

# ASLCS Executive Committee Meeting Minutes

ASLCS Spring Business Meeting  
Jackson Hole, Wyoming  
Saturday, April 27, 2019

## Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Patrick Harris at 1:31 p.m. (Mountain).

## Attendance

A quorum of the executive committee was present with the following members in attendance: Pat Harris (Ala.), President; Brad Young (Ohio), Secretary-Treasurer; Bernadette McNulty (Calif.), Associate Vice President; Ali Sagraves (Ohio), Ann Marie Walp (Tenn.), Robert Haney (Texas), and Yolanda Dixon (La.). Those present via conference call included: Paul Smith (N.H.), President-Elect; Claire Clift (Nev.), and Brad Hendrickson (Wash.).

Also present were Tim Sekerak (Ore.), Joyce Wright (Ala.), Neva Parker (Calif.), Susan Kannarr (Kan.), Margaret O'Brien (Mich.), Alfred "Butch" Speer (La.), Susan Furlong (Nev.), Darek Grant (Maine), Jennifer McGowan (Maine), Holly South (NCSL), and Brenda Erikson (NCSL).

## Approval of Minutes

The minutes of the December 20, 2018 Executive Committee Conference Call were presented. Bernadette McNulty asked about working with Holly South on some ideas to boost sponsorship and asked the President about obtaining further information regarding the elimination of the Legislative Effectiveness committee and NCSL/LSCC standing committee parliamentary proposal, as detailed in the minutes. President Harris explained that he was still addressing the issue and needed more definitive information before providing an update to the Executive Committee.

Yolanda Dixon moved to approve the minutes, seconded by Ann Marie Walp, and the motion was adopted.

## Approval of Treasurer's Report

President Harris recognized Brad Young to present the Treasurer's Report for the dues account. The report showed a starting balance of \$35,908.65 on December 17, 2018. Disbursements since then had been related to travel reimbursements to Brad Young for attending the 2019 Winter LSCC Meeting in Paul Smith's place, as well as to President Harris for attendance at the Winter LSCC Meeting and the ANZACATT Meeting. There was also a check for postage reimbursement to Ann Marie Walp for sending out the Legislative Administrator, along with a payment to Phillips Printing Company in Nashville for printing the Legislative Administrator.

Deposits included dues payments for the Clerk of the NY Assembly, 2018 dues payments for a couple of members from the Mississippi House, and an interest payment from the State of Illinois. The dues account balance as of April 18, 2019 amounted to \$25,823.59. The motion to

adopt the report was moved by Yolanda Dixon, seconded by Bernadette McNulty, and adopted unanimously.

### **Old Business**

An overview of the ASLCS financial accounts was presented by Holly South, NCSL Liaison, beginning with the ASLCS Special Meeting Fund (L190). Holly explained that this account has only seen fundraising so far this year – no expenditures as of yet. The account received an interest deposit of \$444 between January and March 2019, along with 2019 Spring Meeting Fundraising revenues totaling \$11,500, and 2019 PDS Fundraising revenues totaling \$8,000. There was also a 2018 PDS Host State repayment of a double reimbursement on the hospitality suite of \$120.44. Total revenues as of March 31, 2019 amounted to \$20,064.44, with the current balance of the L190 standing at \$165,938.33. Holly pointed out additional pending revenues coming in for the 2019 Spring Meeting and for the 2019 PDS, bringing total pending revenues to \$10,500. She noted pending expenditures totaling \$10,213.64, which includes a few expenditures for the Spring Meeting and a previously discussed deposit for the Argosy Cruise at this year's PDS. This will be reflected in the next report for the Executive Committee.

President Harris brought to the Executive Committee's attention that the social event for this year's Spring Meeting would not have been possible without John Crawford, former Associate Vice-President of ASLCS. President Harris noted that Mr. Crawford took it upon himself to handle the fundraising for the event and that it goes to show that even though he may no longer be a member, he still cares about the Society, and the Society is grateful.

