

ASLCS Executive Committee Meeting Minutes

2018 NCSL Legislative Summit
Los Angeles, Calif.
August 1, 2018

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Robert Haney at 9:06 a.m. (Pacific).

Attendance

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

Also present from NCSL were Holly South, Angela Andrews, and Feray Baytok. ASLCS members in attendance were Jeryn Vesperat, Jeff Renk, Claire Clift, Jeanine Wittenberg, Maryann Horch, Janice Gadd, Patsy Spaw, Sherry Rodriguez, Obie Rutledge, Mandi McGowan, Susan Furlong, Ali Sagraves, Jennifer Novak, Ann Cornwell, Sarah Burhop, Carrie Maulin, and Sarah Schaben.

Demonstration of ASLCS e-Roster Prototype

Feray Baytok, CIO of NCSL presented an overview of the prototype she has been working on with respect to an e-roster database, in conjunction with the Strategic Planning committee.

Approval of Minutes

The minutes of the April 21, 2018 Executive Committee Meeting in Charleston were presented. The minutes of the May 1, 2018 and June 26, 2018 Executive Committee Meeting Conference Calls were also presented. Holly noted there was a change to the May 1 meeting minutes in that there was a 1% increase in the service charge. Susan Kannarr moved and Jay Braxton seconded the adoption of the minutes with the change.

2018 PDS Presentation

Jeff Renk and Jeryn Vesperat presented an update on the upcoming PDS in Madison, Wisconsin. Jeff thanked the Executive Committee for approval of monies to assist in the development of the meeting. Jeryn presented a brief overview of the social events planned for Wisconsin.

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 July 23, 2018, of \$57,086.78. Bill McGill moved the adoption of the report, Susan Kannarr seconded, and it was adopted.

Old Business

Holly South (NCSL) started with a review of the ASLCS financial accounts. Holly began with the LLCs Account: As of June 30, 2018, the ending balance in this fund is currently \$24,837.56. She next discussed L190 and presented numbers as of June 30, 2018, which included both donations and expenditures since the spring meeting in Charleston. The ending balance in this

fund is currently \$186,057.97. Holly discussed the PDS budget; projected expenses are set at \$69,620.60. The projected revenues have been reduced as IRC will be making a smaller contribution this year and Lexis Nexis will not be sponsoring this year; projected revenue expected at \$78,900.00 for a projected net gain of \$9,279.40.

New Business

2018 Associate Exchange Program

Brittany Yunker Carlson (Wash.) submitted her report and it was printed in the Legislative Administrator.

Legislative Administrator: Budget and Production

Sarah Schaben (Mo.) presented information regarding historical cost and mailing information, as well as quotes she obtained in terms of printing and postage. The recent mailing was done on her own credit card, for which she's asking reimbursement. It looks as though the appropriated amount of \$10,000 is about \$2000 short of projected yearly printing and mailing costs. Historically the printing and postage has been absorbed by many chambers, and costs have gone up over the years while our budget line has remained fairly consistent. Pat Harris (Ala.) moved to expend a further for printing for the year by \$5000; the motion was seconded by Paul Smith (N.H.) and it was adopted. Further discussion ensued regarding the future of the publication and whether or not to continue printing, and a note was made that standing orders would need to be changed before changes were made.

Report from the Budget and Financial Review Special Committee

Patsy Spaw presented a handout to the committee titled "2017 Annual Financial Review," the committee's first report in this regard. It explains the four accounts that ASLCS is responsible for, as well as an in-depth analysis of PDS expenses from the Phoenix PDS; a fuller report including further past seminars will be presented in Madison to the Executive Committee. The total cost of the PDS in Phoenix (in its entirety) shows that it cost \$146,260.24. There was a real concern by the committee in the change in the gratuity tax rate and how the contract allowed for that change and that the Executive Committee was not informed of said change.

Report from the Strategic Planning Special Committee

Claire Clift presented a report of her committee. She mentioned that the 2017 committee utilized the work of the 2016 committee in preparing the survey and sent it out to all 111 Principal members of the Society. By June there were approximately 40 responses, Claire followed up with the outstanding by phone. That outreach gained a further 30 responses. Holly provided the written analysis of the results for presentation to the Executive Committee. Claire suggested that personal contact has contributed to further responses and we as a Society really need to follow up. Several members commented on the feedback and its effectiveness on the future of the organization.

ASLCS Dues Memo

There was a presentation by NCSL that we move our ASLCS Dues Account bank from Wells Fargo to Key Bank via a memo emailed to President Haney by NCSL Executive Director Bill Pound. Several questions arose as to online access, fees, and NCSL being signatories on the account (three persons named) that were addressed in the memo. Pat Harris moved and Paul Smith seconded to accept the proposal with the proviso that NCSL serving as a signatory be removed; the motion was adopted.

Travel Approval

Susan Kannarr moved and Jay Braxton seconded the motion to adopt CATTS travel for Brad Young and Emily White; the motion was adopted. Sabrina Lewellen moved to approve Fall LSCC travel for the President and President-Elect; Susan Kannarr seconded the motion, which was adopted.

Betty King Scholarship

One applicant from the California Senate, Heshani Wijemanne, who had the endorsement of her principal, applied for the scholarship. Paul Smith moved approval, Susan Kannarr seconded, and it was adopted.

Edward Burdick Scholarship

Two applicants: Anabel Urbina of California, who had the endorsement of her principal; and Patty Moore of Washington, who had the endorsement of her principal, applied for the scholarship. Paul Smith moved approval, Jay Braxton seconded; the motion was adopted.

Millicent "Millie" MacFarland Scholarship

One applicant, Paul Smith from New Hampshire, applied for the scholarship. Pat Harris moved approval of the scholarship, and Yolanda Dixon seconded. The motion was adopted with Paul Smith abstaining.

Scholarship Outreach Discussion

Deferred to Madison.

Other Business

Ali Sagraves asked for Executive Committee participation at the Legislative Expo in Madison; the EC is willing to participate.

Jennifer Novak would like to suggest we cover the travel of a prospective speaker from Puerto Rico for a session. Yolanda Dixon moved that an appropriation be made to cover the hotel and travel for our guest. Pat Harris seconded the motion, which was adopted.

Adjournment

Pat Harris moved, and Susan Kannarr seconded, that the meeting stand adjourned; hearing no objection, the President declared the meeting adjourned at 11:10 a.m. (Pacific).

Respectfully Submitted,

Paul C. Smith
ASLCS Secretary-Treasurer