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# FAX

**To:** Wes Meixelsperger, CFO

ACSESS

**From:** Rita Mumm, President

National Association of Plant Breeders

University of Illinois at Urbana-Champaign

**Fax:** 608-273-2021

**Pages:** 5 including cover sheet

**Phone:** 608-268-4958

**Date:** February 15, 2012

**Re:** Service Specification for NAPB

**CC:** David Stelly, TAMU – NAPB VP

Shelley Jansky, UWisc – NAPB Treasurer

Urgent     For Review     Please Comment     Please Reply

Following is the fully executed service contract for 2012.

We appreciate your collaboration and support to NAPB!

Best,



# ACCESS

Alliance of Crop, Soil, and Environmental Science  
Societies

**Service Specification For  
Accounting and Meeting  
Processing National Association of  
Plant Breeders (NAPB)**

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Version 1.1  
9/7/2011

Presented by:  
Wes Meixelsperger  
CFO

# Service Specification

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## Introduction

ACSESS will provide accounting services and meeting setup and processing for one meeting per year.

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## Services offered

Accounting (processing of invoices and issuing checks as needed after approval from NAPB treasurer.

Meeting Processing (set up meeting in ACSESS system and process meeting registrations on line only) and managing of cash receipts from online meeting registration

Import NAPB members into database

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## Fees, payments, and service terms

Total service Cost	Description	Service term	Payment schedule	Primary contact at ACSESS
\$200	Less than 20 checks issued	Annual	Net 30 from invoice date	Wes Meixelsperger
\$400	Greater than 20 checks issued	Annual	Net 30 from invoice date	
\$500	Management of Member database	Annual	Net 30 from invoice date	
\$2,000	Meeting setup and processing	Annual	Net 30 from invoice date	
\$2,000	Setup meeting web page member database management	Annual	Net 30 from invoice date	

Total service Cost	Description	Service term	Payment schedule	Primary contact at ACSESS

For a price of \$4,000.00 all the services above will be provided annually.

**The following projects will be billed at cost to NAPB for services required from paid consultants (ACSESS attorneys etc) to perform the following, the timing to be determined by NAPB.**

- \*Incorporate as a non-profit organization in the State of Wisconsin exempt from taxation under Section 501(c)(3)
- \*Maintain a registered agent in the State of Wisconsin whose address may be, but need not be, identical with the principal office of the Corporation, NAPB.
- \*Acquire Federal and State tax ID numbers.
- \*Write or create NAPB bylaws from existing NAPB documents and use ACSESS legal resources to complete the process
- \*Filing of annual NAPB tax returns form 990 when incorporated

Staff rates for services outside of the scope of work mentioned above related to the NAPB annual meeting, data management and accounting services ranges from \$125.00 to \$175.00 per hour billed to NAPB.

In addition, the basic services mentioned above do not include any ACSESS staff time for the NAPB annual meeting preparation or a completely new NAPB web site. If this situation is to change, we will again review the scope of services and quote a price specific to NAPB needs. The web site mentioned about only related to the NAPB meeting registration.

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### Privacy statement

The agreement is confidential and proprietary. No information regarding it should be shared outside of ACSESS and NAPB.

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### Ownership


All Software and Hardware are property of ACSESS.


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## Additional Services.

In the event that additional services are requested by NAPB, the Company (ACSESS) Project Manager will issue a new statement of work covering such additional services.

Customer	Company
National Association of Plant Breeders (NAPB)	Alliance of Crop, Soil, and Environmental Science Societies
	5585 Guilford Rd.
	Madison, WI 53711-5801
	608.273.8080

Signature:   
 Print Name: RITA H. MUMM  
 Title: PRESIDENT, NAPB  
 Date: 2/15/2012

Signature:   
 Print Name: Wes Meixelsperger  
 Title: Chief Financial Officer  
 Date: September 7, 2011