Holly next discussed the ASLCS Professional Development Revolving Account (LLCS). Items of note included the \$32,048.59 profit from the 2018 PDS and a \$500 reimbursement for Jeff Beighley's participation in the Associate Exchange Program with the Alaska State Legislature. The current balance as of the end of March amounted to \$47,218.82. One new pending expenditure that had not been reported yet was a \$1,950 deposit on the 2019 PDS Plenary Speaker, Dave Weber. Holly noted that the Executive Committee should expect three reimbursements for upcoming Associate Exchange Program participants.

### **New Business**

#### *2019 Associate Exchange Program Update*

Neva Parker explained that there are four participants this year. Jeff Beighley (Wis.) already completed his exchange in Alaska, where both chambers hosted him. Mary Gibson (Mass.) will be going to the Alabama Senate, Jay Jacobs (Ky.) will travel to the New Hampshire Senate, and Michael Coe (N.H.) will be going to the Virginia Senate. President Harris encouraged all present to encourage their staff to participate in this program.

#### *Proposed Bylaws Revisions*

For the first proposed revision, Robert Haney explained that the International Communication and Development Committee made a recommendation that the Executive Committee direct the Bylaws and Standing Orders Committee to remove the ATELCA organization from our standing orders as it appears it no longer exists. Yolanda Dixon moved to send that directive to the Bylaws and Standing Orders Committee, Ann Marie Walp seconded the motion, and it was adopted unanimously.

President Harris moved on to the second proposed revision regarding international members. Tim Sekerak (Ore.), chair of the Bylaws and Standing Orders Committee, took the initiative to develop this proposal, along with Obie Rutledge (Ore.), chair of the International Communication and Development Committee, who worked on this idea with his committee members. Tim drafted a concept pertaining to the Society's bylaws to allow organizations that are internationally-based to become dues-paying members of the organization, similarly to what we do with our states. They would have the rights and privileges of voting members of the organization. He circulated draft language to capture this concept to President Harris and Holly South, as well as to the Bylaws and Standing Orders Committee to make them aware that they may receive a directive to draft these changes. President Harris explained that he wanted both the Bylaws and Standing Orders Committee and the International Communication and Development Committee to explore the idea of extending the membership concept by invitation rather than simply opening it up. President Harris discussed the idea with some international society members, and they seemed interested in more participation in ASLCS. He received no negative feedback on the idea from the international community. He explained that Paul Smith brought up some potential issues with the bylaws, but President Harris is confident these concerns can be discussed and tweaked in time to make a formal proposal at the NCSL Summit this summer. President Harris intends to provide the Executive Committee with the information dispersed by both Tim and Paul to help the Executive Committee with formalizing the proposal.

Tim further explained that, since the definition of a "member" is somewhat subjective, this could be a potential hang-up, including how international members would stand compared to associate members. There is also the question of how to communicate this opportunity to the international community, so the International Communication and Development Committee would need to explore that question. President Harris addressed a question raised by Alfred "Butch" Speer on the sheer number of international associations and whether or not ASLCS would pick and choose associations to which to offer membership; Robert Haney also asked if it might be simpler to expand the class of associations who are able to participate, as ASLCS has done with associations such as CATTS and ANOMAC. Other questions were raised about what the groups with which we already associate would view if this change was made to expand their same level of participation to other groups with which ASLCS has had little to no interaction. The President reminded everyone that this would be offered to individuals – not to full associations. Another area of discussion would be on handling retired international clerks and secretaries as honorary members. President Harris explained that this idea is intended to allow our international colleagues to have more participation in the Society, beyond just inviting them to attend a PDS.

Tim requested that he be able to redraft a proposal based on this discussion. Paul Smith requested a report of the subcommittee formed last fall to discuss this issue, to which Alfred Speer explained that he, Joyce Wright, and others will be reaching out to some of the Society's international colleagues to hash out further details. The President would like to have something (i.e. a proposal from Tim and the Bylaws committee for a bylaws change) by the NCSL Summit for the Executive Committee to consider.

