

TO: President Edwin Powell and the Board of Directors of the ASGS
FROM: David G. Daenzer, Chair, National Office Search Committee
SUBJECT: Report for November 2002 Board of Directors Meeting
DATE: October 11, 2002

Dear President Powell and the Board of Directors:

The National Office Search Committee is comprised of the following members:

Jerry Cloninger
Dave Daenzer, Chair
Joe Gregar
Jim Merritt
Gordy Smith
Dan Wilt

At first we were looking at the existing job description that is quite detailed and specific. After a period of slow progress we realized that the job description had been developed during a time when we were comfortable and familiar with the National Office operating out of an individual's or a couple's home and was oriented toward that type of structure. Since we want to explore all types of National Office management we needed to step back from that job description and decided to look at the areas of service that we want the National Office to provide and the functions that we want them to serve in those areas. Shortly after taking this approach we ran across an association of management associations that will share our needs with its 1300 members who can then provide bids to us if they are interested and feel that they might be a good fit for us. The information that this organization recommends we provide is the same information, in the same form, that we have begun to develop. This package of information, Request for Proposal (RFP), can be given to any bidder be it an individual, couple, small business, or large management company.

The Request for Proposal is complete. It has been developed based on our current structure, but we are also requesting ala carte pricing for additional services. For example, we currently plan and run our own symposia. We select the site, plan the food and beverage functions, send out the PR info, etc. It is possible to purchase these services. We currently develop and maintain our website. It is possible to purchase this service. We have asked for this additional pricing information for your consideration. We will not be recommending that you purchase them at this time.

The timetable and mechanism for reaching the final decision can be determined by the board at its November meeting. I would think that the first of the year is the earliest a decision could be reached. It should take no longer than the June BoD meeting. There is no need to rush to decision and it would probably be imprudent to do so. The Interim National Office is providing the services we need at this time.

If you are interested in looking at the information we are using to guide us, you may go to the website of the International Association of Association Management Companies (IAAMC).

<http://www.iaamc.org/>
http://www.iaamc.org/hiring_an_amc.htm

We expect the RFP to be provided to IAAMC the week of October 13, 2002. They will make the information available to their members on their website. At the same time we will provide the

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RFP to those people who have expressed an interest in bidding on the position. We currently have the following people on our list.

Amy Collins
Bookkeeping Plus Professional Services, Inc.
Phone: (336) 548-9600
Fax: (336) 427-0972
amy@netmcr.com

Amy Henthorne
17228 Flint Ridge Rd
Heath, Ohio 43056
Phone: (740) 787-1959
Fax: (740) 787-1959
Ahenthorne@starband.net

Debbie Krabach
1930 Brookwood Lane
Temperance, MI 48182
Phone: (734) 847-6555
debkrabach@msn.com

Jean H. Moder
908 Jean Rd.
Toledo, Ohio 43615
Phone: (419) 861-2888
Fax: (419) 867-9755
jekate@msn.com

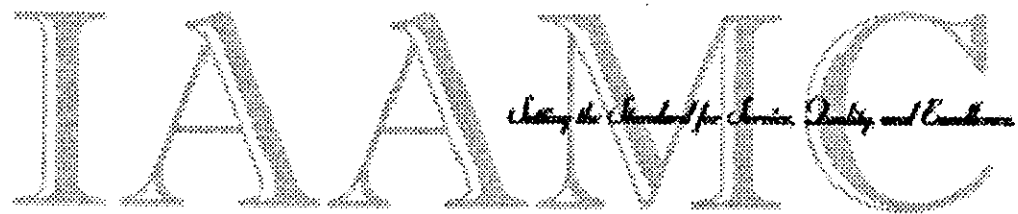
If you have additional names, please submit them to me as soon as possible so that we can get the RFP information to them in a timely manner.

Please be prepared to share your thoughts and those of your section members in regard to the National Office at the board meeting. Comments on the functions of the National Office and the search process are appropriate. The process is at a stage that allows for maximum interaction. There should be enough information for you see where we are headed, but nothing is locked in place. The board meeting should provide a good place to clarify our corporate thinking and direction for the National Office.

