

ASLCS Executive Committee Meeting Minutes

ASLCS Professional Development Seminar
Seattle, Washington
Sunday, September 22, 2019

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Patrick Harris at 3:10 p.m. (Pacific).

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.); Claire Clift (Nev.); Brad Hendrickson (Wash.); Robert Haney (Texas); William MaGill (Vt.); Yolanda Dixon (La.); Jay Braxton (Va.); Ann Marie Walp (Tenn.); and Ali Sagraves (Ohio).

Also present were Susan Kannarr (Kan.), Patsy Spaw (Texas), Joyce Wright (Ala.), Darek Grant (Maine), Robert Hunt (Maine), Heshani Wijemanne (Calif.), and Holly South (NCSL).

Approval of Minutes

The minutes of the August 8, 2019 Executive Committee meeting at the NCSL Summit in Nashville were presented. Bernadette McNulty moved to approve the minutes; the motion was seconded by Claire Clift, and the motion was unanimously adopted.

Special Business

President Harris recognized Brad Hendrickson, who distributed Host State gifts made by a local tribe to each member of the Executive Committee.

Old Business

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 \$52,848.19, as of July 23, 2019. There were several disbursements for previously approved site visits and meeting travel, along with disbursements for the printing and postage for the Legislative Administrator and related President's Plaque, as well as for the President's gifts. Brad noted there were several dues deposits received since the Summit. The ending balance as of September 13, 2019, amounted to \$46,378.72. Paul Smith moved to approve the report, seconded by Bernadette McNulty, and the motion was adopted unanimously.

President Harris asked Holly South, NCSL Liaison, to provide an update on a question from the previous meeting pertaining to fees associated with keeping the NCSL Dues Account at Wells Fargo. There would be a fee applied should there be more than \$3,000 in deposits into the account, and the Executive Committee had requested clarification on whether this referred to cash and/or check deposits; Holly clarified that it only applied to cash.

Review of the ASLCS Professional Development Revolving Account (LLCS)

President Harris recognized Holly South to provide a review of other ASLCS accounts, beginning with the ASLCS Professional Development Revolving Account (LLCS), as of August 31, 2019. Holly noted no change in terms of revenue, with the total remaining at \$33,548.59. There was one new expenditure of \$454.35 for Mary Gibson (Mass.) regarding her participation in the Associate Exchange Program (AEP). Total expenditures for 2019 stand at \$1,454.35. The new activity brought the current balance of the account to \$47,764.47. Holly noted that there were a few new pending expenditures for AEP participant Michael Coe, a plenary speaker for the PDS, and a concurrent session speaker for the PDS, bringing the pending expenditures total to \$11,100.

Review of the ASLCS Special Meeting Fund (L190)

Holly next discussed the ASLCS Special Meeting Fund (L190), as of August 31, 2019. The beginning balance was \$145,873.89. Interest revenue and 2019 Spring Meeting revenues remain unchanged since the previous Executive Committee meeting. Due to contributions from the Washington State Senate and USAA, the subtotal for 2019 PDS Fundraising saw a large increase to \$56,500. Holly noted that the 2020 Host State had begun fundraising, bringing in \$10,000 from both the Maine Senate and Maine House of Representatives for a total of \$20,000 raised thus far. She also pointed out new revenue from the 2019 Joint Canadian-American Meeting registration payments of \$1,360, bumping the total miscellaneous revenues to \$1,480.44. Total revenues for 2019 stand at \$104,427.94. Holly further pointed out 2019 expenditures pertaining to charges from the Wort Hotel (totaling \$9,300.77), site of the Spring Business Meeting in Jackson, Wyoming, on which she previously had updated the Committee. Total Spring Meeting expenditures remain the same: \$31,495.25. There were a number of expenditures from the Summit lunch and business meeting (\$8,191.50), a musician for the Joint Canadian-American Meeting (\$200), PDS event costs for social events, transportation and a site visit (\$19,963.14 total), and the donation to Vertical Harvest in Jackson, Wyoming, previously approved by the Executive Committee (\$794.52). Total expenses for the year sit at \$60,644.41, and the current balance of the L190 as of the end of August is \$189,657.42.