Paul moved to table the discussion until the Nashville meeting. Bernadette asked Paul to withdraw his motion and allow the draft proposal to come forward with the understanding that no final decision would be made until this year's PDS. President Harris confirmed this was his

intention. Butch confirmed that the subcommittee intends to have a report communicated before the Summit, and Tim confirmed his production of a drafted bylaws change proposal. The motion to table this discussion failed for lack of a second to the motion.

For the third proposed revision, Holly South explained that there are three instances in the standing orders that reference “staff sections” and NCSL has changed that designation to “professional staff associations,” so this change to the standing orders would simply conform those references to the new designation. Paul Smith moved that this change be made, and Yolanda Dixon seconded. The motion was approved unanimously.

### *2019 PDS*

President Harris asked Holly South to update the committee on registration fees and the uniquely higher costs of this year’s PDS. Currently, the budget would lose almost \$19,000, and that is without meals that are traditionally included. With that in mind, and looking at the cost of various events and expenses of members and guests attending them, President Harris asked the committee to consider raising the registration fee for both members and guests just for this meeting. Bernadette McNulty moved to raise the registration fee for both members and guests by \$50, seconded by Ann Marie Walp. The motion was unanimously approved and registration fees so raised to \$450 for attendees and \$250 for guests.

Holly then provided a review of the budget. In terms of staff travel (hotel, meals, and transportation expenses) for the NCSL liaison to ASLCS and the NCSL meeting planner, the costs are estimated to come to \$2,054, just over \$1,000 for each. Faculty and guest travel expenses include those for the two plenary speakers, which will not include meals this year – just lodging costs that will be comped, the cost of the President’s suite for six nights, and CATTs and ANZACATT guest rooms, bringing total estimated costs to \$4,467.58. Printing costs this year are expected to be \$400; money will be saved by emailing save-the-date postcards, rather than using traditional mail. Shipping of meeting supplies and hotel handling charges are expected to be \$400. Audio visual costs are typically high; the hotel is giving us a 10% discount on these, but electrical charges are not free for this year’s Expo, as has been the case in years past. Along with the service charges, the total should come to \$12,267.96. Miscellaneous fees (credit card fees for registration payments, new attendee gift cards, badge ribbons, awards, airfare and meals for the site visit, etc.) are estimated at \$3,300. Total fixed costs for the meeting come in at \$22,889.54. Meal expenses are estimated at \$73,018.50 and includes tax and gratuity charges for two group breakfasts, boxed lunches for the bus ride to Olympia (this may change depending on whether or not the host state is able to find a lower-cost, local option), business meeting luncheon, coffee and snack breaks, President’s reception, and State Dinner; this budget does away with breakfasts for the Mason’s Manual Commission and the Friday morning business meeting. Meeting material costs (i.e. badges and other items) could be \$307.50. NCSL overhead allocation for staff time and registration of an estimated 165 full-fee attendees (expecting slightly lower attendance than last year) is \$7,900; Holly pointed out that guest and comped registrations are not factored into this allocation. Estimated total expenses come in at \$104,115.54.

As for revenue, Holly explained that with registration fees now increasing to \$450/attendee and \$250/guest, and expecting 165 full-fee attendees, 12 guests, and two business/other attendees, the estimated registration revenue would be \$78,250. Due to Propylon deciding to increase their

contributions by \$2,000 from the original commitment, along with the other contributions from Tallan, Thomson Reuters, and International Roll Call, total expected contributions from national sponsors is \$18,000. This brings total expected revenue to \$96,250. This would bring us to a deficit closer to \$8,000, rather than \$18,000 as originally anticipated. Brad Hendrickson noted that the high costs are unfortunate, but the location will make up for it, and his team will continue fundraising.

