

# ASLCS Executive Committee Meeting Minutes

2018 ASLCS Spring Business Meeting  
Charleston, S.C.  
April 21, 2018

## Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Robert Haney at 1:19 p.m. (Eastern).

## Attendance

A quorum of the executive committee was present with the following members in attendance: Robert Haney (Texas), president; Pat Harris (Ala.), president-elect; Paul Smith (N.H.), secretary-treasurer; Brad Young (Ohio); Bernadette McNulty (Calif.); William MaGill (Vt.); Tim Sekerak (Ore.); Jay Braxton (Va.); Sabrina Lewellen (Ark.); Susan Kannarr (Kan.).

Also present from NCSL were Holly South and Brenda Erickson. ASLCS members in attendance were Lee Cassis, Ali Sagraves, Sarah Burhop, Kay Inabet, and Susan Furlong.

## Approval of Minutes

The minutes of the Oct. 10, 2017 Executive Committee Meeting conference call were presented. The minutes of the Dec. 19, 2017 Executive Committee Meeting Conference Call were also presented. Pat Harris moved to approve both sets of minutes, Bernadette McNulty seconded, and they were adopted.

## Approval of Treasurer's Report

President Haney recognized Paul Smith to present the Treasurer's Report for the dues account. The report showed an ending balance, as of April 13, 2018, of \$55,885.42. Susan Kannarr moved the adoption of the report, Bill MaGill seconded, and it was adopted. The secretary-treasurer explained a reporting issue earlier this month with NCSL and suggested that he would prefer that NCSL send any checks to be deposited into the ASLCS dues account be sent directly to the secretary-treasurer to ensure that accurate information be recorded as to members' dues. The president, on behalf of the committee, stated the secretary-treasurer may reach out to the CFO of NCSL.

## Old Business

Holly South (NCSL) started with a review of the ASLCS financial accounts. She began with L190 and presented numbers as of March 31, 2018. The ending balance in this fund is currently \$185,886.89.

Holly next discussed the LLCS Account: As of March 31, 2018, the ending balance in this fund is currently \$25,837.56.

## New Business

### *Review of 2018 PDS Meeting Budget*

Holly next discussed the preliminary 2018 PDS Budget based off a \$400 registration fee that showed a net gain of \$14,645.09.

### *2018 PDS Registration Fees*

Paul Smith moved that we continue with the \$400 registration fee for this year's PDS. It was seconded by Bernadette McNulty and adopted.

### *Report of Budget and Financial Review Special Committee*

Susan Furlong presented a comprehensive report on behalf of the committee which is chaired by Patsy Spaw of Texas. The committee inquired as to how rooms that were previously budgeted for out-of-state/country guests were reallocated as it was not reported; Holly South reported that those rooms were reallocated for Arizona host state staff. It was suggested that this could be better reported. A review of the 2017 Phoenix PDS budget showed an increase of 1 percent in the service charge on food and beverage and there were questions about the process.

### *2018 PDS Update*

Sarah Burhop mentioned that contracts for hotels and transportation have been signed. She highlighted some of the functions that we would be able to attend, including a private evening at the Madison Zoo, and an evening at Monona Terrace.

### *2018 Associate Exchange Program*

Ali Sagraves presented that two candidates have been selected and that both have chosen to attend the program in the California Senate.

### *2018 NCSL Summit Schedule*

Holly South mentioned the Legislative Summit is scheduled in Los Angeles from July 29 to Aug. 2. Mason's will meet on Monday from 8 a.m.-noon. Committee meetings will take place on Monday from 3-5:40 p.m. The ASLCS Luncheon will take place Tuesday, offsite. The executive committee will meet on Wednesday from 9-11 a.m. Holly mentioned that co-sponsoring opportunities are available for three programs at the Summit, and without objection, ASLCS will support all three.

### *Technology Initiative*

We met with NCSL Technology group to enhance communication and information sharing with the secretary-treasurer, roster, and legislative administrator committees. The timeline is on schedule, with possible implementation of December. This will be tight with dues notices being sent in January, but President Haney is confident we can make this work. He highlighted some of the obstacles in terms of using the MS Access file that secretary-treasurers have been using for the last several years. There is a lot of information that is gone; the goal is to retain and not delete information. Susan Kannarr asked for a demonstration at the Summit; Holly suggested this could happen.

### *Review of Inside the Legislative Process*

Angela Andrews approached Robert Haney about examining Inside the Legislative Process; its publication process, and how the online use of it can be utilized. He has tasked the committee with making some suggestions and proposed changes. Members would like to have an updated document that is not static, and the president thinks it will be valuable if we do update it on a timelier basis. It is at the blueprint stage, but the hope is that it can elevate ASLCS.

### *Strategic Planning Survey for Principals*

Holly South presented the draft survey of a principal questionnaire that the Strategic Planning Committee had drafted after working on it since immediate past president Kannarr's direction to the committee the year prior. The question arose as to how often this questionnaire may be presented. President Haney suggested an initial offering might be sufficient for now. The goal ultimately is to get good feedback from the principal memberships in a fact finding. Bernadette suggested it should be sent to principals and their deputies. Holly South said the target send date is May 3.

### *Travel Approval*

Bernadette McNulty moved and Susan Kannarr seconded the travel plans of Robert Haney and Pat Harris (or their designees) for LSCC Meetings in Denver and Los Angeles, as well as Robert Haney, Yolanda Dixon, and Liz Clark (or their designees) to attend ANOMAC. The motion was adopted.

### *Memorial Contribution*

Tim Massanelli, former parliamentarian of the Arkansas House, passed away in February. Bernadette McNulty moved and Bill MaGill seconded a donation of \$100 to a charity in his honor.

### **Adjournment**

Pat Harris moved, and Bernadette McNulty seconded, that the meeting stand adjourned; hearing no objection, the president declared the meeting adjourned at 2:39 p.m. (Eastern)

Respectfully Submitted,

Paul C. Smith  
ASLCS Secretary-Treasurer