820.00	\$2,940.00	\$1,790.00	\$1,200.00	\$900.00	\$0.00	\$0.00	\$0.00
41160 · Sponsorship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41170 · ASGS Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41180 · Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41190 · Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41191 · Proceedings	\$63.00	\$126.00	\$21.00	\$117.00	\$75.00	\$50.00	\$75.00	\$0.00
41192 · Charity Auction	\$2,821.64	\$5,091.00	\$7,797.00	\$4,607.00	\$3,050.00	\$12,883.00	\$0.00	\$7,051.00
41193 · Refund from Vendors	\$0.00	\$0.00	\$0.00	\$0.00	\$1,719.95	\$0.00	\$0.00	\$0.00
41194 · Raffle Ticket Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41195 · T Shirts/Hats/Pins/Book Auction	\$25.00	\$399.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
41197 · Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$458.85
41190 · Miscellaneous - Other	\$1,996.00	\$78.00	\$2,181.88	\$0.00	\$0.00	\$1,350.00	\$75.00	\$0.00
Total 41190 · Miscellaneous	\$4,905.64	\$5,694.00	\$10,004.88	\$4,724.00	\$4,844.95	\$14,328.00	\$150.00	\$7,554.85

American Scientific Glassblowers Society  
Profit Loss

	31-May-11	24-May-12	31-May-13	31-May-14	31-May-15	31-May-16	31-May-17	31-May-18
Total 41000 · Synposia Receipts	\$53,860.81	\$71,029.87	\$49,976.28	\$54,234.00	\$54,684.95	\$66,625.97	\$25,205.00	\$75,959.85
Total Income	\$156,856.96	\$159,542.82	\$138,856.75	\$143,498.93	\$138,477.26	\$123,742.54	\$112,012.75	\$157,466.55
Expense								
60000 · Synposia								
62000 · Committee								
62015 · Awards	\$569.40	\$0.00	\$628.70	\$0.00	\$0.00	\$58.22	\$595.16	\$0.00
62095 · Equipment Rental	\$0.00	\$0.00	\$0.00	\$12.95	\$0.00	\$0.00	\$0.00	\$0.00
62110 · Reception A/V	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$131.57	\$0.00	\$0.00
62115 · Food & Beverage	\$0.00	\$0.00	\$0.00	\$669.19	\$3,000.00	\$3,312.81	\$0.00	\$1,168.78
62130 · National Office Services	\$1,261.86	\$0.00	\$0.00	\$0.00	\$2,082.75	\$0.00	\$1,229.40	\$576.62
62175 · Lodging	\$1,535.24	\$0.00	\$1,007.09	\$288.96	\$875.20	\$871.34	\$0.00	\$1,468.55
62190 · Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62210 · Photography	\$284.86	\$187.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
62215 · Postage	\$778.95	\$0.00	\$0.00	\$161.37	\$0.00	\$0.00	\$0.00	\$0.00
62230 · Printing	\$2,806.94	\$287.56	\$607.77	\$1,277.82	\$0.00	\$166.92	\$0.00	\$0.00
62235 · Prizes	\$0.00	\$0.00	\$206.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62310 · Startup	\$0.00	\$4,501.23	\$0.00	-\$424.44	\$0.00	\$0.00	\$2,900.00	\$3,900.00
62320 · Supplies	\$735.95	\$522.31	\$49.10	\$161.58	\$262.62	\$1,153.78	\$69.84	\$0.00
62325 · Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62330 · Transportation	\$614.17	\$50.86	\$0.00	\$517.52	\$519.20	\$2,551.28	\$0.00	\$0.00
62335 · Registration Expenses	\$0.00	\$1,251.41	\$1,455.31	\$96.62	\$886.73	\$233.23	\$0.00	\$997.82
Total 62000 · Committee	\$8,587.37	\$6,800.37	\$3,954.24	\$2,761.57	\$7,626.50	\$8,479.15	\$5,339.40	\$8,811.77
63000 · Seminars								
63040 · Chairman's Expense	\$0.00	\$0.00	\$0.00	\$194.95	\$273.94	\$0.00	\$0.00	\$0.00
63065 · Director's Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$611.80
63070 · Director's Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
63040 · Chairman's Expense	\$311.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
63080 · Guest Speaker	\$500.00	\$0.00	\$2,400.00	\$0.00	\$437.60	\$350.00	\$0.00	\$0.00
63110 · Seminars-A/V	\$578.00	\$551.45	\$0.00	\$341.54	\$632.13	\$342.08	\$0.00	\$943.53
63115 · Food & Beverage	\$3,945.31	\$1,226.28	\$0.00	\$3,429.04	\$1,927.60	\$7,232.72	\$0.00	\$1,403.66
63230 · Printing	\$4.67	\$38.28	\$0.00	\$0.00	\$32.60	\$10.25	\$0.00	\$0.00
63265 · Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$85.00	\$0.00	\$0.00	\$0.00
63320 · Supplies	\$340.45	\$426.77	\$315.04	\$599.46	\$2,073.91	\$1,463.70	\$0.00	\$4,709.78
63321 · Gas - Synposium Seminars	\$1,061.13	\$1,239.83	\$1,239.83	\$925.82	\$750.69	\$2,729.26	\$83.74	\$528.00
63330 · Transportation	\$1,326.07	\$556.26	\$0.00	\$761.89	\$1,204.42	\$2,633.09	\$176.29	\$1,976.94
63000 · Seminars - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 63000 · Seminars	\$7,006.23	\$3,860.17	\$3,954.87	\$6,252.70	\$7,417.89	\$14,761.10	\$260.03	\$10,173.71
64000 · Technical Papers/Posters								
64115 · Food & Beverage	\$0.00	\$144.16	\$0.00	\$0.00	\$0.00	\$5,180.37	\$0.00	\$772.58
64165 · Keynote Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$458.85
64215 · Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
64230 · Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.45	\$0.00	\$0.00
64231 · Audio/Visual	\$176.62	\$429.14	\$0.00	\$89.88	\$305.00	\$283.08	\$0.00	\$640.63
64240 · Proceedings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
64241 · Printing	\$4,215.57	\$6,714.54	\$6,337.60	\$2,365.10	\$2,390.25	\$2,651.81	\$2,717.55	\$1,429.06
64242 · Postage	\$434.30	\$10.98	\$1,266.46	\$1,154.29	\$725.70	\$55.69	\$86.22	\$0.00
64243 · Editor	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,269.96	\$1,237.50	\$1,237.50
64240 · Proceedings - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 64240 · Proceedings	\$5,774.87	\$7,850.52	\$8,729.06	\$4,644.39	\$4,240.95	\$3,977.46	\$4,041.27	\$2,666.56
64250 · Posters								
64251 · Symposium Poster Supplies	\$0.00	\$66.65	\$0.00	\$0.00	\$0.00	\$187.46	\$0.00	\$0.00
64320 · Supplies	\$0.00	\$0.00	\$0.00	\$63.04	\$0.00	\$0.00	\$0.00	\$0.00
64330 · Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$8.76	\$0.00	\$0.00	\$0.00
Total 64000 · Technical Papers/Posters	\$5,951.49	\$8,490.47	\$8,729.06	\$4,734.27	\$4,617.75	\$9,655.82	\$4,041.27	\$4,538.62
65000 · Workshops								
65010 · Audio & Visual	\$448.11	\$602.07	\$0.00	\$179.76	\$823.02	\$500.35	\$0.00	\$295.00
65115 · Food & Beverage	\$0.00	\$144.16	\$0.00	\$0.00	\$0.00	\$3,180.39	\$0.00	\$699.28