She further noted pending revenues totaling \$30,441.50, which includes IRC sponsorship of the ASLCS Business Lunch at the Summit (\$8,191.50) and \$22,250 in 2019 PDS fundraising. Pending expenditures total \$33,004.31 and includes pending expenses related to business lunch signage from the Summit (\$49), transportation and host state expense reimbursements for the Joint Canadian-American Meeting (\$4,876.83), and deposits on 2019 PDS social events (\$27,283.96). She reminded members that NCSL accounting holds on to deposits and does not process them until the meeting begins, so that explains why some payments move out of the “pending” category at different times.

2019 PDS Update: Budget, Registration, Hotel Pickup

Holly proceeded to point members to review the detailed narrative in their packets, and moved into discussing the working budget for the PDS. She noted that the highlighted/grayed-out column in the budget provided in members’ packets would show any variance since the budget was approved and how it currently stands. Changes since members last saw the report included that the President’s room would now be covered by comps, saving approximately \$1,600.

International guest rooms would also be comped, taking off a total of \$4,267.58 for guest travel expenses from the bottom line. She anticipates being able to save approximately \$100 in shipping, as well.

Holly pointed out significant changes in A/V expenses. Larger rooms and larger equipment packages were needed to accommodate the increased participation in this year's PDS, and A/V equipment was needed in more sessions than last year. Subsequently, A/V equipment rental, taxes, and service charges rose. The Host State was able to bring some equipment to use, though, which saved the Society some expense. Holly further pointed out that the Expo expenses were greater this year because participation increased. The hotel ended up waiving the Wi-Fi charge for the week, but she had not previously accounted for a loss damage waiver (\$467.60) on the hotel's equipment usage. The \$500 freelancer video recording cost listed on the budget reflects what the Executive Committee previously approved via email to record the "We are Part of History" concurrent session. A/V costs totaled \$18,614.12 – over \$6,000 more than originally anticipated. Holly also noted that A/V costs have risen in general over the last couple of years, so the Society will need to keep that in mind moving forward.

Holly pointed out additional miscellaneous charges for a couple of awards to be given at the meeting, one for Bill Pound (NCSL) and the other for Alfred "Butch" Speer (La.). Total fixed costs for the meeting rose over \$2,000 since the last budget version, totaling \$25,069.32.

She noted that increases seen in the meal functions category were simply due to increased attendance. They were able to find savings by decreasing costs on coffee service and one of the breakfasts. The President's Reception was also scaled back, and those savings were applied to the State Dinner to accommodate greater attendance. She explained that money was being saved on meals, but the whole cost is higher due to the increased number of people in attendance. Total meal function expenses are expected to come to \$79,376.42. NCSL overhead costs also rose by \$460 due to greater attendance needs, bringing that total to \$8,360.

Total variable costs increased by almost \$7,000 to \$88,043.92. That amount, added to the total fixed costs, brings a grand total of \$113,113.24 in PDS expenses. The variance in actual to expected expenses is \$9,197.70.

Holly noted that the increased registration revenue would more than make up for the increased expenses. She explained that not only did raising the registration fee by \$50 assist with the increased costs – adding \$11,550 to revenue, but actual registration revenue would now total \$100,450, which is \$22,200 more than previously anticipated. Contributions remain the same at \$18,000. The resulting revenue total stands at \$118,450. The net gain on the meeting should be \$5,336.76 if the comps remain as is and meal totals do not have to be adjusted any higher. As for the hotel pick-up numbers, Holly noted that the Society achieved 271 room nights above the attrition threshold and earned an estimated 27 comped room nights.

President Harris announced that this was the largest meeting since 2008 and commended Brad Hendrickson and the rest of the Host State team on all of their hard work preparing for this meeting. Full registrations for legislative staff totaled 211, with 20 guests, 1 business/other registration, and 19 complimentary registrations (includes 6 international guests, 7 sponsors/

contributors, and 6 NSCL staff), totaling 251 attendees. President Harris was pleased to announce the large number of new attendees – currently over 50 – and explained how essential that is to the health of the Society. He commended principals for bringing staff with them to the meetings.

