

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

After reviewing both the Scope of Services for Association Management & Conference/Trade Show Management and President Souza's Goals & Objectives 2003 to 2004 for duties and achievements directly related to the National Office, I believe we have met and exceeded the criteria set forth in those documents as follows:

- Timely answer and return phone calls, e-mails and routine correspondence.
- Provide on-site and off-site storage for inventory and archival records.
- Prepare standard set of monthly financial reports and other reports as requested for Treasurer, Assistant Treasurer & Audit Committee.
- Work closely with the Membership Chair to assure that new applications are processed and that the National Roster is accurate by sending annual dues statements, renewal notices and updating corrections, changes & reclassifications.
- Communicate with Fusion Chair, Fusion Editor, Computer Committee, publisher and advertisers on a regular basis by preparing worksheets, mailing lists and advertising materials for Fusion, Proceedings and the website.
- Provide Treasurer and Fusion Chair with Fusion related reports and documents.
- Mail Symposium invitation and registration materials.
- Maintain Symposium records including advance & on-site registrations, exhibitor registrations and other attendee lists.
- Coordinate purchases and shipments of Symposium supplies with Symposium Chair.
- Prepare Symposium name badges, certificates of attendance for workshops and seminars, award certificates and other projects as requested.
- Advise attendees of travel and hotel arrangements when necessary.
- Obtain insurance certificates and establish lines of credit when required.
- Oversee on-site Symposium registration.
- Assist with annual Charity Auction.
- Advise President-elect of upcoming cost changes in order to prepare an accurate annual budget.
- Work with the Audit Committee to establish audit procedures.
- Continue to timely deposit revenues (primarily on a weekly basis).
- Look for cost savings on behalf of the Society.
- Solicit prospectuses on behalf of the Finance Committee for potential banking cost savings & to increase investment earnings while preserving capital.
- Assist the Outreach & Membership Committees with special projects as requested.
- Promote the Suppliers Guide and other ASGS web site related pages.
- Assist Joe Gregar with CD Library of Proceedings and Fusion projects.
- Confer with the Computer Committee to upgrade our roster database software for the upcoming year.
- Explore ways to assist the Computer Committee with website design and updates.

Thank you again for your confidence in us. We appreciate the compliments and kind words about our work on behalf of the Society. You are truly a pleasure to serve.

Respectfully submitted by Amy Collins  
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American Scientific Glassblowers Society National Office Manager