



# THE AMERICAN SCIENTIFIC GLASSBLOWERS SOCIETY

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June 4, 2005

## EXECUTIVE SECRETARY REPORT

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

### National Office

The National Office is running smoothly with no major problems to report. The National Office Report is attached.

A contract proposal has been received from Bookkeeping Plus...Professional Services, Inc. to provide National Office services for the coming year at the same dollar amount as last year. There is no substantive change in the scope of services. You are reminded that you were notified at the Fall 2004 Board of Directors meeting that the National Office took on the responsibility of providing publication of the Symposium promotion and registration materials in lieu of maintaining the ASGS website. This has worked out as anticipated and represents a better utilization of the National Offices resources. I request the Board of Directors to authorize me to enter into a one-year contract for with Bookkeeping Plus...Professional Services, Inc., to provide National Office services for the Society. The contract fee will be \$34,500.00 for the term of August 1, 2005 though July 31, 2006.

### Scope of Services Document

I have included an updated version of the National Office Scope of Services document. Changes have been made to reflect current practice. These changes do not require your approval, however, it is your right to amend them if you wish. Changes from the original document are as follows:

#### **Association Management 4(d) (Financial Management)**

~~Prepare payment checks for delivery and treasurer's signature~~ Replaced with:

Receive treasurer approved, prepared, and signed checks for counter-signature and final disbursement in payment of invoices. Receive and file copy of invoice and duplicate copy of check for each invoice.

*(The current procedure provides better fiscal control by the treasurer.)*

#### **Association Management 5(a)ix. (Membership Committee Support Services)**

~~Send lists of new members to the respective section director~~ Deleted

*(This is done by the Membership Chair.)*

#### **Association Management 5(a)x.**

~~Send welcome letter along with other appropriate materials~~

~~Keep list of contacts for future marketing by membership committee~~ Replaced with & renumber:

Send introductory materials to new members when notified by Membership Chair.

*(The Membership Chair sends the welcome letter. The National Office sends the related materials. The second line being deleted is a redundant typo covered under section 5(c)i.)*

#### **Association Management 6(c) (Website) Add section:**

- c. Website
  - i. Transmit web advertisements and related update information to the webmaster
  - ii. Relay update information related to symposia, committees, etc. to the webmaster

*(This describes the current interaction of the National Office with the website. At this time, the National Office does not relay technical information to the webmaster.)*

**Restitution**

We continue to receive regular restitution payments through the court.

Respectfully submitted

David G. Daenzer, Executive Secretary