

To: Executive Board
From: Chris Eskridge
Date: April 10, 2002
Re: Executive Director Report

1. Financial Status - We have been engaged in a number of financially related activities in the past few months:
 - A. We have engaged in the normal flow of business; invoicing, collecting, paying our bills, maintaining the books, etc. I can report to the Board that these fiscal functions are being carried out smoothly and with dispatch. We recently examined our overall banking needs and costs, and compared them to what were getting at our current bank, Bank One. After some careful review and consideration, we have decided to move our financial accounts to Fifth Third Bank. By doing so, we will obtain access to a broader range of services at a cost savings over Bank One.
 - B. Please be advised that we are in a very solid and healthy position, and experienced a positive revenue flow in 2001. The following financial reports are attached:
 1. **Profit and Loss Statement 2001:** We realized \$36,000 in profit for the year. Note that this report details a \$3,000 net loss for the year 2001 for *Criminology & Public Policy*. We now have that \$3,000 in hand. We are reimbursed for our CPP expenses through the NIJ grant. We simply did not bill the grant for this \$3,000 expense paid out late in the year 2001 until early in the year 2002, and obviously did not receive the reimbursement until the year 2002. This \$3,000 item could conceivably be considered unrealized income for 2001, and would then suggest that our actual 2001 profit was closer to \$40,000.
 2. **Balance Sheet 2001:** Our total assets were just in excess of \$1 million, and we had \$839,000 in equity. We are in a solid economic position. As you well know, we are still weathering a downturn in the market, and while the Acost value@ of our investments at the end of the year was \$970,000, the Amarket value@ as of December 31, 2001 was \$854,000. The market has rebounded somewhat since December 31, and while the Amarket value@ changes daily, I would estimate that our Amarket value@ is roughly \$900,000 as of this date. As you know, we

are conservatively invested and our plan is to stay the course.

3. **Budget v. Actual Comparison 2001:** Note that in 2001, we made substantially more from Criminology subscriptions than predicted. This is due to the fact that we raised institutional subscription rates for Criminology from \$90 to \$120 a year ago. The year 2001 was the first year in which we saw the financial impact of this adjustment. We made substantially less from our stock and bond investments than was originally predicted. We stayed virtually true to form on membership dues collected. Annual Meeting income was down a bit, as expected post 9/11. On the other side of the ledger, Criminology expenses appear to have been way out of line. This is actually not the case. The expense figure is so large because we payed for five issues in the calendar year of 2001. We overspent the equipment budget a bit due to the need to purchase a new postage meter. On the positive side, Annual Meeting expenses were lower than expected, as were general Columbus office expenses. We also managed to cut back on our advertising and employment exchange costs.
4. **Balance Sheet 2002 - First Quarter:** Little difference between this report and the 2001 year-end balance sheet. We had approximately \$1,070,000 in total assets, and \$238,000 in liabilities, leaving us with \$833,000 of equity.
5. **Budget v. Actual Comparison - First Quarter 2002:** While 25 percent of the year has past, we have spent 25.8 percent of the budget, and have generated 24.8 percent of the expected income for the year to date. While this report indicates that we have a net loss of \$5,800 year to date, note that as of March 31, we had yet to be reimbursed by NIJ for approximately \$33,000 in first quarter Criminology & *Public Policy* expenses. As you recall, the model for CPP is that we front the money, and NIJ reimburses. Obviously we will obtain these funds, so in actuality, we can report a \$27,500 positive return for the first quarter of 2002. This positive cash flow is due in part to the fact that membership dues are solid. We should see an increase in

overall revenue in this category due to the fact that we raised the rates this year. Investment income is still a concern. It is so erratic that it is difficult to determine just what we will realize this year. We are monitoring some of our poorly performing mutual funds and will likely roll them over into a more stable mutual fund/funds in the next few months. We generated \$116,000 in interest and dividends in the year 2000, but only \$32,000 in the year 2001. Suffice it to say that we will likely see in the year 2002 more than what we gained in the year 2001, but surely less than in the year 2000.

C. Financial information has been given to the Division Chairs. Note that all of the divisions are currently in relatively solid financial position (balance and membership as of 3/31/02):

1. Corrections and Sentencing Division: \$4,787.96; 211 members (had 256 members year-end 2001)
2. Critical Division: \$13,001.32; 198 members (had 295 members year-end 2001)
3. International Division: \$1,617.86; 250 members (had 296 members year-end 2001)
4. People of Color and Crime: (\$100.33 in the red); 134 members (had 199 members year-end 2001)
5. Women and Crime: \$8,896.79; 253 members (had 370 members year-end 2001)

2. Financial Report On Atlanta - As you all know, we were quite concerned about the financial outcome of the Atlanta meetings. In the end, we realized a profit of roughly \$42,000. FYI, some \$20,000 is being carried as an expense on our books, but is actually a five-year, no-interest loan being made to the Atlanta Sheraton Hotel in exchange for their voiding the attrition clause in our contract. When we again return to Atlanta (2007) and fulfill our contractual obligations with the Sheraton, they will return the \$20,000 to us.

3. Policies and Procedures Manual - I spent considerable time this winter, updating the Policies and Procedures manual. A copy is on line. Sarah and I both maintain a hard copy.

4. Web Page - We have worked closely as a team to keep our web page up to date. This has been a major activity and will continue to absorb a growing proportion of organization resources. One major function has been to keep Criminology, and Criminology & *Public Policy* abstracts up to date. We also make regular daily adjustments to the Membership Directory, the Calls for Papers, and the Conferences and Workshops pages. Information regarding the upcoming Chicago meetings is also now on the page.

