

To: ASC Board
From: Chris Eskridge
Date: October 23, 2002
Re: Executive Director Annual Report

This has been a very dynamic six months to say the least. The bottom line is that we are still financially healthy, but the current economic recession is going to have an impact on us. We did increase dues and meeting registration fees so that will help us a bit. Outside the economics, I can report that we remain a vibrant, healthy, active group. There is much going on in many spheres in our organization.

1. Financial Status

As noted above, the bottom line is that we continue to be a financially stable and sound organization despite the downturn in the economy. We are not worth what we were, but to put our current situation in perspective, realize that our total assets as of December 31, 1997 were \$573,000. Our total assets as of December 31, 2000 were \$1,050,000. As of September 30, 2002 our total assets were \$1,058,000. Our income continues to flow from four primary sources, interest and dividends from our investments, CRIMINOLOGY library sales, meeting registration fees, and membership dues. I have attached three financial reports which articulate our financial position in more detail:

- A. *2002 Profit and Loss Statement (3rd quarter report)* - We have realized a \$25,000 loss to date. This is not unusual and should not be a matter of concern. By point of comparison, our 3rd quarter loss last year was \$46,000. We are a year-end fiscal loaded organization. The bulk of the annual meeting registrations have yet to come in, as have our CRIMINOLOGY library subscriptions. In addition, the bulk of our investment income is not accrued until the 4th quarter, though there may not be much to report in this category this year! We will clearly be poised to end the year in the black, and I will provide the Board with the bottom line figure for 2002 in January.
- B. *2002 Balance Sheet (3rd quarter report)* - As noted above, our total paper assets continue to hover in the \$1 million range though our actual market value has certainly dropped. We are conservatively invested in mutual funds and bonds. We suggest that we continue to stay the course and ride this bear market out. Our plan at present is to continue to take any excess funds that may accrue in our checking account and move them into bank certificates of deposit.
- C. *2002 Budget Comparison (3rd quarter report)* - We had budgeted \$577,000 for our expenses in the year 2002, and have spent 83 percent of that (\$480,000) through the third quarter. We had anticipated \$577,000 in income for the year and have realized \$455,000 or 79 percent of this to date.

2. Proposed 2003 Budget (attached)

We are quite a dynamic entity, as the proposed budget would suggest. As detailed, we are projecting \$808,000 in income and have balanced that with \$808,000 in expected expenses.

3. Web Page

We continue to update our web page, most particularly the area of expertise, conferences and workshops, and the journal abstract pages. As requested by the Board, we now have an on-line membership application form and an on-line meeting registration form. The Palmer House also provided on-line hotel reservation forms, and we will expect this service from our hotel partners in the future.

4. CRIMINOLOGY & PUBLIC POLICY, and CRIMINOLOGY

As I believe you are all aware, we formally received funding for a second year (\$165,917) and there have been some indications that they are planning on funding us for a third year. We have put together a list of nearly 40,000 names and addresses of American policy makers. We are continuing to expand and refine this list (and will probably do so forever) and are now developing a similar list of policy makers in Canada.

As you are aware, we have signed a contract with two firms, ProQuest and EBSCO, to electronically publish our journals. There is some concern that these two firms are bundling our journals with journals from unrelated fields. We are currently in the process of making arrangements with a firm that will electronically publish and market our journals singularly.

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 \$31,299 per year for a contractual 32 hour work week. It is interesting that we label her as a 32 hour a week employee, for Sue is a task-based person who goes the extra mile to complete what needs to be done regardless of the clock. Her work has been complicated of late with the addition of a new journal and all of the accounting requirements involved in managing the fiscal aspects of our NIJ grant. Sue receives very high marks from our 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. I recommend a 3 percent pay raise. This would increase her salary to \$32,238.

- B. Sarah begins her 27th year with us in January. She is meticulous, task-based, cheerful, helpful. Her work has also been complicated with the addition of the new journal. She has been working closely with the CMS program this past year and has made a number of improvements in this software program that will be of value to us in the future. She is currently paid \$59,454. I recommend a 3 percent pay raise. This would increase her salary to \$61,238.
- C. Please be aware that we hire Rita Hollingshead on a part-time basis to help us during high workload periods (stuff meeting packets, newsletter mailings, etc). We also use the services of Terrance Taylor to help with computer issues and problems.

7. Site Selection Issues

We are considering three cities for the year 2010: Vancouver, San Francisco and Washington, D.C. I went to Washington, D.C. in October, Ron will be going to San Francisco on business in December and will do a site visit while there, and we will both be going to the WSC meetings Vancouver in February and will do that site visit while there. We will have a report and recommendation ready in time for the Mid-year meeting in April.