American Scientific Glassblowers Society  
Profit Loss

	31-Mar-11	24-Mar-12	31-Mar-13	31-Mar-14	31-May-15	31-Mar-16	31-May-17	31-May-18
65290 · Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65320 · Supplies	\$596.38	\$0.00	\$166.29	\$124.43	\$119.14	\$2,035.68	\$0.00	\$993.00
65321 · Gas - Symposium Workshops	\$0.00	\$530.57	\$387.74	\$462.92	\$356.24	\$1,974.63	\$12.00	\$264.00
65330 · Transportation	\$491.38	\$0.00	\$309.90	\$81.00	\$0.00	\$0.00	\$176.29	\$0.00
65340 · Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65350 · Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 65000 · Workshops	\$1,535.87	\$1,276.80	\$863.93	\$848.11	\$1,298.40	\$7,691.05	\$188.29	\$2,251.28
66000 · Exhibits								
66055 · Decorating Service	\$1,060.71	\$2,878.75	\$4,249.55	\$1,420.59	\$4,832.40	\$1,726.40	\$0.00	\$640.15
66110 · Exhibits AV	\$0.00	\$0.00	\$0.00	\$128.40	\$0.00	\$0.00	\$0.00	\$0.00
66115 · Food & Beverage	\$4,292.13	\$5,478.21	\$0.00	\$6,661.39	\$7,423.70	\$10,925.25	\$0.00	\$10,513.96
66150 · Audio/Visual	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$157.88	\$0.00	\$0.00
66230 · Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
66290 · Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
66320 · Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$154.09	\$213.31	\$0.00
66330 · Freight/Drayage	\$0.00	\$0.00	\$413.34	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00
Total 66000 · Exhibits	\$5,352.84	\$8,381.96	\$4,662.89	\$8,210.38	\$12,256.10	\$13,053.62	\$213.31	\$11,154.11
67000 · Banquet								
67085 · Entertainment	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67110 · Banquet AV	\$0.00	\$0.00	\$0.00	\$321.00	\$152.50	\$111.83	\$0.00	\$118.87
67115 · Food & Beverage	\$5,482.36	\$5,457.90	\$0.00	\$4,750.80	\$5,148.20	\$13,424.46	\$0.00	\$5,404.10
67230 · Printing	\$0.00	\$65.25	\$0.00	\$31.90	\$0.00	\$0.00	\$0.00	\$0.00
67235 · Prizes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67265 · Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67320 · Supplies	\$0.00	\$10.13	\$45.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 67000 · Banquet	\$5,732.36	\$5,533.28	\$45.34	\$5,103.70	\$5,300.70	\$13,536.29	\$0.00	\$5,522.97
68000 · Spouse Program								
68115 · Food & Beverage	\$0.00	\$0.00	\$225.00	\$0.00	\$300.12	\$0.00	\$0.00	\$0.00
68245 · Program & Admissions	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00
68265 · Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
68330 · Transportation	\$1,980.00	\$900.00	\$30.00	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 68000 · Spouse Program	\$1,980.00	\$900.00	\$255.00	\$1,225.00	\$300.12	\$0.00	\$0.00	\$0.00
69000 · Special Events								
69085 · Entertainment	\$0.00	\$0.00	\$0.00	\$375.00	\$0.00	\$450.00	\$0.00	\$0.00
69115 · Food & Beverage	\$0.00	\$0.00	\$21,600.10	\$3,152.97	\$1,379.04	\$719.08	\$0.00	\$4.31
69245 · Program & Admissions	\$0.00	\$0.00	\$325.00	\$946.00	\$0.00	\$0.00	\$0.00	\$0.00
69265 · Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$160.00	\$225.00	\$0.00	\$0.00
69330 · Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
69000 · Special Events - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 69000 · Special Events	\$0.00	\$0.00	\$21,925.10	\$4,473.97	\$1,539.04	\$1,394.08	\$0.00	\$4.31
69900 · Miscellaneous								
69991 · Miscellaneous	\$0.00	-\$430.00		\$722.45				
69992 · Charity Auction	\$2,861.64	\$281.85	\$105.83	\$420.49	\$624.62	\$13,403.20	\$3.21	\$7,112.93
69993 · Annual Meeting Expense	\$0.00			\$331.27				
69994 · Donations		\$4,581.00	\$7,798.00	\$4,607.00	\$3,048.00			
Total 69900 · Miscellaneous	\$2,861.64	\$4,432.85	\$7,903.83	\$6,081.21	\$3,672.62	\$13,403.20	\$3.21	\$7,112.93
60000 · Symposia - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 60000 · Symposia	\$39,007.80	\$39,675.90	\$52,294.26	\$39,690.91	\$44,029.12	\$81,974.31	\$10,045.51	\$49,569.70
66900 · Reconciliation Discrepancies	\$0.00	\$0.00	\$111.20	\$0.00	\$0.00	\$0.00	\$0.00	\$815.39
69999 · Uncategorized Expenses								

American Scientific Glassblowers Society

Profit Loss

Note: this amount was credited by Merchant services May 14, but does not show yet on the May 13 Bank Statement. Since it was a part of a larger deposit by Merchant Services, it could not be split out.

