

# ASLCS Executive Committee Meeting Minutes

ASLCS Conference Call  
December 20, 2018

## Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Pat Harris at 2:01 p.m. (Eastern).

## Attendance

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

Also present on the call were Susan Furlong (NV) and Holly South (NCSL).

## Approval of Minutes

The minutes of the September 23, 2018 Executive Committee Meeting in Madison, Wisconsin were presented. Bernadette McNulty moved to approve the minutes; the motion was seconded by Jay Braxton, and the motion was adopted. The minutes of the September 28, 2018 Executive Committee Meeting in Madison, Wisconsin were presented. Bernadette McNulty moved to approve the minutes, William MaGill seconded the motion, and the minutes were so approved.

## 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 \$40,321.18 on September 14, 2018. Disbursements since then had been related to the Legislative Administrator printing and shipping costs, the President's Plaque, and two memorial contributions for Jane Richards and Mouryne Landing Dini. Deposits amounted to \$585.00 for individual memberships for staff from Pennsylvania and Illinois, along with the West Virginia House's membership dues. The dues account balance as of December 17, 2018, amounted to \$35,908.65. The motion to adopt the report was moved by Bernadette McNulty, seconded by Jay Braxton, and adopted unanimously.

## Old Business

An overview of the ASLCS financial accounts was presented by Holly South, NCSL Liaison, beginning with the revolving account (LLCS). The new activity since the September 28, 2018, meeting in Madison included expenses for the plenary speakers at the PDS as well for the two recipients of the Burdick Scholarship. Total expenditures for 2018 totaled \$10,167.33. Revenue for 2018 was the \$1,500 contribution earlier in the year for the sponsorship of the Burdick Scholarship. The closing balance as of November 30, 2018 was \$15,670.23. Holly noted that there will be a large deposit once the PDS account is closed.

Holly next discussed the L190 account (Special Meeting Fund). In terms of revenue, three deposits were made since September 28, 2018: the interest deposit of \$477, a contribution solicited by the host state for \$1,000, and \$120 in pin and pin map sales at the PDS. Total

revenue as of November 30, 2018, is \$36,091. Holly noted new expenses since the Executive Committee's previous meeting, including those for the business lunch signage at the Summit and several new entries under the PDS expenditures. She noted that Wisconsin fundraised to cover these PDS expenses, and they have a few hundred dollars left over that will remain in the L190. These new expenditures pertained to the State of Wisconsin Dept. of Tourism fundraising fee, host state shirts, meter bags, and separate line items for the social events (venue rentals, catering costs for food and beverage), State Dinner (volunteer and guest meals, beverages, band), and other reimbursements for the host state. PDS expenditures totaled \$50,358.19. Total expenditures for 2018, as of November 30, came to \$76,353.04, with the current balance in the account totaling \$145,483.89. Furthermore, Holly noted pending revenues coming from the host state for repayment of a double reimbursement on the hospitality suite, along with a pending expenditure on a deposit for the Argosy Cruise social event for the 2019 PDS, which was previously approved by the Executive Committee in Madison.

Before discussing the details of the final budget for the 2018 PDS (P018), Holly pointed out that Madison is a relatively inexpensive city, and NCSL is tax exempt, so the final budget reflects this somewhat unique situation. She noted that she added a variance column to the budget to highlight differences between the original estimates and final numbers. In terms of totals for each category, much of the expenses came in under budget, including staff travel, faculty and guest travel expenses, printing and design, audio/visual costs, and shipping and freight. However, postage costs were slightly higher than the previous year due to the cost of mailing. Holly offered an idea for the Executive Committee to consider emailing the postcard in future years, rather than using traditional mail. Mailing the postcards was ineffective this year, with many members never receiving the postcards. Holly also noted that even though the site visit was also expensive due to airfare costs, the total fixed costs ended up being \$9,114.46 less than estimated. Meal functions came in under budget, along with meeting material costs. Overhead allocation costs (management and administration of the meeting) ended up being higher due to higher-than-expected attendance. Overall expenses came in at \$60,804.34, which was over \$10,000 less than expected.

Registration revenue came in higher due to higher attendance. She noted the unusual source of revenue from cancellation fees, due to individuals canceling without her knowledge. Fundraising from the host state for the State Dinner was also a source, and comped rooms ended up being applied as a refund on the whole bill from the hotel, rather than being applied to specific rooms. There were \$14,000 total contributions from National Sponsors (less than expected due to LexisNexis not sponsoring this year), bringing total revenue to \$92,864.10. Net revenue from the meeting came to \$32,059.76. The President thanked Holly for all of her work and noted that it was a great meeting, and for the numbers to turn out this way, even with the increased attendance, this was good for the Society. He also noted the great work of the individuals from Wisconsin.

