

To: ASC Board
From: Chris Eskridge
Date: October 25, 2007
Re: Executive Director Annual Report

This has again been a very busy six months to say the least. The bottom line is that we are financially healthy, and remain a vibrant, active professional society. There is much going on in many spheres in our organization.

1. ASC Financial Status

As noted above, we continue to be a financially stable and sound organization. As of September 30, 2007 our total assets were roughly \$1.5 million. Our income continues to flow from four primary sources - interest and dividends from our investments, Blackwell publishing company/journal library sales, meeting registration fees, and membership dues.

I have attached three financial reports which articulate our financial position in more detail:

- A. *2007 Profit and Loss Statement (3rd quarter report)* - We have realized a net profit of \$293,000 to date for the year, but please note that we have not paid the bulk of the Atlanta meeting expenses as of yet.
- B. *2007 Balance Sheet (3rd quarter report)* - As noted above, our total paper assets hover in the \$1.5 million range.
- C. *2007 Budget Comparison (3rd quarter report)* - We had budgeted \$757,000 for our expenses, and have spent 43 percent of that (\$325,500) through the third quarter. We have realized \$619,000 in income for the year to date, with meeting registrations still coming in.

2. Division Financial Status

The ASC Divisions remain quite active. I might note that the DPCC was in the hole for some time, but are now showing a positive balance. The information below, showing membership and account balance information as of the end of September, was given to all the Division Chairs.

- A. Corrections and Sentencing Division: account balance - \$16,300; current membership 314.
- B. Critical Division: account balance - \$1,860; current membership 294.
- C. International Division: account balance - \$17,600; current membership 302.
- D. People of Color and Crime: account balance - \$8,700; current membership 202.
- E. Women and Crime: account balance - \$20,100; current membership 431.

3. Proposed 2008 Budget (below)

I estimate that we will be generating something in the range of \$737,000, and spending roughly \$737,000 for the coming year. We may see a larger stream of revenue from our journals, as the CPP circulation figures have gone up substantially, but it is too early

to tell at this point.

4. Web Page

We continue to update and improve the web page. Nicole, our Webmaster, updates addresses, the conference and workshop page, the calls for papers page, etc., etc., on a daily basis. We are now getting between 12,000 - 14,000 hits a day, or around 325,000 - 350,000 hits a month. The week the Atlanta preliminary program was put up, we got more than 200,000 hits (a sign that this is an important document!). I do wish to again inform you that someone was trying to hack into our credit card info page a few months ago. Consequently, we went to the final step of getting our own dedicated server and have now set things up so that only computers with designated IP addresses (the ones in the Columbus office) can get into the credit card retrieval system. We have had no problems since.

5. Policy and Procedures Manual

We have updated the Policy and Procedures manual as per the decisions made by the Board at the Mid-year meetings. We have the revised version in hard copy form, as well as on the web.

6. Personnel

- A. Sue Beelman, our bookkeeper is currently paid \$38,640 per year for a contractual 32 hour work week. Sue is very task oriented and goes the extra mile to complete what needs to be done regardless of the clock. Sue receives very high marks from our current auditor, who regularly comments on her precision and attention to detail. She provides me with any piece of financial information that I need in a most timely fashion, and is an invaluable part of our central office team. She has had to work above and beyond during this year of transition, dealing not only with the additional duties that fell to her when Sarah left, but also assisting with the training of the new staff. This year, I recommend a 3 percent pay raise for Sue. This would increase her salary to \$39,799. In addition, I would like to give Sue a \$1,000 bonus this year. We had some rather significant issues arise with respect to our on-line meeting registration and membership dues forms that required significant unpaid overtime work on Sue's part. This would not be a part of her base pay, but rather a one-time \$1,000 bonus to compensate for her above and beyond (and rather stressful) efforts.
- B. Susan Case is working for us full time and is currently paid \$44,000 per year. Susan was previously employed as a legal secretary at a law firm in Columbus. She has taken on the task of becoming our All Academic/annual meeting program specialist. She also maintains the membership data base. Susan has been fabulous to work with. She has jumped into this position with both feet, is feeling an intrinsic sense of ownership, responsibility and excitement, and clearly has become committed to the job and to the profession. This year, I recommend a 3 percent pay raise for Susan. This would increase her salary to \$45,320.
- C. Nicole Coldiron is working for us full time and is currently paid \$41,200 Nicole is

our computer specialist and webmaster. Having a computer specialist in-house has been fantastic. Not only are we more efficient (we don't have to call on our outside person to come help us which involves a time delay), but it saves us money as well of course. She has also been invaluable to us as we have literally, and I mean literally, reviewed every one of our office procedures and activities, and have tried to come up with new and more efficient ways of doing things. She has great ideas, and has contributed significantly in this office transition period. This year, I recommend a 3 percent pay raise for Nicole. This would increase her salary to \$42,436.

- D. Rita Hollingshead is working for us on a part-time basis/as needed basis to help us in Columbus during high workload periods (stuff meeting packets, newsletter mailings, etc). She has worked for us for nearly 15 years now, and is paid \$13.75/hour. I would recommend raising her hourly wage by 3 percent to \$14.15.