5. Employment Exchange - We are in the process of working out an arrangement with Ken Adams to handle the employment exchange on a long-term basis. This function has grown to the point that it now requires some significant administrative oversight and structure to operate properly (there were 134 job announcements in Atlanta for example). Among other features, the plan is to significantly upgrade the web page job announcements so that they can be searched by substantive area and by geographical region. We are also going to consolidate our two web-based job announcement pages into one page (at present we have a web page for jobs listed at the meeting and a web page for job listings in *The Criminologist*). We do charge for this service. Ken will be paying staff to do this work, but has been asked to keep this a zero-sum activity - expenditures should not exceed income. This adjustment means that there will no longer be an employment exchange committee.

6. International Contacts - I have been working with representatives from the British Society of Criminology, the European Society of Criminology, the Australia/New Zealand Society of Criminology and the International Society of Criminology in an attempt to enhance our level of interaction and cooperation. We are sponsoring an ice cream social at the BSC, ESC and ANZSOC meetings. A number of you will be representing us at these meetings and I am anxious to hear how the receptions work out. I have put together a number of boxes full of journals, ASC brochures, newsletters, etc. that we will mail out to these respective organizations so that those of you who are representing us may have items to display when you are there. I have also been in contact with a wide variety of individuals and organizations from around the world who have sought information and materials. I have mailed out probably a dozen boxes of journals, texts, ASC brochures, newsletters to folks in the past few months. No need for a full accounting here, but for those who are interested, I did prepare an article for the Winter 2002 DIC newsletter which articulates those activities in some detail and will bring a copy to the Board Meeting for those who wish to see it.

7. United Nations - As you know, ASC submitted an application roughly a year ago to be granted special consultative status within the United Nations Economic and Social Council. I last spoke with a United Nations representative in early April. We reviewed and slightly amended our application materials, which will be examined by the Economic and Social Council sometime during the May 12 - 30 time frame. We should have word by the first of June.

8. Academy of Criminal Justice Sciences - I continue to stay in touch with the ACJS leadership so that we might be able to help and assist each other. The current president is a fellow ASC member, Dick Bennett. He and I spoke at some length roughly a month ago regarding the state of our respective organizations and what we might do as organizational officers to improve the general state of affairs of our discipline. We had a booth at the ACJS Anaheim meetings where we displayed ASC brochures, journals, etc. We will continue to reserve a booth and to generally have an ASC presence at the ACJS meetings.

9. Trips to Columbus - I have made one trip to Columbus since the Atlanta meetings, and brought one of my graduate students, TJ Taylor with me. TJ (now Dr. Taylor I might note) has been keeping the Columbus office computers up to speed. This was his third trip to Columbus. He has taken a position at Georgia State and I plan to continue to seek his assistance in keeping our Columbus office computer systems running smoothly. We also spent time organizing the back office, an ongoing task as we receive excess production runs of four issues per year of *Criminology* and *The Criminologist*, as well as three issues of *Criminology & Public Policy*. I will go back to Columbus in the fall. At this point, I see a need to go twice a year - once in the fall prior to the meetings, and once in the spring.

10. *Criminology & Public Policy* - We have now developed a mailing list of 30,000+ names/addresses of those who impact public policy in America. We are continuing to add to this list. We have the persons/addresses arranged in some 60 different categories. We plan to target-mail future issues of CPP to those who have professional interests in specific topics addressed in specific future issues of the journal. **Action Item - we have been approached by several publishing companies seeking to purchase this 30,000+ name/address list. Todd and I would like to discuss this with the Board before putting the list out on the market. FYI, we do sell the name and address list of our ASC members; \$200 for roughly 3,500 names and addresses on press-apply labels.** By the time of the Board Meeting, we will have

submitted a second year funding proposal to NIJ. We hope to be able to obtain three years of funding. We need roughly 500 library subscriptions to break even. At this point, some two weeks after the second issue has been distributed, we have 42 subscriptions.

11. EBSCO and ProQuest - After discussing the matter with Bob and Todd, we have signed contracts with both EBSCO and ProQuest to place Criminology, and Criminology & *Public Policy* on line. We receive royalty payments for all those who access our journals via these two on-line services.

12. ASC Division Contact - I have attempted to maintain an open line of communication with the ASC divisions, setting up special sessions at the Chicago meetings, setting up business meetings, posting various items on the web, etc. I have attempted to work with them regarding their journal publication goals and see this as an important future activity. We have been in communication regarding their commitment to organize panels for the International Society of Criminology meetings to be held in Brazil next year. I also wrote an article/column for the Winter 2002 DIC newsletter regarding ASC=s recent international activities and initiatives, as requested by the DIC Chair.

13. Los Angeles Contract - I worked with Doug Weiss in re-negotiating the sleeping room rates for the Los Angeles meetings. In sum, we lowered the yearly escalation rate and we will be coming into Los Angeles in the year 2006 with room rates of \$179 single/double.

14. Future Travel - I plan on attending the European Society of Criminology meetings this fall as well as the Western Society of Criminology meetings next February. I have arranged to have a booth/table in the exhibit areas of these two meetings. ASC will sponsor an ice cream social at the ESC meetings.

15. Miscellaneous Activities - I have been involved in a variety of miscellaneous activities that will be more appropriately discussed in different contexts during the Board Meetings, ie., Code of Ethics, OJP reorganization, site visits (Denver and Chicago), site selection, Sage on-line proposal, U.S. News and World Report ranking effort, etc.