## **New Business**

### *Parliamentary Role for ASLCS in NCSL Standing Committees*

President Harris explained that the NCSL Executive Committee had decided to do away with the Legislative Effectiveness committee, a standing committee of NCSL which considered issues directly related to clerks and secretaries, as well as other professional staff associations whose members may not work in public policymaking. This decision will likely serve to diminish the

opportunities for members of ASLCS to serve on a standing committee or task force of NCSL, which is concerning. As a result, NCSL Staff Chair Jon Heining suggested that perhaps members of ASLCS could serve as parliamentarians on the remaining NCSL standing committees.

President Harris stated that he had discussed the matter with various principal members of ASLCS and the feedback he received was that this offer was not a sufficient answer to the problem. As a result, he has scheduled a meeting for January at the LSCC/NCSL Executive Committee meeting in New Orleans to share the concerns of ASLCS and discuss options moving forward. Robert Haney agreed that this token offer wasn't the most desirable consolation as many clerks and secretaries, including him, are not the parliamentarian of their legislative body. Susan Furlong mentioned that she had spoken to Staff Chair Heining and that he had mentioned that he sees the elimination of the Legislative Effectiveness committee and the offer to serve as committee parliamentarians as two separate issues. He said the offer to serve as committee parliamentarians resulted from an instance where a standing committee chair (legislator) improperly asked non-voting members (staff) to step down from the committee while a vote was taking place. If a parliamentarian had been present, this error could have been avoided. Bernadette McNulty requested that the President provide her with more information on this issue and Claire Clift asked that he provide her with the responses he received from the various principal members of ASLCS. President Harris said that he would work with Holly South to disseminate that information.

#### *PDS Evaluations*

Considering that Holly South had previously distributed the 2018 PDS evaluation responses to members of the ASLCS Executive Committee, President Harris asked if there was any discussion on the responses. Paul Smith asked if it would be possible to send out an online survey to the ASLCS membership asking if they would prefer a 4-day PDS over the current 5-day PDS for the 2020 PDS in Portland, Maine. The President thought that was a good idea because it is important to know what the membership wants, so he asked Holly to send out a survey to determine a consensus among the membership. Bernadette McNulty thanked Holly for the way the evaluation information was presented to the committee. She said the information (pie charts, etc.) was very thorough and helpful.

#### *2019 PDS Update*

Brad Hendrickson provided an update on planning of the 2019 PDS in Seattle. He said that the hotel contract was finished and that we would be using the Renaissance Hotel, the same hotel that was used for the 2009 PDS. He said that his local steering committee had recently made a site visit to the hotel and is continuing to work out details, including an adequate location for the hospitality suite. His team is considering options for a Capitol visit. Due to the 60-mile distance between Seattle and Olympia and traffic challenges during the week, they are looking at possibly having the opening night event at the Capitol, as traffic is generally lighter on Sundays. Whatever is decided, they have to consider that a Capitol visit would involve almost a half-day time commitment with scheduling. He thanked the Executive Committee for its approval of funds to reserve a dinner cruise for one of the evening events. He said it is a brand-new vessel and should be a great event. Finally, he mentioned that fundraising letters would be going out at the first of the year. They had not sent them out previously because he didn't want to compete with fundraising for the fall elections.

### *2019 Associate Exchange Program Update*

President Harris mentioned that the Alabama Senate would like to serve as a host and Holly South responded that the total number of host states is now up to 15. She thanked all of the states who volunteered to host and encouraged their staff to apply. She said that the deadline to apply was last Friday (12/14), and that we received 5 applicants, which is likely the most we have received in the last 10 years. She further stated that she expected the Support Staff committee to have their recommendations to the Executive Committee sometime after the holidays in early January. President Harris mentioned that it's a great program and a positive reflection on the success of the PDS when you receive a large number of applicants for the program.

### *Approval for Travel*

The President requested approval for travel for himself and President-elect Paul Smith, or their designees, to attend the 2019 Winter LSCC Meeting, January 18-19, in New Orleans, LA. Bernadette McNulty moved to approve, seconded by Ann Marie Walp, and was unanimously approved by the committee.

### **Announcements**

President Harris announced that the 2019 ASLCS Spring meeting would be held in Jackson, WY, April 26-27, 2019, at the Wort Hotel. He said that the weather in Jackson can be unpredictable in late April, so members should plan accordingly. He also mentioned that a special event for Friday evening had been planned as a result of raising extra funds. Holly South stated that the website is up, registration is open, and that an email about the meeting would be going out to ASLCS membership soon.

President Harris also plans to consider a call-in option for Executive Committee members who are still in session during the Spring Meeting, as well as for those who may be attending the CATTs meeting the same week as the NCSL Summit, and are unable to be physically present to attend those meetings of the committee.

### **Adjournment**

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

The meeting stood adjourned at 2:41 p.m. (Eastern).

Respectfully Submitted,

Brad Young  
Secretary-Treasurer