	31-May-11	24-May-12	31-May-13	31-May-14	31-May-15	31-May-16	31-May-17	31-May-18
70000 National Office								
72000 National Office Operations								
72045 Computer	\$0.00	\$193.32	\$546.76	\$0.00	\$0.00	\$237.55	\$0.00	\$0.00
72090 Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72095 Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72100 Equipment Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72195 Moving	\$1,902.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.95
72215 Postage	\$1,664.07	\$943.81	\$1,140.04	\$1,288.80	\$1,153.47	\$1,991.77	\$1,477.85	\$796.04
72230 Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72305 Service Contract	\$26,630.00	\$25,000.00	\$25,000.00	\$24,990.00	\$25,000.00	\$27,090.00	\$25,000.00	\$27,070.30
72315 Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72320 Supplies	\$731.45	\$955.66	\$585.70	\$2,960.89	\$995.36	\$647.03	\$359.64	\$966.84
72325 Telephone	\$559.33	\$10.64	\$4.44	\$3.60	\$3.84	\$779.40	\$906.01	\$615.82
72330 Transportation	\$103.02	\$0.00	\$0.00	\$0.00	\$828.00	\$0.00	\$0.00	\$0.00
72335 Refunds-Membership	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 72000 National Office Operations	\$31,590.41	\$27,103.43	\$27,276.94	\$29,268.29	\$27,980.67	\$30,745.75	\$27,743.50	\$29,450.95
73000 Publications-Fusion								
73120 Fusion	\$37,234.99	\$28,223.44	\$25,109.66	\$28,937.53	\$27,443.06	\$30,823.21	\$23,272.79	\$25,355.69
73130 Discounts Taken on Fusion Ads	\$211.30	\$29.80	\$8.60	\$13.40	\$12.00	\$48.60	\$55.60	\$5.60
73215 Postage	\$153.44	\$109.95	\$111.35	\$5,401.18	\$3,104.10	\$2,702.41	\$2,026.75	\$2,677.53
73265 Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73275 Roster	\$37.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73320 Supplies	\$0.00	\$259.04	\$68.94	\$244.13	\$164.78	\$784.37	\$232.97	\$1,810.37
73325 Telephone/Computer Service	\$1,106.29	\$1,331.04	\$1,512.40	\$1,674.60	\$1,446.32	\$1,741.79	\$1,511.22	\$1,690.12
73000 Publications-Fusion - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 73000 Publications-Fusion	\$38,743.41	\$29,953.27	\$26,810.95	\$36,270.84	\$32,170.26	\$36,100.38	\$27,099.33	\$31,539.31
74000 Organizational Expense								
74005 Annual Report	\$55.00	\$55.00	\$557.00	\$565.65	\$579.70	\$529.00	\$436.36	\$595.00
74060 Delaware Agent	\$356.00	\$363.00	\$371.00	\$387.00	\$402.00	\$490.70	\$490.70	\$566.00
74080 NSF Checks Included in Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
74090 Miscellaneous	\$0.00	\$56.00	\$56.00	\$0.00	\$60.00	\$68.00	\$226.00	\$159.00
74110 Bank Service Charges	\$3,621.53	\$3,850.73	\$3,215.73	\$3,744.24	\$3,424.40	\$4,336.57	\$2,999.68	\$5,365.05
74170 Liability Insurance	\$1,826.10	\$2,123.09	\$2,204.10	\$4,172.09	\$538.30	\$4,299.42	\$574.52	\$5,311.11
74190 Bookkeeping Service	\$425.00	\$406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
74240 Proceedings	\$0.00	\$0.00	\$0.00	\$7.91	\$126.23	\$0.00	\$110.00	\$550.00
74242 Proceedings Postage	\$0.00	\$912.15	\$34.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
74240 Proceedings - Other	\$0.00	\$218.71	\$455.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 74240 Proceedings	\$0.00	\$1,130.86	\$489.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
74250 Educational Materials/Resale	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290.00	\$1,277.99	\$1,244.25	\$0.00
Total 74000 Organizational Expense	\$6,283.63	\$7,984.68	\$6,893.43	\$8,876.89	\$6,420.63	\$10,990.69	\$6,081.51	\$12,546.16
75000 Officers								
75105 Executive Secretary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75220 President	\$1,005.00	\$1,277.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75225 President-Elect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75285 Secretary	\$117.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75286 Treasurer Expense	\$48.95	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$53.45	\$0.00
75340 Travel Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75341 Executive Secretary	\$665.89	\$572.56	\$489.56	\$648.20	\$529.82	\$770.46	\$642.60	\$734.59
75342 President	\$152.80	\$0.00	\$0.00	\$261.90	\$1,990.32	\$1,521.00	\$6,722.24	\$1,428.59
75343 President-Elect	\$0.00	\$0.00	\$712.16	\$971.30	\$1,287.76	\$793.56	\$731.75	\$1,822.14
75344 Secretary	\$0.00	\$0.00	\$0.00	\$1,426.52	\$638.17	\$1,012.46	\$913.10	\$735.84
Total 75340 Travel Reimbursement	\$818.69	\$572.56	\$1,201.72	\$3,307.92	\$4,446.07	\$4,097.48	\$9,009.69	\$4,721.16
75350 Treasurer	\$1,048.46	\$550.56	\$1,032.32	\$693.80	\$1,147.14	\$888.99	\$697.10	\$0.00