Respectfully submitted,

David G. Daenzer, Chair, National Office Search Committee

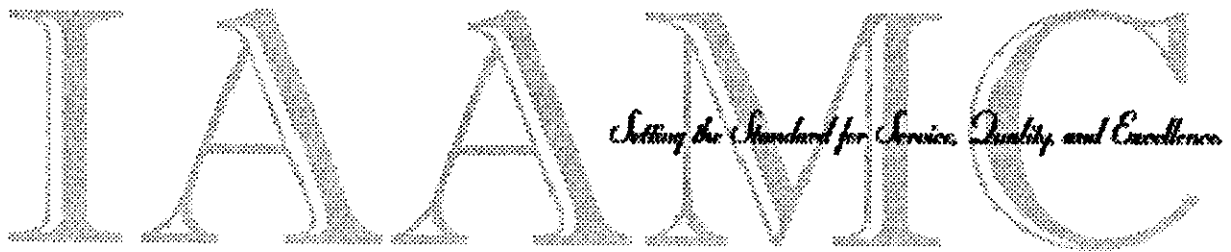
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IAAMC is pleased to assist associations and professional societies in their search for an association management company. The preparation of a response to your Request For Proposal will encompass many hours on the part of our members. Please allow at least 45 days for a response. While some companies may be able to respond more quickly, IAAMC asks that, in fairness to all submitting companies, no decision be made outside the time frame specified on your submission. Good luck with your search. If we can help further please do not hesitate to contact the IAAMC office. at 630-655-1669 or info@iaamc.org.

Please provide as much of the following information as possible to insure a complete and comprehensive response to your request for a proposal.

- 1. History of organization (age - incorporation date and location, membership size)**
- 2. Mission Statement**
- 3. Strategic Plan including organization's Goals and Objectives**
- 4. Leadership Organization Chart (board/committee structure)**
- 5. Audit Report and recent Financial Statements - Required**
- 6. Annual Budget**
- 7. Bylaws**
- 8. Copies of Publications (newsletter, journal, directory)**
- 9. Copy of Conference Brochures**
- 10. Calendar of scheduled organization events**
- 11. Scope of Services - Required (Sample outline attached)**



Your organization's Scope of Services document should include a comprehensive list of the services you wish handled by your administrative office. Below is a sample outline for your consideration. Please keep in mind that the list below is a list of *SUGGESTED INFORMATION*. Your requirements may be very different.

Association Management

1. General Office
 - a. Phone (hours)
 - b. Fax
 - c. Voice Mail
 - d. Email
2. Board Meetings
 - a. Frequency
 - b. Location
 - c. Responsibility of taking minutes
3. Management Company Facilities
 - a. Storage requirements
 - b. Meeting space
4. Inventory
5. Financial Management
 - a. Frequency of reports
 - b. Income and expense responsibility
 - c. Budget preparation
 - d. Investments
 - e. Credit card processing
6. Membership Committee Support Services
 - a. Database
 - b. Renewal cycle
 - c. Membership directory
7. Publication Committee Support Services
 - a. Type of support required
 - b. Frequency of publications
 - c. Web Services
8. Other Committee Support Services

Conference/Trade Show Management

1. Site Selection
2. Contract Negotiation
3. Develop Conference Timetable
4. Conference Resume
5. Onsite Staff
6. Brochure Development
7. Marketing and Promotion
8. Budget Development and Financial Management
9. Registration Processing
10. VIP Management
11. F & B Selection
12. Exhibits Management

IAAMC

International Association of Association Management Companies
 414 Plaza Drive, Suite 209 Westmont, IL 60559
 630-655-1669 Fax-655-0391 www.iaamc.org info@iaamc.org



Please complete this Association Profile Form and return it to the IAAMC office. A sample list of information to include with your RFP is available in the Request for Proposal Guidelines.

IAAMC will process your RFP in one of two ways.

- If you provide all your information in electronic format, we will notify our members that your information is posted on our website. You may reference samples and information posted on your associations website. This will expedite the process, however, we encourage you to allow at least 30 days for a response.
- If you are unable to provide electronic files, please complete the Association Profile Form and email the completed form to the office. Expect a return email suggesting the number of copies of your materials that you will need to send to the IAAMC office. We will not be able to distribute your Association Profile Form until we receive your materials. Since this process will encounter some mail delays, please allow a minimum of 45 days, preferably 60 days for companies to respond to your RFP.