Holly then noted that the budget must be zeroed out before it can be approved, so money would need to come out of the LLCs account (using profits from last year's PDS). She asked if the Executive Committee wanted to add any meals back in before approving a final budget, but members agreed that we have been able to make breakfasts work on the "on your own" days. After Brenda Erikson (NCSL) explained that other professional staff associations apply a conditional motion to cover deficits, Bernadette McNulty moved to take out of the LLCs account whatever amount ends up being necessary to cover the deficit to zero out the budget and approve the budget. The motion was seconded by Yolanda Dixon and adopted unanimously.

During review of the budget, Paul Smith also brought up a question of a reciprocal agreement with ANZACATT to cover both registration and hotel expenses for the President, but this year, they only covered registration. President Harris agreed that this should be looked into further.

Brad Hendrickson then provided an update as the host state of this year's PDS in Seattle. President Harris, Holly South, and the NCSL meeting planner intend to make a site visit in early July to check out the venues. He directed the committee to review the preliminary schedule in their packets. In addition to normal programming, the opening night reception will take place in the hospitality suite, the group will travel to Olympia on Monday to visit the Washington State Capitol for some of the programming, and Tuesday evening will involve the Elliot Bay dinner cruise. They are working on signage now, will continue fundraising, and are looking forward to hosting everyone. Holly informed the group that registration will be open in May.

#### *2020 PDS Proposal – Maine*

As the ASLCS Site Selection Committee earlier approved recommending Maine to host the 2020 PDS, Darek Grant and Jennifer McGowan, principal members from Maine, offered their proposal to the Executive Committee. After informing the group that Maine will be celebrating its bicentennial next year, they provided handouts detailing a host state budget of \$55,000, with contributions of \$20,000 from the Maine Legislature and a fundraising goal of \$35,000. They said their members and leadership are excited to host the PDS. The handout listed hotel and transportation options, along with possible social events, including a reception at a local brewery, lobster bake on Peaks Island, a visit to the State Capitol in Augusta, and a bowling event, in addition to the regular state dinner.

President Harris asked the Executive Committee to discuss the idea of shortening the length of the PDS. Bernadette McNulty noted that, based on the survey results, the majority of the members of the Society who responded to the survey want to see the PDS shortened by a day and encouraged looking into doing so for the 2020 PDS. Paul Smith previously discussed the idea along with Brad Young and worked with Holly South to put together a few tentative schedules of what this could look like with eliminating a full day or half of a day. Holly explained that the

losses would include some downtime, length of concurrent sessions, time between the programming, and would also result in ending the programming later each day. Brad Young explained that talking with other members pointed out to him that cost is a factor for some folks on whether or not they are able to attend the PDS, but so is length of time away from the office. He also noted the importance of tradition and retaining the value of the current programming and keeping this in mind while looking at other scheduling options. He noted that if we would try another option, and it ends up not working out, the Society could go back to its traditional schedule. Holly South also noted that shortening the PDS would save the meeting budget thousands of dollars. Paul moved to shorten the 2020 PDS by one day, Bernadette seconded the motion, and it was adopted unanimously.

While the Executive Committee did not approve selecting Maine as the host of the 2020 PDS at the time of this meeting, a quorum of the committee met on the evening of Saturday, April 27, 2019. President Harris announced that the Executive Committee needed to formally approve the host site of the 2020 PDS. Ali Sagraves moved that Maine be approved to host the 2020 PDS, seconded by Brad Young, and the motion was adopted unanimously. Additionally, President Harris asked the committee if Conference Direct would be approved to negotiate the hotel contract for the 2020 PDS in Maine. Ali Sagraves moved that Conference Direct be approved to negotiate this contract, Brad Young seconded the motion, and the motion was adopted unanimously.

#### *NCSL Legislative Summit*

President Harris and Holly South directed members to review the highlighted professional staff association sessions scheduled to occur at the upcoming NCSL Summit in Nashville and discuss co-sponsoring these sessions. Holly pointed out that ASLCS members are participating in a number of the sessions. The committee reviewed the sessions and unanimously agreed to co-sponsor.