7. Columbus Office Update

I visited Columbus this Fall and did a number of things. I worked on meeting logistics of course, met with our banker and our broker, and went over financial statements with Sue. The big project was more physical in nature as I finished filing the last 4 boxes of archive materials. As suspected, it was all in the late 1970s and early 1980s. I am glad to have this done. This is a project I started in the mid-1990s.

The staff also all identified some things that needed to be moved and some things that needed to be thrown away. I was a bit of a mule for two days moving things and taking items to the re-cycling bins. This has also been a long project, but I happy to say, to coin a phrase, *it is finished.* The offices are now up to speed and cleaned up and organized. We have all of the journals and newsletters organized (newsletters back to January 1950 by the way), all of our meeting materials are neatly arranged, we are into the Ohio State internet and phone system which is just great (and saves us a ton of money), all of our computers are up to date, we have an excellent xerox and mailing machine. We have clean, tidy, functional offices, and we are now in the 21st century.

For you new members of the Board, let me note that we now have a talented, trained and motivated staff in the Columbus office, and things in the *Apost-Sarah* era are moving smoothly. We have worked very hard to make this transition work seamlessly, and we have succeeded. The real basis rests in the fact that we have made some excellent hires, with both of the ladies jumping into this work with both feet. As noted above, Susan has taken on the primary task of dealing with All-Academic and will become our in-house specialist with respect to the annual meeting program. Nicole has taken on the task of webmaster.

As implied, we have spent a significant amount of time going over literally every single procedure and protocol, and have streamlined our operations. We also have opened up the office so to speak and are cross training the staff so that we will never again have a situation where only one person knows what is going on. We truly have a team

operation among the four Columbus-based personnel, and a very healthy and fluid flow of information and communication. We have updated all of our computers, and have hooked all of them into the Ohio State, high-speed system. This has proven to be one of the smartest moves we have made, as we now move the large annual meeting program preliminary drafts between All-Academic, Columbus, and our printer with ease. This has proved to be invaluable and is saving us massive amounts of time and money.

8. Annual Meeting Preparations

- A. Atlanta (2007) - We visited Atlanta last spring. We worked out the final details regarding room usage, made audio-visual arrangements, got the music equipment ordered for the dance, meet with the drayage folks and went over the exhibit hall set-up and logistics, discussed freight/shipping logistics, etc. We have sufficient meeting and sleeping rooms, and have mapped out what will be a great meeting.
- B. St. Louis (2008) - We visited St. Louis last February. We had a very constructive visit and made excellent progress. We have meet with drayage representatives, audio-visual representatives, made preliminary space allocation plans, and reviewed our sleeping room block, and all is in order at this point. A proposed budget for the St. Louis meeting is attached, based on an attendance estimate of 2,500. Susan Case traveled to St. Louis with Jeanette Hussemann (a member of the Atlanta program committee team) last month to meet with the St. Louis team and to begin help them through the All-Academic on-line system protocols.
- C. Philadelphia (2009) - We will travel to Philadelphia in late April to do a *first cut* for this meeting.

9. Ice Cream Social

I saved the best until last...you are all invited to participate in the Ice Cream Social which will take place from 3 - 4 pm on Thursday in the Exhibit Hall. Come prepared to do some scooping!

**PROPOSED
2008 ST. LOUIS MEETING BUDGET**

Income:

Registration Income	260,000.00
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Total Income:	\$260,000.00
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Expenses:

All Academic	20,000.00
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Audio Visual	40,000.00
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Cultural and Historical Displays/Events	3,000.00
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Drayage	15,000.00
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Extra Help/Wages	6,000.00
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Meals (Staff and Registration Help)	2,000.00
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Postage	1,000.00
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Printing	1,000.00
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Program Assistant	7,000.00
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Programs and Meeting Packets	31,000.00
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Receptions

Opening	20,000.00
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Presidential	30,000.00
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Wine and Cheese	12,000.00
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Ice Cream Social	3,000.00
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Brunch	12,000.00
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Shipping	5,000.00
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Site Visit Travel	3,000.00
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Supplies	10,000.00
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Telephone	1,000.00
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Travel	3,000.00
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Total Expenses:	\$225,000.00
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**PROPOSED
2008 ASC BUDGET**

INCOME:

Advertising/Marketing	\$ 45,000
Annual Meeting	260,000
<i>Criminologist</i>	20,000
<i>Criminology/CPA</i>	125,000
Dues	220,000
Employment Exchange	15,000
Executive Director	4,000
Investment Income	25,000
Minority Fellowship-Grad	6,000
Reprints	2,000
Royalties	15,000
TOTAL	\$737,000

EXPENSES:

Advertising/Marketing	\$ 2,000
Affiliations	8,000
Annual Meeting	225,000
Awards	4,000
Committees	1,000
<i>Criminologist</i>	40,000
<i>Criminology</i>	40,000
<i>Criminology & Public Policy</i>	45,000
Employment Exchange	3,500
Equipment Expense	17,500
Executive Board	10,000
Executive Director Office	25,000
International Initiatives	5,000
Minority Fellowship-Grad	22,000
Minority Fellowship-Undergrad	22,000
Misc. Expenses	12,000
Office Expenses	60,000
Personnel	175,000
President Secretary Support	3,000
Professional Fees	5,000
Site Selection	2,000
Taxes	10,000
TOTAL	\$737,000