American Scientific Glassblowers Society  
Profit Loss

	31-Mar-11	24-May-12	31-Mar-13	31-Mar-14	31-May-15	31-Mar-16	31-May-17	31-May-18
75551 · Symposium Site Coordinator	\$0.00	\$0.00	\$0.00	\$783.30	\$986.50	\$629.54	\$305.90	\$943.00
Total 75000 · Officers	\$3,038.50	\$2,400.12	\$2,279.04	\$4,785.02	\$6,579.71	\$5,616.01	\$10,066.14	\$5,664.16
76000 · Board of Directors								
76020 · Meeting Expense	\$822.27	\$590.93	\$732.52	\$396.50	\$1,046.78	\$1,856.02	\$763.82	\$1,863.72
76025 · Partial Reimbursement	\$522.83	\$221.76	\$2,788.62	\$2,770.10	\$2,780.99	\$6,335.86	\$5,049.99	\$3,391.52
Total 76000 · Board of Directors	\$1,345.10	\$812.69	\$3,521.14	\$3,166.60	\$3,827.77	\$8,191.88	\$5,813.81	\$5,255.24
77000 · Presidential Committees								
77010 · Audio & Visual	\$7,837.54	\$315.00	\$7,310.81	\$1,414.17	\$143.27	\$0.00	\$0.00	\$0.00
77015 · Awards	\$2,247.62	\$2,878.60	\$4,110.77	\$1,463.89	\$4,637.14	\$2,615.81	\$1,039.61	\$2,360.56
77050 · Information Services	\$1,388.58	\$575.84	\$1,429.54	\$1,666.63	\$1,035.68	\$1,093.83	\$1,602.11	\$5,995.92
77080 · Education	\$125.00	\$0.00	\$193.73	\$0.00	\$143.25	\$0.00	\$0.00	\$0.00
77160 · Junior Liaison	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
77180 · Membership	\$2,999.00	\$230.95	\$351.01	\$567.21	\$630.82	\$503.11	\$325.01	\$260.60
77200 · Nomination/Election	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
77205 · Outreach/Marketing	\$0.00	\$0.00	\$309.57	\$250.00	\$264.55	\$264.55	\$2,000.00	\$0.00
77250 · Publications	\$1,274.74	\$1,754.10	\$824.22	\$2,297.70	\$955.81	\$2,562.91	\$407.87	\$2,054.50
77300 · Reg Member Workshop	\$128.74	\$0.00	\$0.00	\$47.77	\$90.54	\$2,000.00	\$62.96	\$781.05
Total 77000 · Presidential Committees	\$13,301.22	\$5,754.49	\$14,529.65	\$7,457.37	\$7,886.51	\$7,040.21	\$5,437.56	\$11,452.63
78000 · National Office Move								
79000 · Non Budgeted Expenses								
Total 70000 · National Office	\$492.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,335.70
Total Expense	\$93,843.78	\$78.00	\$89,825.01	\$515.00	\$85,380.55	\$98,684.92	\$5,000.00	\$125.00
	\$132,851.58	\$133,794.61	\$129,515.92	\$129,409.67	\$129,409.67	\$180,659.23	\$97,287.36	\$151,754.24
Net Ordinary Income	\$24,005.38	\$5,062.14	\$13,983.01	\$13,983.01	\$9,067.59	-\$56,916.69	\$14,725.39	\$5,712.31
Other Income/Expense								
Other Income								
80000 · Designated Fund Receipts								
80070 · Deposits to AIM Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80071 · Regular Member Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80073 · Jr Member Workshop Donations	\$130.00	\$0.00	\$0.00	\$5,025.00	\$89.82	\$0.00	\$0.00	\$0.00
80074 · Audio Visual Workshop Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 80000 · Designated Fund Receipts	\$130.00	\$0.00	\$0.00	\$5,025.00	\$89.82	\$0.00	\$0.00	\$0.00
Total Other Income	\$130.00	\$0.00	\$0.00	\$5,025.00	\$89.82	\$0.00	\$0.00	\$0.00
Other Expense								
90000 · Designated Fund Expenditures								
90070 · Transfers to AIM Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90071 · Regular Member Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90073 · Jr Member Workshop	\$300.00	\$0.00	\$268.51	\$0.00	\$4,883.78	\$197.60	\$0.00	\$0.00
90074 · Audio Visual Workshop	\$4,016.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 90000 · Designated Fund Expenditures	\$4,316.50	\$0.00	\$268.51	\$0.00	\$4,883.78	\$197.60	\$0.00	\$0.00
Total Other Expense	\$4,316.50	\$0.00	\$268.51	\$0.00	\$4,883.78	\$197.60	\$0.00	\$0.00
Net Other Income	-\$4,186.50	\$0.00	-\$268.51	\$0.00	\$141.22	-\$107.78	\$0.00	\$0.00
Net Income	\$19,818.88	\$45,437.41	\$4,793.63	\$13,983.01	\$9,208.81	-\$57,024.47	\$14,725.39	\$5,712.31

## **AUDIT COMMITTEE REPORT – NOVEMBER 2018**

**Chair: Bonnie A. Clark**

**Committee Members: Deborah Camp, Mike Souza, Rick Smith, Jack Korfhage, Phillip Sliwoski and Rick Ponton.**

This report will only address the Treasurer's Report dated June 10, 2018 that was presented at the Annual Business Meeting held in Colorado Springs this past June. A subsequent report will be provided shortly that will address other issues and recommendations.

The Audit Committee has reviewed the Treasurer's Report and is returning the report with our findings. Eleven discrepancies were found and are noted on the attached spreadsheet. The Audit Committee reviewed all the monthly trial balances for Fiscal Year Ending (FYE) 2018 and compared them to the balances shown on the Treasurer's Report. Discrepancies were found in five accounts. The Audit Committee also reviewed the amounts shown on the Treasurer's Profit & Loss statement to the monthly trial balances and found discrepancies in five accounts.