#### *NCSL/LSCC Standing Committee Parliamentary Proposal*

As this item was discussed earlier in the meeting, President Harris reminded members that he would like to get the committee more information before taking an action.

#### *Approval of Honorary Members*

President Harris asked members to consider approving honorary memberships to Julie Adams, Secretary of the U.S. Senate (elected 2015) and Cheryl Johnson, Clerk of the U.S. House of Representatives (elected 2019). Paul Smith moved to approve both honorary memberships, Yolanda Dixon seconded the motion, and the motion was approved unanimously.

#### *Approval of Travel to Spring LSCC Meeting*

President Harris asked the committee to consider approving his and Paul Smith's attendance (or their designees' attendance), as President and President-elect, at the Spring LSCC Meeting on June 7-8 in Madison, Wisconsin. Bernadette McNulty moved to approve their travel, Ann Marie Walp seconded the motion, and the motion was approved unanimously.

#### *Approval of Travel for 2019 PDS Site Visit*

President Harris asked the committee to consider approving his travel, as President, for a 2019 PDS site visit on July 8 in Seattle. Bernadette McNulty moved to approve his travel, Paul Smith seconded the motion, and the motion was approved unanimously.

#### *Approval of Travel to Summer LSCC Meeting*

President Harris asked the committee to consider approving his and Paul Smith's attendance (or their designees' attendance) at the Summer LSCC Meeting on August 4 in Nashville, Tennessee. Ali Sagraves moved to approve, Bernadette McNulty seconded the motion, and the motion was approved unanimously.

#### *Approval of Travel to CATTs Meeting*

President Harris asked the committee to consider approving his, Bernadette McNulty's, and Paul Smith's attendance (or their designees' attendance) at the CATTs Meeting, August 5-9 in Ottawa, Ontario. Bernadette McNulty moved to approve, Ali Sagraves seconded the motion, and the motion was approved unanimously. Bernadette noted that she will designate Yolanda Dixon to attend in her place.

#### *Approval of Travel to ANOMAC Meeting*

President Harris asked the committee to consider approving his, Bernadette McNulty's, and Obie Rutledge's attendance (or their designees' attendance) at the ANOMAC meeting, tentatively scheduled for August somewhere in Mexico. Bernadette McNulty moved to approve, Ali Sagraves seconded the motion, and the motion was approved unanimously. Bernadette noted that she will designate Yolanda Dixon to attend in her place.

#### *Approval of Travel to Joint Canadian-American Meeting*

President Harris asked the committee to consider approving his, Bernadette McNulty's, and Paul Smith's attendance (or their designees' attendance) at the Joint Canadian-American Meeting, September 3-7 in Concord, New Hampshire. Bernadette McNulty moved to approve, Ali Sagraves seconded the motion, and the motion was approved unanimously. Bernadette noted that she will designate Yolanda Dixon to attend in her place.

### **Other Business**

#### *Joint Canadian-American Meeting Overview*

Paul Smith provided an update on the programming for this year's Joint-Canadian American Meeting in Concord, New Hampshire, which will include meeting legislative leaders in the New Hampshire State House, discussions on various topics including ethics, and a reception at a historic building nearby where Teddy Roosevelt once stopped to address the town (this reception will include an impersonator). There will also be a lunchtime cruise, and Paul is looking forward to having everyone there. President Harris encouraged members to attend.

#### *Legislative Staff Achievement Awards*

Holly South explained that since including this on the agenda, she received several nominations, and action by the Executive Committee was no longer needed at this time.

**Announcements**

President Harris reminded all members to gather together in the town square at 5:00 p.m. for a group picture. There were no other announcements.

**Adjournment**

There being no further business, Yolanda Dixon moved to adjourn, seconded by Bernadette McNulty. The motion was adopted unanimously.

The meeting stood adjourned at 2:59 p.m. (Mountain).

Respectfully Submitted,

Brad Young  
Secretary-Treasurer