8. Annual Meeting Preparations

- A. Chicago (2002) - Larry, his Program Co-Chairs Ellen Cohn and Bill Laufer, Sarah and I visited Chicago in the spring. We worked out the final details regarding room usage. We have sufficient meeting and sleeping rooms and have mapped out what will be a great meeting. Do remember to come to the Ice Cream Social which will be held on Thursday from 2:00 to 3:30 in the Exhibit Hall. As usual, you are asked to serve ice cream to the members. We have an apron for each current member of the Board.
- B. Denver (2003) - John, his Program Co-Chairs Denise Gottfredson and Sally Simpson, and I visited Denver in the spring. We had a very positive and constructive visit and made excellent progress. As you are aware, the Mid-Year Board Meeting will be held in Denver on April 25 and 26. The program team will be arriving a day early to do a second walk-thru. A proposed budget for the Denver meetings is attached (based on a conservative attendance estimate of 2,350).

9. August Vollmer Award Criteria Changes

The Board voted at the Mid-Year Meeting to adjust the criteria for the Vollmer Award. The proposed new criteria and the current criteria are noted below. We need to vote on this change at the Tuesday meeting. If we once again vote to affirm this change, the new criteria will become the criteria for the 2003 award.

AUGUST VOLLMER AWARD COMMITTEE (proposed new criteria)

Charge -

The August Vollmer Award recognizes a criminologist whose research scholarship has contributed to justice or to the treatment or prevention of criminal or delinquent behavior, either through a single outstanding work, or a series of theoretical or research contributions, or on the accumulated contributions by a senior scholar.

AUGUST VOLLMER AWARD COMMITTEE (current criteria)

Charge -

The August Vollmer Award recognizes outstanding contributions to justice or to the control, treatment, or prevention of criminal and/or deviant behavior. The distinguished contribution may be from a single major effort by a social activist, or leading practitioner in the criminal justice system, the police, judiciary, or corrections; a series of contributions to control, treatment, prevention, or justice over a period of time; or an accumulated series of contributions during the lifetime of a distinguished practitioner, judge, lawyer, police officer, activist, or scholar who has contributed to policy and practice.

10. Columbus Visit

I visited Columbus in October and worked with Sarah and Sue on computer updates, dealt with final program matters, boxed up items for the meetings, and organized the storerooms (an on-going effort as we store and catalog the over-runs of our journals and newsletter). We recently picked up an additional 400 square feet of space contiguous to our current office space that we will use to store CPP over-runs. We bought more shelving as well, and now have that in place. I also dug into our old meeting minutes and have begun to compile a master list of past ASC officers (per item #12, below).

11. Past and Future Travel

I attended the European Society of Criminology meetings in Toledo in August. We set up a booth and distributed ASC materials at those meetings, and also sponsored an Ice Cream Social. I plan on representing us at the Western Society of Criminology in February (and doing the Vancouver site visit at the same time by the way). Todd and Bob represented us at the British Society of Criminology meetings, Christy represented us at the Australia/New Zealand Society of Criminology meetings, and Rosemary Barbaret (chair of the DIC) represented us at the Society of French Speaking Criminologists.

We propose that Candace Krutchnitt represent us at the BSC meetings next year (June 25 - 28; U. of Wales in Bangor, UK), that John Laub represent us at the ESC meetings (August 27 - 30; Helsinki), that Rosemary Barbaret, who is fluent in French and is the DIC Chair, represent us at the French Society of Criminology (April;

Toulouse), and that our incoming Vice President Henry Pontell represent us at the ANZSOC meetings (October 1 - 3, Sydney). I am planning on representing us at the United Nations Economic and Social Council meeting in Vienna in mid-May.

12. Joint Meeting Proposal

As I believe you are all aware, there has been some preliminary thought given to the possibility of holding a relatively regular joint meeting with other professional associations, particularly the European Society of Criminology. The vision is a meeting every second or third year, generally held outside North America. The meeting would be a focused, specific theme event. The proposed two day meeting would be primarily plenary sessions. Only a small number of break-out sessions would be held. The thought is that it would likely attract no more than 200 persons, for it would be of substantive interest only to a relatively small number of persons.

Such a meeting would allow those who have a keen interest in particular subject areas to interact in a relatively intense environment with colleagues throughout the world who have similar interests. In a broader context, this would provide an opportunity to increase the level of exchange, and enhance the working relationship among the various professional criminological societies world-wide.