ASSOCIATION PROFILE FORM

Name of Organization: The American Scientific Glassblowers Society			Acronym: ASGS		
IRS Classification: <input checked="" type="checkbox"/> 501 (c)3 <input type="checkbox"/> 501 (c)6 <input type="checkbox"/> Other: _____	Total Annual Budget: \$ ~\$100,000 Plus symposium ~\$75,000 Equity(cash) \$ ~80,000	Year Established: 1952 Fiscal Year: 6/1-5/31	PROPOSAL DUE DATE: January 15, 2002 SELECTION DATE: June 2003 HIRE DATE: August 2003		
Contact: David G. Daenzer		Title: Executive Secretary 351, 105, 32, 62, 36, 12			
Address: (include add'l contacts & addresses separately) 52 Miller Street Mount Clemens, MI 48043-2224		Send Proposals via: <input type="checkbox"/> Mail _____ copies <input checked="" type="checkbox"/> Email	Current Membership (Types, Number, Dues Amount) Regular-411, Associate-115, Junior-30, Retired-66 International-40, Lifetime-12 \$75/yr except Life.		
Phone: (313) 577-2761	Fax: (586) 468-7827	Email: dave@daenzerglass.com			
Website Address www.asgs-glass.org		Potential Number of Members: 1000			
Number of Chapters/Regional Groups: 10		Type of Organization (Check one): <input type="checkbox"/> Trade <input checked="" type="checkbox"/> Professional Society <input type="checkbox"/> Foundation			
Scope of Organization (Check one): <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National <input checked="" type="checkbox"/> International		Currently Managed by: Bookkeeping Plus Professional Service Current Management Notified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will the current management group submit a proposal to continue? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Has Board Authorized the Search? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Has RFP Been Developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please attach)			
Number of Board Meetings: 2	Number of Board Members: 15				
Upcoming Conference/Meetings: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Attendance	Fee	Dates	Locations
48th Annual ASGS Symposium		200	\$100	6/17-21/03	Cleveland, OH
Exhibits: <input checked="" type="checkbox"/> Yes, Average number: 30 <input type="checkbox"/> No		Publications: FUSION - quarterly journal PROCEEDINGS - annual symposium			
Website Services required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Marketing Services required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Lobbying Services required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Members communicate primarily by: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Mail			
Print Name: David G. Daenzer		Signature		Date:	

General Information Using IAAMC Guideline

1. The American Scientific Glassblowers Society (ASGS) was founded in 1952 and incorporated in Delaware in 1954. We currently have 674 members distributed between 6 classes of membership.

411 Regular	351
30 Junior	32
115 Associates	105
40 International	36
66 Retired	62
<u>12 Lifetime</u>	<u>12</u>
674 total	598

The ASGS is a professional, nonprofit, organization of scientific glassblowers and vendors associated with scientific glassblowing. The objectives of the Society are the promotion, gathering, and dissemination of technical and scientific information concerning all aspects of scientific glassblowing.

2. Our mission statement:

The American Scientific Glassblowers Society encourages the free exchange of knowledge and the broadening of scientific glassblowing skills to assist scientists, educators, and industry by designing and constructing glass components and scientific apparatus.

3. The American Scientific Glassblowers Society is dedicated to providing continuing education for its members and maintaining the successful association between glassblowers and research facilities and academic institutions.
4. The governing body of the ASGS is its Board of Directors consisting of the President, President-elect, Secretary, Treasurer, one director from each of the 10 regional sections, and one director-at-large. The President, President-elect, and Secretary are elected by the general membership. The Treasurer is elected by the Board of Directors. The regional directors are elected by local members of each section. The director-at-large is elected by annual symposium exhibitors. The Executive Secretary is a nonvoting member of the Board of Directors appointed by the President and approved by the Board of Directors and acts on their behalf in day-to-day matters relating to the National Office. Programmatic activities are carried out through standing and ad hoc committees of the ASGS. Committee chairs are appointed by the President and approved by the Board of Directors.
5. Audit Report and Financial Statements - see attached
6. The ASGS annual budget is ~\$100,000 – see attached 2002-2003 Proposed Budget.

7. The ASGS is currently reviewing its bylaws for clarity and to resolve any inconsistencies. It is not expected that there will be any substantive changes. See attached.
8. Copies of our Quarterly Journal Fusion and our annual Proceedings are available for inspection from the Executive Secretary. See contact information on RFP Profile.
9. Copies of the 2001 and 2002 ASGS Symposium and Exhibition advanced registration forms and programs are available for inspection from the Executive Secretary. See contact information on RFP Profile.
10. June 17th-21st, 2003, Annual ASGS Symposium and Exhibition, Cleveland, Ohio
June, 2004, Annual ASGS Symposium and Exhibition, Saratoga Springs, New York
June 23rd-28th, 2005, Annual ASGS Symposium and Exhibition, Schaumburg, Illinois. (Tentative)
11. Scope of Services for Association Management – see attached

