

ASLCS Executive Committee Meeting Minutes

ASLCS Professional Development Seminar
Madison, Wisconsin
September 28, 2018

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Pat Harris at 9:33 a.m.

Attendance

A quorum of the executive committee was present with the following members in attendance President Pat Harris (Ala.); President-Elect Paul Smith (N.H.); Secretary-Treasurer Brad Young (Ohio); Associate Vice President Bernadette McNulty (Calif.); William MaGill (Vt.), Jay Braxton (Va.), Brad Hendrickson (Wash.), Ali Sagraves (Ohio), and Yolanda Dixon (La.).

Also present: Tim Sekerak (Ore.), Joyce Wright (Ala.), Susan Furlong (Nev.), Steve Marshall (Vt.), Holly South (NCSL), and Brenda Erickson (NCSL).

Approval of Executive Committee Appointments

The executive committee adopted the President's Executive Committee Appointments of Principal Members Claire Clift and Brad Hendrickson. The motion was made by Bernadette McNulty, seconded by Yolanda Dixon, and adopted unanimously.

The executive committee then adopted the President's Executive Committee Appointments of Associate Members Ali Sagraves and Ann Marie Walp. The motion was made by Paul Smith, seconded by Bernadette McNulty, and adopted unanimously.

Approval of the Treasurer's Report

As the Treasurer's report was unchanged from when it was approved by the Executive Committee the previous Sunday, Brad Young had no new information to report other than that two \$500 payments are pending for contributions in memory of Jane Richards and Mouryne Landing Dini. The motion to adopt the report was moved by Bernadette McNulty, seconded by Jay Braxton, and adopted unanimously.

New Business

Susan Furlong (Nev.) provided the committee with an ASLCS Finances 101 training manual and a Budget History document containing budget data and account information from 2004 to 2018. Included in the documents is an explanation of the fiduciary and non-fiduciary responsibilities of the officers of the Society, as well as budget graphs comparing financial estimates to actuals. The information was prepared by the Budget and Financial Review committee and is designed to give Executive Committee members accurate comparative data, which will enable them to ask appropriate questions and make informed decisions. She also reported that an update would be provided at the 2019 Spring Meeting of the final 2018 Wisconsin PDS budget, so that the information may be kept current.

An overview of financial accounts was presented by Holly South, NCSL Liaison. New items include revenue of an IRC donation of \$5,000, up from \$3,500 for their sponsorship of the Business Lunch at the Legislative Summit, the closing of the Wisconsin professional development account, and two contributions from Alliant Energy and Blumenfeld & Associates of \$1,000 and \$150, respectively. New expenditures include food and transportation costs related to the Legislative Summit and transportation, entertainment and miscellaneous host state expenditures related to the PDS in Madison. In total, the L190 account was left with a balance of \$187,768. She also mentioned two pending items: revenue of a \$1,000 donation from Government Policy Solutions and the expense of a second and final payment of \$1,000 for State Dinner entertainment. The LLCS account had two new expenditures related to the King and MacFarland Scholarship recipients, leaving a current balance of \$22,792.46. There are also two pending expenditures for the two Burdick Scholarship recipients. Updates to the PDS Budget account included a decrease in actual expenses of \$1,760.11 from estimated expenses and an increase in actual revenue by \$4,400 from estimated revenue. Brad Hendrickson suggested that adding a variance column detailing the difference (either a percentage or dollar amount) between estimated and actual financial information would be helpful to the Executive Committee's review of the PDS Budget account. President Harris requested that Holly South try to incorporate that information in PDS Budgets moving forward.

Holly South reported that hotel room pickups were well above the attrition threshold by 371 nights, leading to an estimated 24 comped room nights. There was discussion on how the distribution of comped rooms are determined. Holly stated that comped rooms are typically assigned to the most expensive rooms.

Discussion and approval of publication budgets included amounts of \$500 for the International Directory, \$15,000 for the Legislative Administrator, \$1,000 (amended from \$3,000 due to its now online publication) for the Professional Journal, and \$10,000 for the Roster and Reference Guide. A motion was made by Paul Smith to approve the amounts as amended, it was seconded by Bernadette McNulty, and approved unanimously.

Brad Hendrickson provided an update on the planning of the 2019 PDS in Seattle which will include social events at the Columbia Tower Club and on the Argosy Boat Cruise in Elliot Bay, and a visit to the Capitol in Olympia. We will be meeting and staying at the Seattle Renaissance Hotel and will have access to a larger Hospitality Suite space. He also mentioned that light rail is now available to and from the airport. He plans to begin fundraising in earnest after the November election and currently estimates costs of \$70,000. They now have branding for the meeting and his team is ready to work hard to make it a great conference. Ali Sagraves suggested a community service project involving compiling "On-the-Go Bags" for the homeless population in Seattle. Bernadette McNulty asked about the higher estimates to fund the PDS and Brad Hendrickson responded that he took the 2009 PDS budget amount and purposefully elevated the expenses. President Harris reminded the committee that the social events are covered by the host state.

The Executive Committee then considered the approval of President Harris or his designee attending the 2019 ANZACATT Professional Development Seminar in Hobart, Tasmania from

January 22-24. Paul Smith moved to approve, seconded by Bernadette McNulty, and was unanimously approved by the committee.

Other Business

The committee discussed that while vendors' participation in the PDS is welcomed, it is not appropriate for them to attend staff breakout sessions. President Harris asked Holly South to discuss appropriate attendance at functions with vendors, while still encouraging their participation at the Legislative Expo.

Paul Smith suggested that the Executive Committee may want to instruct the Bylaws and Standing Orders committee to draft language removing ATELCA from Section X of the Standing Orders, since they no longer exist. Bernadette McNulty moved to instruct the drafting of the language, seconded by Paul Smith, and unanimously approved by the Executive Committee.

President Harris discussed his desire to reach out to international clerks' associations to expand mutual participation in professional development seminars. He has asked Obie Rutledge, Chair, International Communication and Development committee to appoint a subcommittee, chaired by Russell Humphrey, and including a member of the Canadian-American Relations committee, to further discuss the matter. President Harris plans to make a presentation while attending the ANZACATT PDS, discuss it at future LSCC meetings, and work with NCSL to discuss funding and other details.

Finally, Holly South discussed the transition of membership database information to the new eRoster system developed by NCSL, which is now in its final stages of development. The information will be centrally located with membership changes more readily available to users (committees, etc.).

President Harris announced that the 2019 ASLCS Spring meeting would be held in Jackson, WY the last weekend of April.

Paul Smith moved to adjourn, Bernadette McNulty seconded, and the motion was adopted unanimously.

The meeting stood adjourned at 10:15 a.m.

Respectfully Submitted,

Brad Young
Secretary-Treasurer