A discrepancy was also found in Unrestricted Funds in the Statement of Fund Balances on the Treasurer's Report. Account #10000 encompasses the Bank of America (BoA) checking account, the PayPal account, the BoA debit account and the BoA savings account. The balance of \$131,048 on the Treasurer's Report is based on a 5/31/2018 ending balance of \$2,144.59 in BoA debit account. When compared to the BoA bank statement the balance was shown to be \$2,934.50 which is a discrepancy of \$789.91.

Please note that the Audit Committee cannot attest to the accuracy of any of the accounts balances or data provided because we do not as of yet have access to the ASGS accounting data base to verify the financial data provided (with the exception of the bank statements). What the Audit Committee did in our review was to only compare the numbers on the Treasurer's Report to the numbers on the financial documents.

It is our hope that these discrepancies can be resolved and an updated Treasurer's Report be provided in advance of the November Board meeting for the committee to review.

[illegible]





#### Revenue National Office

40000 · National Office Receipts:40105 · Membership	\$44,367.50
40000 · National Office Receipts:40108 · Promotional Discount-New Member	-\$243.75
40000 · National Office Receipts:40110 · Fusion-Single Issues	\$45.00
40000 · National Office Receipts:40115 · Interest	\$50.79
40000 · National Office Receipts:40120 · Refunds	\$1.95
40000 · National Office Receipts:40125 · Investment Market Value Adj.	\$14,212.01
40000 · National Office Receipts:40135 · Advertisers-Classified	\$2,315.00
40000 · National Office Receipts:40140 · Advertisers-General	\$19,274.00
40000 · National Office Receipts:40145 · Subscriptions-Fusion	\$850.00
40000 · National Office Receipts:40160 · Shipping and Handling	\$39.65
40000 · National Office Receipts:40175 · Exhibitors Group Dues-Passthru	\$125.00
40000 · National Office Receipts:40190 · Commissions-Cafe Press	\$49.55
40000 · National Office Receipts:40195 · Educational Materials for Resal	\$420.00
	<b>\$81,506.70</b>

#### Revenue Symposia

41000 · Symposia Receipts:41100 · Registration	\$24,148.85
41000 · Symposia Receipts:41101 · Member Workshop	\$5,553.14
41000 · Symposia Receipts:41103 · Exhibits Only	\$872.16
41000 · Symposia Receipts:41104 · ASGS Member Day Card	\$225.00
41000 · Symposia Receipts:41110 · Seminars:41111 · Seminar 1	\$1,481.03
41000 · Symposia Receipts:41110 · Seminars:41112 · Seminar 2	\$1,440.00
41000 · Symposia Receipts:41110 · Seminars:41113 · Seminar 3	\$2,070.00
41000 · Symposia Receipts:41110 · Seminars:41114 · Seminar 4	\$2,081.03
41000 · Symposia Receipts:41110 · Seminars:41115 · Seminar 5	\$2,670.00
41000 · Symposia Receipts:41110 · Seminars:41116 · Seminar 6	\$2,852.76
41000 · Symposia Receipts:41110 · Seminars:41117 · Seminar 7	\$2,591.03
41000 · Symposia Receipts:41110 · Seminars:41118 · Seminar 8	\$1,120.00
41000 · Symposia Receipts:41130 · Exhibits	\$13,175.00
41000 · Symposia Receipts:41135 · Banquet	\$7,625.00
41000 · Symposia Receipts:41190 · Miscellaneous:41192 · Charity Auction	\$7,051.00
41000 · Symposia Receipts:41190 · Miscellaneous:41195 · T Shirts/Hats/Pins/BookAuction	\$45.00
41000 · Symposia Receipts:41190 · Miscellaneous:41197 · Donations	\$458.85
	<b>\$75,459.85</b>

#### Total Revenue

**\$156,966.55**

#### Expenses Symposium

60000 · Symposia:62000 · Committee:62115 · Food & Beverage	\$1,168.78
60000 · Symposia:62000 · Committee:62130 · National Office Services	\$576.62
60000 · Symposia:62000 · Committee:62175 · Lodging	\$1,468.55
60000 · Symposia:62000 · Committee:62210 · Photography	\$700.00
60000 · Symposia:62000 · Committee:62310 · Startup	\$3,900.00
60000 · Symposia:62000 · Committee:62335 · Registration Expenses	\$997.82
60000 · Symposia:63000 · Seminars:63065 · Speaker Expense	\$611.80
60000 · Symposia:63000 · Seminars:63110 · Seminars-A/V	\$943.53
60000 · Symposia:63000 · Seminars:63115 · Food & Beverage	\$1,403.66
60000 · Symposia:63000 · Seminars:63320 · Supplies	\$4,237.56
60000 · Symposia:63000 · Seminars:63321 · Gas - Symposium Seminars	\$528.00
60000 · Symposia:63000 · Seminars:63330 · Transportation	\$1,976.94
60000 · Symposia:64000 · Technical Papers/Posters:64115 · Food & Beverage	\$772.58
60000 · Symposia:64000 · Technical Papers/Posters:64165 · Keynote Speaker	\$458.85
60000 · Symposia:64000 · Technical Papers/Posters:64231 · Audio/Visual	\$640.63
60000 · Symposia:64000 · Technical Papers/Posters:64240 · Proceedings:64241 · Printing	\$1,429.06
60000 · Symposia:64000 · Technical Papers/Posters:64240 · Proceedings:64242 · Postage	\$0.00
60000 · Symposia:64000 · Technical Papers/Posters:64240 · Proceedings:64243 · Editor	\$1,237.50
60000 · Symposia:65000 · Workshops:65010 · Audio & Visual	\$295.00
60000 · Symposia:65000 · Workshops:65115 · Food & Beverage	\$699.28
60000 · Symposia:65000 · Workshops:65320 · Supplies	\$993.00
60000 · Symposia:65000 · Workshops:65321 · Gas - Symposium Workshops	\$264.00
60000 · Symposia:66000 · Exhibits:66055 · Decorating Service	\$640.15
60000 · Symposia:66000 · Exhibits:66115 · Food & Beverage	\$10,513.96
60000 · Symposia:67000 · Banquet:67110 · Banquet A/V	\$118.87
60000 · Symposia:67000 · Banquet:67115 · Food & Beverage	\$5,404.10
60000 · Symposia:69000 · Special Events:69115 · Food & Beverage	\$4.31
60000 · Symposia:69900 · Miscellaneous:69992 · Charity Auction	\$7,112.93
	<b>\$49,097.48</b>

