

To: President Souza & the ASGS Board of Directors
From: David G. Daenzer, Executive Secretary
Subject: Executive Secretary Report for the Fall 2003 Board of Directors Meeting
Date: October 15, 2003

National Office

The National Office is functioning very efficiently and effectively for us, as you will see in the report from Amy Collins and Stephanie Stevens that I include with mine. Amy and Stephanie have been putting forth a lot of effort in helping us to move forward.

Since the symposium I have been receiving both incoming and outgoing email from the National Office so that I have a general impression of what is transpiring. I can tell you that Amy and Stephanie respond promptly and with appropriate tact. Those who interact with them on a regular basis have expressed their appreciation of the professionalism and assistance provided.

Please make special note of items 9, 10, & 11 in the National Office Report:

Item 9

The initial indication from the IRS representative with whom we spoke was that we qualified for 501(c)(3), non-profit/charitable. This may not be the case. The Executive Secretary and National Office will continue to investigate this issue. I may have more information to share with you at the meeting.

Item 10

This is an operational decision that does not require Board of Directors action. It is a decision that can be made by the Membership Chair, but it is appropriate to inform the Board. Please express any problems you may envision at the meeting. In the absence of opposition, I will inform Gary Dobos and the National Office that the modifications are acceptable.

Item 11

It is the Executive Secretary's responsibility to inform the National Office of decisions that affect their operation. I apologize to you and them that I did not do that last year. While I will try to do better, I ask that you, also, inform them if changes are made in an area for which you are responsible. I will not be offended by the follow-up and the National Office will not be upset to receive the same information from different people.

Hodgkins Case

President Souza's September report made note of this item. We are receiving monthly restitution payments at or above the court ordered amount of \$450.00. We should

interpret the fact that we have received payments in excess of the order as an indication of the willingness to make full restitution. Since the recovery of these funds will extend over a number of years, I have added the responsibility for tracking the restitution payments to the duties of the Executive Secretary. The National Office sends a copy of each payment to the Executive Secretary for his/her records. The payments will show up in each fiscal year's receipts, but the Executive Secretary will be responsible for monitoring the running total. Discussions with the Audit Committee may suggest that someone else also keep record of the restitution progress.

Respectfully submitted,

David G. Daenzer, Executive Secretary