

## National Office Report to the ASGS Board of Directors

The National Office continues to operate smoothly and efficiently.

- As many of you are aware, Stephanie Stevens resigned as my assistant in April 2007. If you haven't done so, please extend a warm welcome to Cindy Hopper. Cindy has big shoes to fill but I am confident in her ability to succeed in her new position with my company.
- Paper Financial reports are submitted on a monthly basis to Frank Meints, Jim Hodgson and David Daenzer. Electronic Financial reports are submitted on a monthly basis to Ed Powell via Michael Palme for placement on the website. Other reports are submitted as requested.
- An up-to-date roster is electronically submitted on a monthly basis to Gary Dobos, Gary Coyne and David Daenzer.
- Paper copies of Fusion related invoices are distributed to Dave Smart, Jim Hodgson and Ed Powell.
- We continue to electronically send the cover photo and related abstract for each issue of Fusion to Michael Palme for placement on the website. Marilyn Brown obtains permission from the photographer to place the Fusion cover picture on the ASGS website.

Special projects completed/in progress includes:

- We plan to assist Gary Coyne with the compilation of Abstracts for the 2007 Cumulative Index.
- We upgraded our Roster software and distributed copies to Gary Dobos and David Danezer. New features in File Maker Pro 8.5 allow Gary Coyne to re-design the official ASGS roster to be more user-friendly. We hope this project is completed by the end of calendar year 2007.
- We created a separate Membership Verification Form and included it with each 2007 dues statement. For 2007, by moving membership information from the dues statement to this new form, the dues statement is simpler to read and personal information (home address, home phone, etc) is more confidential – especially for members who submit the statement to their employer for payment. Membership information can be updated and faxed or mailed to the National Office with or without payment of dues. *We received positive feedback on this change and will do the same for 2008 renewals.*
- In December, 2006 we obtained an electronic copy of the Book of Motions from Gary Coyne. It is now updated through the December 2006 BOD meeting. Gary converted the file so Michael Palme could post it on the BOD portion of the website.
- Jim Hodgson asked us to update the President's book. We hope to complete the update by the end of October, 2007.
- Proposed IRS regulations may require the Sections to submit summary financial statements to the National Office for Federal income tax reporting only. For the ASGS, this reporting would be effective for the fiscal year ending 05/31/08. Other proposals by Congress regarding not-for-profit organizations with less than \$25,000 in gross receipts would require each Section to submit a financial report directly to the Internal Revenue Service. I will continue to keep you informed.

Financially, the Society continues to remain stable.

- Combined checking and investment balances decreased by \$18,649.77 between 05/31/06 and 05/31/07. The primary reason for the decrease is due to payment in the amount of \$14,066.96 to publish Proceedings for the 2004 & 2005 Symposia.
- As of 05/31/07, we have received \$21,389.62 in restitution payments since the initial payment on 06/23/03. The most recent payment was deposited on 04/26/07.
- The AIM investment account increased in market value last fiscal year by \$2,817.19.
- The investment CDs at BB&T continue to produce revenue. Our current interest rate is 4.95% and the maturity date is 08/30/07.

Respectfully submitted by Amy Collins May 31, 2007

Bookkeeping Plus Professional Services, Inc.

American Scientific Glassblowers Society National Office Manager