#### Expenses National Office Operations

70000 · National Office:72000 · National Office Operations:72195 · Moving	\$1.95
70000 · National Office:72000 · National Office Operations:72215 · Postage	\$796.04
70000 · National Office:72000 · National Office Operations:72305 · Service Contract	\$27,070.30
70000 · National Office:72000 · National Office Operations:72320 · Supplies	\$966.84
70000 · National Office:72000 · National Office Operations:72325 · Telephone	\$615.82
	<b>\$29,450.95</b>

#### Expenses Fusion

70000 · National Office:73000 · Publications-Fusion:73120 · Fusion	\$25,355.69
70000 · National Office:73000 · Publications-Fusion:73130 · Discounts Taken on Fusion Ads	\$5.60
70000 · National Office:73000 · Publications-Fusion:73215 · Postage	\$2,677.53
70000 · National Office:73000 · Publications-Fusion:73320 · Supplies	\$1,810.37
70000 · National Office:73000 · Publications-Fusion:73325 · Telephone/Computer Service	\$1,690.12

**\$31,539.31**

**Expenses Organizational**

70000 · National Office:74000 · Organizational Expense:74005 · Annual Report (990)	\$595.00
70000 · National Office:74000 · Organizational Expense:74060 · Delaware Agent	\$566.00
70000 · National Office:74000 · Organizational Expense:74090 · Miscellaneous (PO Box, Doc. Des	\$159.00
70000 · National Office:74000 · Organizational Expense:74110 · Bank Service Charges	\$5,285.05
70000 · National Office:74000 · Organizational Expense:74170 · Liability Insurance	\$5,311.11
70000 · National Office:74000 · Organizational Expense:74240 · Proceedings	\$550.00

**\$12,466.16**

**Expenses Officers**

70000 · National Office:75000 · Officers:75340 · Travel Reimbursement:75341 · Executive Secretary	\$734.59
70000 · National Office:75000 · Officers:75340 · Travel Reimbursement:75342 · President	\$1,428.59
70000 · National Office:75000 · Officers:75340 · Travel Reimbursement:75343 · President-Elect	\$1,822.14
70000 · National Office:75000 · Officers:75340 · Travel Reimbursement:75344 · Secretary	\$735.84
70000 · National Office:75000 · Officers:75351 · Symposium Site Coordinator	\$943.00

**\$5,664.16**

**Expenses BOD**

70000 · National Office:76000 · Board of Directors:76020 · Meeting Expense	\$1,863.72
70000 · National Office:76000 · Board of Directors:76025 · Partial Reimbursement	\$3,391.52

**\$5,255.24**

**Expenses Presidential Committees**

70000 · National Office:77000 · Presidential Committees:77015 · Awards	\$2,042.87
70000 · National Office:77000 · Presidential Committees:77050 · Information Services	\$5,995.92
70000 · National Office:77000 · Presidential Committees:77180 · Membership	\$260.60
70000 · National Office:77000 · Presidential Committees:77250 · Publications	\$2,054.50
70000 · National Office:77000 · Presidential Committees:77300 · Reg Member Workshop	\$781.05

**\$11,134.94**

**Expenses National Office**

70000 · National Office:78000 · National Office Move	\$5,335.70
70000 · National Office:79000 · Non Budgeted Expenses	\$125.00

**\$5,460.70**

**Total Expenses**

**\$150,068.94**

## P/L Statement Symposium FYE 2017/2018

### Revenue

#### Revenue Symposia

41000 · Symposia Receipts:41100 · Registration	\$24,148.85
41000 · Symposia Receipts:41101 · Member Workshop	\$5,553.14
41000 · Symposia Receipts:41103 · Exhibits Only	\$872.16
41000 · Symposia Receipts:41104 · ASGS Member Day Card	\$225.00
41000 · Symposia Receipts:41110 · Seminars:41111 · Seminar 1	\$1,481.03
41000 · Symposia Receipts:41110 · Seminars:41112 · Seminar 2	\$1,440.00
41000 · Symposia Receipts:41110 · Seminars:41113 · Seminar 3	\$2,070.00
41000 · Symposia Receipts:41110 · Seminars:41114 · Seminar 4	\$2,081.03
41000 · Symposia Receipts:41110 · Seminars:41115 · Seminar 5	\$2,670.00
41000 · Symposia Receipts:41110 · Seminars:41116 · Seminar 6	\$2,852.76
41000 · Symposia Receipts:41110 · Seminars:41117 · Seminar 7	\$2,591.03
41000 · Symposia Receipts:41110 · Seminars:41118 · Seminar 8	\$1,120.00
41000 · Symposia Receipts:41130 · Exhibits	\$13,175.00
41000 · Symposia Receipts:41135 · Banquet	\$7,625.00
41000 · Symposia Receipts:41190 · Miscellaneous:41192 · Charity Auction	\$7,051.00
41000 · Symposia Receipts:41190 · Miscellaneous:41195 · T Shirts/Hats/Pins/BookAuction	\$45.00
41000 · Symposia Receipts:41190 · Miscellaneous:41197 · Donations	\$458.85