It is proposed that co-sponsorship be limited to national and international professional associations with an interest in criminology. Meeting co-sponsorship would be substantive in nature - each entity would have an equal voice in identifying the theme of the meeting, and would be responsible for organizing an equivalent number of plenaries and break-out sessions. The administrative element of the meetings (publicity, meeting planning, registration, etc.) would be handled by the Lincoln ASC offices. Sarah Hall would be kept completely out of the matter since she truly cannot take on any more tasks.

We would gear the meetings to break even financially. Any profits that might accrue would be set aside to support future joint bi-annual meetings of this nature. The co-sponsors would not be involved in the financial dimensions of the meetings. The assumed language of presentation would be English. Due to cost and logistic complications, no translation services would be provided.

It is proposed that we hold the first meeting on an experimental basis, and continue the practice only if it is a positive experience. I specifically propose that the meeting be held in Paris in the spring of 2004. The general notion of a possible jointly sponsored bi-annual focused theme meeting has been formally broached with the Executive Board of the ESC, and they have responded positively. The current President of the French Society of Criminology (who will be at the Chicago meetings by the way) has also expressed a general interest in the concept. They now await our action on the matter.

13. United Nations Initiative

We have been granted Special Consultative Status within the Economic and Social Council of the United Nations. We have also been granted membership in the Alliance of NGOs on Crime Prevention and Criminal Justice, and in the International Scientific and Professional Advisory Council. This is uncharted water for us, and some significant thought is going to need to be given as to how to proceed - staffing, communication lines, role. As you may recall, we generically designated 3 representatives to the United Nations a year ago - Paul Friday, Cindy Smith and Nancy Grosselfinger. There is significant interest on the part of a number of individuals within the DIC to become involved in these international venues as well. The DIC leadership will be reviewing this matter at some length during the Chicago meetings, and I plan on joining them in this discussion. A recommendation will be presented to the Board on Saturday regarding staffing/ personnel, organizational structure, and the nature of the representatives role/mandate.

Let me stress that it is clearly understood by all involved that while we have designated Paul, Cindy and Nancy as representatives, in this context it means that they represent/look after our interests. They do not speak for, nor do they represent the society as a whole. Lastly, it is generally understood that at this point our most important role is probably to provide input regarding the development of themes for the various UN crime conventions and congresses that take place worldwide, to inform the ASC membership of these various venues, and to assist interested ASC members in becoming involved in such activities.

14. Nominations Committee Issues

The current Nominations Committee Chair, David Farrington, has brought a matter to our attention. He asked if there are any rules prohibiting individuals from being elected twice (or even more often for that matter) to the same Executive Board position, ie., can an individual who has been elected and served as Vice President be nominated, elected and serve again as Vice President. There are no ASC rules that prohibit this - no Constitutional prohibitions, no mention of this in the By-Laws, nor have there ever been any formal policies developed that address this issue. By contemporary custom and tradition, individuals have not served more than once in the same elected position. As you are perhaps aware, early on, this was not the case. Six persons served multiple terms as ASC president for example. O. W. Wilson served as President for eight years, but that was long ago (1942 - 1949). The idea of individuals serving just one term as President took hold with the Presidency of Marvin Wolfgang in 1967. He turned over the reigns to Gerhard Mueller in 1968. Just prior to Marvin Wolfgang, Walter Reckless had served as President for three years.

The matter with regard to the appointed positions of Executive Secretary and Treasurer is spelled out more clearly in our official policies, and we move in a different way there. Per Section 4.3.3.1 and 4.3.4.2, the President, with Board approval, may re-appoint the same person to this office. By custom and tradition, we do typically re-appoint the

Executive Secretary and Treasurer to a second term if all is going well. But also by custom and tradition, they serve no more than two terms (a total of six years). The two term limit, again, is merely tradition and there is nothing in any of our formal documents that would prohibit someone from being re-appointed indefinitely to either of these positions.

The issue of multiple terms also came up last year with respect to the length of time/number of three year terms that an individual may be serve as the appointed Editor of Criminology. Two individuals have been appointed/served two terms (six years) as Editor of Criminology, but both stepped down thereafter. We discovered that the matter of editor term limits is not addressed in our Constitutional, in our By-Laws, nor in our formal policy manual. In other words, there is nothing within our *Ade jure* documents that prohibits individuals from serving multiple terms as editors of our journals, nor is there any mention in our documents regarding the possibility of individuals who have served as Editor in the past being again re-appointed; staggered term service so to speak.