Scope of Services

Association Management

1. General Office
 - a. Phone (answer phone calls as available, 9 a.m. – 5 p.m, CST., call return within 24 hours, M-F)
 - a. Fax (receive 24 hr, 7 days/week, transmit as necessary during normal business hours)
 - a. Voice Mail (call return within 24 hours, M-F)
 - a. E-mail (receive and respond within 24 hours, M-F)
 - a. Route communication to officers and committee chairs as necessary
1. Management Company Facilities
 - a. Provide storage for inventory listed
1. Inventory
 - a. Archival records (off-site storage acceptable, ~200 square feet)
 - b. Copies of past publications for distribution on request (on-site storage, ~80 square feet)
1. Financial Management
 - a. Provide weekly, monthly, quarterly, and annual reports to the treasurer and bookkeeper
 - a. Receive, record, and deposit all income: dues, symposium registration, advertising, etc. Prepare payment checks for treasurer's signature
 - a. Provide credit card processing for dues, symposium registration, and other payments
1. Membership Committee Support Services
 - a. New and Prospective Members
 - i. Respond to all inquiries regarding membership in the ASGS within 24 hours
 - ii. Add to database all personal contact information (name, address, phone, e-mail, employer) of prospects
 - iii. Send out prospective member packets including personalized letter, brochure and application to all prospects
 - iv. Follow up after 30 days to confirm of receipt of information
 - v. Receive membership applications and process payment (be sure the correct amount has been submitted)
 - vi. Forward copies to membership chair to confirm type of membership (the membership committee makes the determination of membership status classifications)
 - vii. Add to roster after confirmation from membership chair
 - viii. Place new members in the closet regional section to their address unless otherwise specified
 - ix. Send lists of new members to the respective section directors
 - x. Send welcome letter along with other appropriate materials (By-Laws, Fusion, current roster, Cumulative Index, Reference and

Abstracts (all of these except Fusion should be on the compact disc)

- xi. Keep list of contacts for future marketing by membership committee
- xii. Maintain and update membership marketing and promotion materials
- a. Renewing Members
 - i. Send out renewal notices to all members Include any reclassification notices (junior to regular member and retired status).
 - ii. Work closely with the membership chair on the reclassifications
 - iii. Process renewal applications
 - iv. Deposit and record all dues payments
 - v. Send By-Laws, Roster, Cumulative Index, Reference and Abstracts to returning members (these should be sent as a compact disc whenever possible)
 - vi. Maintain and update the membership roster. All information about membership for current and former members should be maintained on searchable database software such as FileMaker Pro
 - vii. Maintain a detailed spreadsheet of all dues collected and forward a copy to the Treasurer
 - viii. Provide periodic reports to officers and section directors on membership figures
 - ix. Prior to each Board of Directors meeting, prepare a report on membership totals
- a. Marketing (Former & Prospective Members)
 - i. Keep records and personal information on all non-returning members for future marketing and follow ups. All information about membership for former members should be maintained on searchable database software such as FileMaker Pro
 - ii. Research different demographics for possible membership increases (semi-conductor, industry, academia, R&D)
 - iii. Research companies that current and former members work or worked at to see if they could be sold a corporate membership package.

Membership Mailings

- i. Prepare mailing labels for mailings from the national office and for committee chairs (dues renewal forms, election and dues increase ballots, symposium packets)
 - ii. Mail Fusion, Proceedings and any other mass mailings of special publications
- 1. Publication Committee Support Services
 - a. Fusion (quarterly journal)
 - i. Respond to advertising inquiries

- ii. Process advertising submissions
- iii. Maintain database of advertisers
- iv. Bill & receive payment for advertising
- v. Provide mailing list information to publisher
- vi. Provide report of advertising revenue quarterly (per issue) to publication chair and Fusion editor.
- vii. Communicate with publication chair, Fusion editor, and publisher as necessary
- a. Proceedings (annually – symposium papers)
 - i. Providing mailing list information to publisher (from Symposium database)
 - ii. Communicate with publication chair, Fusion editor, and publisher as necessary
- a. Web Services(?)

Conference/Trade Show Management

- 1. General
 - a. Maintain database of attendees, exhibitors, function attendance, and finances.
 - b. Provide monthly reports to the Symposium chair, or as requested.
- 2. Pre-registration
 - a. Receive, publish, assemble, and mail registration information
 - b. Process symposia advance registrations and payments
 - c. Provide monthly reports to symposium coordinator and chair and as requested
- 3. Exhibitors
 - a. Process exhibitor registrations and payments
 - b. Respond to/redirect vendor inquiries
 - c. Provide monthly reports to the Exhibits chair, or as requested.
- 4. Onsite
 - a. Oversee onsite registration
 - b. Coordinate with the treasurer for processing onsite receipts of cash
 - c. *Handle art auction*