**\$75,459.85**

#### Expenses Symposium

60000 · Symposia:62000 · Committee:62115 · Food & Beverage	\$1,168.78
60000 · Symposia:62000 · Committee:62130 · National Office Services	\$576.62
60000 · Symposia:62000 · Committee:62175 · Lodging	\$1,468.55
60000 · Symposia:62000 · Committee:62210 · Photography	\$700.00
60000 · Symposia:62000 · Committee:62310 · Startup	\$3,900.00
60000 · Symposia:62000 · Committee:62335 · Registration Expenses	\$997.82
60000 · Symposia:63000 · Seminars:63065 · Speaker Expense	\$611.80
60000 · Symposia:63000 · Seminars:63110 · Seminars-A/V	\$943.53
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60000 · Symposia:63000 · Seminars:63320 · Supplies	\$4,237.56
60000 · Symposia:63000 · Seminars:63321 · Gas - Symposium Seminars	\$528.00
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60000 · Symposia:64000 · Technical Papers/Posters:64240 · Proceedings:64241 · Printing	\$1,429.06
60000 · Symposia:64000 · Technical Papers/Posters:64240 · Proceedings:64242 · Postage	\$0.00
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60000 · Symposia:65000 · Workshops:65115 · Food & Beverage	\$699.28
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60000 · Symposia:66000 · Exhibits:66055 · Decorating Service	\$640.15
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60000 · Symposia:67000 · Banquet:67110 · Banquet A/V	\$118.87
60000 · Symposia:67000 · Banquet:67115 · Food & Beverage	\$5,404.10
60000 · Symposia:69000 · Special Events:69115 · Food & Beverage	\$4.31
60000 · Symposia:69900 · Miscellaneous:69992 · Charity Auction	\$7,112.93

**\$49,097.48**

### Net Income:

**\$26,362.37**

## P/L Membership/National Office/ Fusion FYE 2017/2018

### Revenue

#### Revenue National Office

40000 · National Office Receipts:40105 · Membership	\$44,367.50
40000 · National Office Receipts:40108 · Promotional Discount-New Member	-\$243.75
40000 · National Office Receipts:40110 · Fusion-Single Issues	\$45.00
40000 · National Office Receipts:40115 · Interest	\$50.79
40000 · National Office Receipts:40120 · Refunds	\$1.95
40000 · National Office Receipts:40125 · Investment Market Value Adj.	\$14,212.01
40000 · National Office Receipts:40135 · Advertisers-Classified	\$2,315.00
40000 · National Office Receipts:40140 · Advertisers-General	\$19,274.00
40000 · National Office Receipts:40145 · Subscriptions-Fusion	\$850.00
40000 · National Office Receipts:40160 · Shipping and Handling	\$39.65
40000 · National Office Receipts:40175 · Exhibitors Group Dues-Passthru	\$125.00
40000 · National Office Receipts:40190 · Commissions-Cafe Press	\$49.55
40000 · National Office Receipts:40195 · Educational Materials for Resal	\$420.00
	<b>\$81,506.70</b>

### Expenses

#### Expenses National Office Operations

70000 · National Office:72000 · National Office Operations:72195 · Moving	\$1.95
70000 · National Office:72000 · National Office Operations:72215 · Postage	\$796.04
70000 · National Office:72000 · National Office Operations:72305 · Service Contract	\$27,070.30
70000 · National Office:72000 · National Office Operations:72320 · Supplies	\$966.84
70000 · National Office:72000 · National Office Operations:72325 · Telephone	\$615.82

#### Expenses Fusion

70000 · National Office:73000 · Publications-Fusion:73120 · Fusion	\$25,355.69
70000 · National Office:73000 · Publications-Fusion:73130 · Discounts Taken on Fusion Ads	\$5.60
70000 · National Office:73000 · Publications-Fusion:73215 · Postage	\$2,677.53
70000 · National Office:73000 · Publications-Fusion:73320 · Supplies	\$1,810.37
70000 · National Office:73000 · Publications-Fusion:73325 · Telephone/Computer Service	\$1,690.12

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70000 · National Office:74000 · Organizational Expense:74090 · Miscellaneous (PO Box, Doc. Des	\$159.00
70000 · National Office:74000 · Organizational Expense:74110 · Bank Service Charges	\$5,285.05
70000 · National Office:74000 · Organizational Expense:74170 · Liability Insurance	\$5,311.11
70000 · National Office:74000 · Organizational Expense:74240 · Proceedings	\$550.00

#### Expenses Officers

70000 · National Office:75000 · Officers:75340 · Travel Reimbursement:75341 · Executive Secretary	\$734.59
70000 · National Office:75000 · Officers:75340 · Travel Reimbursement:75342 · President	\$1,428.59
70000 · National Office:75000 · Officers:75340 · Travel Reimbursement:75343 · President-Elect	\$1,822.14
70000 · National Office:75000 · Officers:75340 · Travel Reimbursement:75344 · Secretary	\$735.84
70000 · National Office:75000 · Officers:75351 · Symposium Site Coordinator	\$943.00

#### Expenses BOD

70000 · National Office:76000 · Board of Directors:76020 · Meeting Expense	\$1,863.72
70000 · National Office:76000 · Board of Directors:76025 · Partial Reimbursement	\$3,391.52

Expenses Presidential Committees

70000 · National Office:77000 · Presidential Committees:77015 · Awards	\$2,042.87
70000 · National Office:77000 · Presidential Committees:77050 · Information Services	\$5,995.92
70000 · National Office:77000 · Presidential Committees:77180 · Membership	\$260.60
70000 · National Office:77000 · Presidential Committees:77250 · Publications	\$2,054.50
70000 · National Office:77000 · Presidential Committees:77300 · Reg Member Workshop	\$781.05

Expenses National Office

70000 · National Office:78000 · National Office Move	\$5,335.70
70000 · National Office:79000 · Non Budgeted Expenses	\$125.00