I would suggest that the Board and/or the Constitution and By-Laws Committee give some serious thought to these issues. Perhaps the current *Ano rules* model is best for it allows the seated Board the flexibility to move within the context of current demands and pressures, but I think that it would be wise to have these matters reviewed at this time. In the meantime, I will compile a list of those who have served as executive officers and executive counselors and post it on the web.

15. Addendum to Original E-mailed Report:

As you may recall, Lynne and I were asked to explore some investment options. We both found some reluctance on the part of investment houses to speak with us. Offering investment advice is what they do for a living, and they all wished to simply take over the management of our \$1 million portfolio, for a hefty fee of course.

There was one exception, however. One of the individuals with whom I spoke is a good friend, and after explaining that this was for a professional, non-profit organization, he agreed to visit. He asked a number of questions, urged me to read up on some of the business columns, and then asked that we get back together. The basic questions -

- A. Do we need to get access to the principal now, within one year, within five years? My answers to him where no, no, and no. While it is certainly difficult to predict five years into the future, from all available evidence, it would appear that we have, and are going to have, enough of a cash flow within ASC to meet our annual budget needs without taping into our investment base.
- B. Are we generating enough alternative revenue that we can get by with the diminished interest and dividend income now being generated by our investment instruments? My answer is yes. Again, we have enough of a cash flow to meet our annual financial needs, particularly now that we have raised dues, meeting

registration fees and journal subscription rates.

I then followed his advice and began reading a number of business columns. I was particularly struck by a recent article in Newsweek, written by Allan Sloan. The market, he writes, has been remarkably bi-polar of late, lurching from euphoria to depression in an eye-blink for no apparent reason. Daily swings of 200 points in the Dow now seem routine. His theme was the well-known truism - that the markets are not rational in the short run, but they are quite rational in the long run. So, what should we do right now he posits....who knows he answers, and using a weather cast analogy and a streak of sarcasm, says that there is a 51 percent confidence stocks are a good thing.

I then re-visited my friend. I indicated that I probably wanted to steer clear of stocks for the moment, but since we did not need the money right now and did not want to absorb the loss a liquidation of our stock portfolio would realize, there was no reason to sell our stock at present. He concurred. We then considered options that we should consider when and if disposable income were to be generated in the future. He proposed bond funds, and possibly the purchase of real estate. The problem with real estate is property management, and returns accrue only at re-sale. Since we do need some tangible return on our investments each year, we ruled out the real estate option and returned to bonds as a good, relatively safe option for a non-profit organization.

Given these thoughts, my conclusion is to sit tight with what we have and wait out this bear market since we don't need the principle and can live with the diminished investment income, and to buy bonds funds when and if we have some disposable income (as we did last year as you may recall, putting \$150,000 into three different funds).

**PROPOSED BUDGET FOR THE
2003 DENVER ASC MEETINGS**

Income:

Program Book Sales	200.00
Reception Donations	2,000.00
Registration Income	177,800.00

Total Income: \$180,000.00

Expenses:

Audio Visual	17,000.00
Drayage	8,500.00
Extra Help/Wages	4,000.00
Meals (Staff and Registration Help)	1,000.00
Postage	7,000.00
Printing	9,000.00
Programs and Meeting Packets	30,000.00
Program Committee Luncheon	2,000.00
Receptions	
Opening	21,000.00
Presidential	27,000.00
Shipping	4,000.00
Site Visit Travel	3,000.00
Supplies	14,000.00
Telephone	500.00
Travel	2,000.00

Total Expenses: \$150,000.00

**PROPOSED ASC BUDGET
2003**

INCOME:

Advertising/Marketing	\$ 45,000
Annual Meeting	180,000
<i>Criminologist</i>	20,000
<i>Criminology</i>	180,000
<i>Criminology & Public Policy</i>	165,000
Dues	163,000
Employment Exchange	10,000
Investment Income	30,000
Minority Fellowship	5,000
Reprints	2,000
Royalties	8,000
 TOTAL	 <u>\$808,000</u>

EXPENSES:

Advertising/Marketing	\$ 6,000
Affiliations	8,000
Annual Meeting	150,000
Awards	3,000
Committees	1,500
<i>Criminologist</i>	35,000
<i>Criminology</i>	110,000
<i>Criminology & Public Policy</i>	165,000
Employment Exchange	1,500
Equipment Expense	15,000
Executive Board	10,000
Executive Director	68,000
International Initiatives	10,000
Minority Fellowship	19,000
Misc. Expenses	8,000
MOST	8,000
Office Expenses	45,000
Personnel - Columbus	128,000
President Secretary Support	2,000
Professional Fees	5,000
Site Selection	2,000
Taxes	8,000

TOTAL

\$808,000