## **National Office Report to the ASGS Board of Directors**

The National Office has been running smoothly over the last six months. Dues statements were mailed in November and renewals continue to come as Symposium approaches. Our primary focus from January to now has been on Symposium. We worked closely with Joe Gregar to prepare the Symposium invitation and registration form so that it could be mailed from the National Office timely in February. In addition, we have assisted him with locating and ordering marketing items such as notebooks, pens and bags and will prepare the Symposium Program.

Financially, the Society continues to improve its cash position. Combined checking and investment balances increased by \$20,108.48 between 04/30/04 and 04/30/05. As of 05/20/05, we have received \$15,289.62 in restitution payments since the initial payment on 06/23/03. Effective December 2004, the investment CDs matures every three months. As interest rates continue to rise, we can hope to increase our rate of return on these accounts.

Although overall membership has declined, we have processed thirty-four new applications for 2005. After several years of absence, some previous members have finally re-joined.

It is of utmost importance that the Board of Directors and Committee Chairs communicate with the National Office. This office receives many inquiries and we do not like to respond with outdated information. The Computer Committee depends upon the National Office to provide them with updates and changes in order to maintain a current and accurate website. The National Office and/or the website may be the first impression a potential advertiser and/or member has of the Society. We only have one chance to make a first impression – please assist us in making that impression a positive one!

We are always open to new ideas and suggestions for improving the National Office of the American Scientific Glassblowers Society. Please inform the membership to feel free to contact us for anything – no matter how insignificant the request may seem.

Thank you again for your confidence in us. You are truly a pleasure to serve.

Respectfully submitted by Amy Collins Bookkeeping Plus Professional Services, Inc. American Scientific Glassblowers Society National Office Manager