**\$100,971.46**

Net Income: **-\$19,464.76**

# Trial Balance vs Treasurer's Report FYE 5/31/18

Account Number	Description	Trial Balance	Treasurers Report	Discrepancy
72000	National Office Operations	\$ 29,450.95	\$ 29,451.00	\$ -
73000	Publications- Fusion	\$ 31,539.31	\$ 31,539.00	\$ -
74000	Organizational Expense	\$ 12,466.16	\$ 12,546.00	\$ 80.00
75000	Officers Travel Reimbursement	\$ 5,664.16	\$ 5,664.00	\$ -
76000	Board of Directors	\$ 5,255.24	\$ 5,225.00	\$ -
77000	Presidential Committees	\$ 11,134.94	\$ 11,453.00	\$ 318.00
40135	Advertisers-Classified	\$ 2,315.00	\$ 2,315.00	\$ -
40140	Advertisers-General	\$ 19,274.00	\$ 19,274.00	\$ -
40145	Subscriptions-Fusion	\$ 850.00	\$ 850.00	\$ -
40195	Educational Materials for resale	\$ 420.00	\$ 850.00	\$ 430.00
10000	Unrestricted Funds	\$ 131,838.37	\$ 131,048.46	\$ 789.91
15000	Restricted Funds	\$ 112,817.45	\$ 112,817.45	\$ -
12000	Accounts Receivable	\$ (1,763.85)	\$ (1,263.85)	\$ (499.85)
14999	undepostied funds	\$ 2,592.00	\$ 2,592.00	\$ -
Discrepancies noted from "Profit Loss" report				
41100	Registration	\$ 24,148.85	\$ 24,299.70	\$ 150.85
41111	Seminar 1	\$ 1,481.03	\$ 1,550.00	\$ 68.97
41114	Seminar 4	\$ 2,081.03	\$ 2,150.00	\$ 68.97
41116	Seminar 6	\$ 2,852.76	\$ 2,995.00	\$ 142.24
41117	Seminar 7	\$ 2,591.03	\$ 2,660.00	\$ 68.97
			\$	\$ 1,118.06
Discrepancy noted from Treasurer's report vs P/L made from TB				
Net Income		\$ 6,897.61	\$ 5,712.31	\$ 1,185.30
Discrepancy discovered in reconciliation				
10200	Debit BofA	\$ 2,144.59	\$ 2,144.59	Bank Statement \$2,934.50



## **AUDIT COMMITTEE REPORT – NOVEMBER 2018**

**Chair: Bonnie A Clark**

**Committee Members: Deborah Camp, Jack Korfhage, Rick Ponton, Phillip Sliwoski, Rick Smith and Mike Souza**

The Audit Committee has concluded its review of the financial documents provided and with unanimous support wishes to return the Treasurer's Report presented at the annual Meeting, June 23, 2018. Our review has found inaccuracies that require corrections and we are requesting that the Treasurer submit a corrected report. In addition, the committee is making specific recommendation and we have attached a list of motions for the Board asking that the recommendations and the following actions be taken up for consideration by the Board.

### **Motion #1 By-Law Change (attached): To change the fiscal year from June 1<sup>st</sup> to April 1<sup>st</sup>.**

The Audit Committee strongly recommends that a change in the Society's fiscal year is warranted in order to provide a complete and accurate year end accounting, as required at the national business meeting. The current fiscal year ends on May 31<sup>st</sup> which does not allow sufficient time to "close" the year and provide the Treasurer and subsequently this committee the financial data needed for reporting purposes due to the timing of the annual Symposiums. Most Symposiums take place the month following year end. Changing the fiscal year end (FYE) to March 31<sup>st</sup> would allow the time necessary to perform all year end accounting and provide a complete and accurate FYE Audit Committee reviewed Treasurer's report to the members.

Changing the fiscal year will also address the issue of overlapping Symposiums which hinders the Treasurer from providing the annual financial report and itemizations to this committee, the board and the members at the annual Symposium.

In addition, the current fiscal year is not based on calendar quarters which can make quarterly and semiannual comparisons of financial data difficult at best.

### **Motion #2 (attached): Provide Members access to all approved current and historical Treasurer's reports**

It is the obligation of the Society to provide complete and accurate financial data to all of its members on an annual basis. As it stands, financial data in the way of a Treasurer's report is only provided at the national business meeting which is attended by a limited number of members. Any updates or correction/s of data to the annual Treasurer's report is done at the November board meeting. This committee recommends that approved current and historical Treasurer's reports need to be posted on the members' only section of the ASGS web site for all members to view in order to comply with the Society's fiduciary responsibility to members.

### **Motion #3 (attached): Establish a special committee to review accounting practices**

While reviewing the financial documents provided this committee several issue/questions came to light regarding accounting procedures. Based only on the limited documentation we noted reconciliation discrepancies, monthly negative accounts receivable, monthly un-deposited funds, incorrect processing of credits, to name a few. We also noted accounts on the general ledger that could be marked as inactive, bank accounts that could be streamlined and possible posting issues.

There was also an issue as to whether certain expenses and the cost of the national office should be prorated and a percentage charged to the Symposium. The Symposium is a major event requiring a measurable amount of time and resources of the national office. It was noted that the credit card/merchant fees to process Symposium related charges were not charged to the Symposium.

As you can see there are just too many issues to tackle in a Board of Directors meeting. Therefore this committee strongly recommends that a special committee be formed and tasked with updating the financial accounting practices of the Society. The committee's goal would be to standardize, streamline and simplify the accounting practices to allow a clearer financial picture of the organization. **The time to get this done is now** so that adjustments can be established and put in place prior to the new fiscal year by-law change.

#### **Ad Hoc Committee – Banking/Credit Card costs**

This committee recommends an ad hoc committee be formed to review banking costs/fees, credit card fees, credit card processor, and merchant services fees being charged to see if more competitive rates are available.

#### **Ad Hoc Committee – Restricted Funds**

The ASGS, as a nonprofit professional organization with membership has a fiduciary responsibility to its dues paying members which extends to the restricted funds. As such the ASGS should review their investment policies regarding risk level and what risk level, if any is acceptable.

Therefore this committee recommends an ad hoc committee be formed to review the investments policies of the ASGS and the restricted funds. Specifically issues such as performance/cost ratio, are any funds in a lock down period, what are the commissions/fees if any, how often is a review of funds done, secured investments, etc.