

**Memorandum of Understanding  
Between ASA and Quality and Productivity Research Conference**

**November 14, 2002**

In order to ensure a mutually convenient arrangement, the intent of this note is to outline the details of our respective roles as they relate to the QPRC account and the 2003 conference to be held in New York. Our hope is to minimize the overhead burden on ASA, while supporting the successful operation of the local QPRC committee.

The local QPRC committee will:

- Identify a local individual who will be responsible for interfacing with ASA for financial matters for the 2003 conference,
- Receive registration forms and money,
- Record these registrations and be responsible for detailing the names and payments of the registrants,
- Periodically send the registration money to be batch processed by ASA for deposit into the QPRC account (we anticipate a maximum of about 10 deposits),
- Send any checks received by corporate sponsors to ASA for deposit into the QPRC account,
- Request from ASA, in writing (typically e-mail), in a timely fashion any checks needed for payment to such organizations as the hotel, caterer, speakers, guests, scholarship winners and any other parties or individuals supporting or being sponsored by the Conference (we anticipate about 20 check requests),
- Make these requests, whenever possible, to coincide with the weekly writing of checks by ASA,
- Provide ASA with any Social Security, addresses, Tax Payer ID or the like, as required by ASA for proper accounting in dispersal of checks,
- Disperse the ASA checks to the appropriate parties.

In turn, as a no cost membership service, ASA will:

- Identify an ASA contact person for interfacing with the local 2003 conference committee,
- Specify the name of the account for check writing purposes (e.g., "Registrants should make the check out to QPRC/ASA.")
- Receive any residual amounts from prior years QPRC accounts and deposit these into the QPRC account at ASA
- Receive periodically the registration payments and batch process them as deposits into the QPRC account in a timely fashion,
- Deposit any checks received by corporate sponsors to ASA for deposit into the QPRC account,
- Provide ASA's Tax-exempt ID to corporate sponsors on behalf of the QPRC,
- Process the requests from the local committee for checks to be dispersed to such organizations as the hotel, caterer, speakers, guests, scholarship winners and any other parties or individuals supporting or being sponsored by the Conference in a timely fashion (anticipate about 20 check requests),
- Post the batch deposits and individual check withdrawals against the QPRC ASA account.

In the event that any other transactions arise that are not directly commented upon above, the local committee will handle the matter in whatever manner minimizes the burden on ASA's staff, and ASA will handle the matter in whatever manner it finds most convenient, consistent with providing a timely and convenient response to the local committee's needs.

It's understood as part of this arrangement that ASA's QPRC account will continue to be managed by ASA and that QPRC executives will continue to pursue the establishment of a tax-exempt organization. When that tax-exempt status is obtained, the QPRC funds held by ASA will be transferred to a new QPRC account which it will be the responsibility of QPRC leadership to establish, manage, and maintain.