Approval of Proposed Amendment to the Standing Orders – Mason’s Manual Commission Membership Criteria

President Harris recognized Claire Clift to refresh members on the proposed Standing Orders amendment previously discussed at last month’s Executive Committee meeting. Claire explained that the Mason’s Manual Commission requested a change to the Standing Orders that would specify that the membership of the Commission should consist of members who are legislative employees. The Bylaws and Standing Orders Committee drafted the amendment and has requested the Executive Committee’s formal approval to make the official change in the Standing Orders:

- A. Membership. The Commission shall consist of 16 members who are legislative employees. At least three Commissioners shall be Associate members. The members shall be appointed ... (no further changes).

(Since this is a proposed change to the Standing Orders and not the Bylaws, it only requires Executive Committee approval rather than approval of the full membership of the Society, as was discussed at the Executive Committee meeting during the Summit.) Brad Hendrickson moved to approve the change, Bernadette McNulty seconded the motion, and it was adopted unanimously.

International Membership Initiative

President Harris provided an update to the committee on the initiative to grant our international counterparts an individual membership of some sort to ASLCS to increase their participation in the Society. He has worked with Butch Speer and Tim Sekerak (Ore.) on putting this initiative in writing, along with Paul Smith to carry it forward as the incoming President. President Harris explained that currently, the initiative has been simplified toward inviting international members to participate in our meeting rather than granting voting abilities at this time. He noted that our international counterparts’ great interest in this discussion is evident in their attendance and participation at this year’s PDS, for which he is pleased and is hopeful this will increase. He explained that should this action need to be put in writing, the idea would likely go to the Bylaws and Standing Orders committee to discuss the drafted language and develop it further. Paul Smith explained that this does not appear to be necessary at this time. However, he confirmed that the funding is available to bring international guests to the PDS, and he plans to have Obie Rutledge (Ore.), who is continuing as Chair of the International Communication and Development Committee, expand the outreach of the Society to other countries not yet involved, as well.

President Harris asked Executive Committee members to get to know the international guests and visit with them throughout the week. He commended the Program Development Committee for incorporating international participation and perspectives into the meeting in various ways.

Paul Smith explained to the Executive Committee that he would like to see participation increase and already plans to work with Emily White (Mo.), incoming Chair of the Canadian-American Relations Committee to invite the Clerk of the Canadian House of Commons to the PDS in Portland, Maine to participate in a plenary regarding parliamentary privilege.

New Business

2020 PDS Update

President Harris invited Rob Hunt and Darek Grant, as the 2020 PDS hosts, to provide an update on their plans for the meeting in Portland, Maine. Rob reminded the Executive Committee that they have secured \$10,000 in funding from each chamber of their legislature (totaling \$20,000) and will continue fundraising in January after this fall's elections so as to not compete with other interests. In terms of social events, they are trying to adapt to the condensed timeline of the PDS and narrow down options, including options that require bus trips – such as the authentic lobster bake on the Maine coast about an hour away and visiting the Capitol complex in Augusta. He mentioned that the group will be having lunch that day at the Governor's Mansion nearby. Brad Hendrickson announced that Maine would be hosting the hospitality suite on Wednesday evening, as well. President Harris mentioned that Portland, Maine, was his first meeting in the 1980s; he encouraged members to make the trip because it was a great experience then and will be again next year.

Legislative Expo Volunteers for ASLCS Table

President Harris asked Executive Committee members to volunteer to host the ASLCS Executive Committee booth at the Legislative Expo on Wednesday. Members discussed that the group coming through would be larger this year, and that it was wise to have a principal and associate partner up to answer questions and discuss the Society, discuss the role and path on the Executive Committee, sell ASLCS pins and pin maps, etc. Paul Smith and Yolanda Dixon volunteered to take the 8:30-9:30 a.m. slot, and Brad Young and Ali Sagraves volunteered to take the 9:30-10:30 a.m. slot.

Other Business

President Harris recognized Brad Hendrickson, who encouraged the Executive Committee to make a point of thanking those from the host state – easily spotted by their volunteer shirts and badges. They worked so hard and will continue to do so throughout the week to make this a great PDS, and he is quite proud of them. He also thanked Holly South for all of her support and hard work, as always.

President Harris then recognized Claire Clift, who asked Patsy Spaw if she had any insight as to why certain scholarships were not listed in the Professional Development Revolving Account section description of the Standing Orders; only the Betty King Scholarship is referenced, even though other scholarships are funded through that account. Patsy was not sure about that since the scholarships are all included in the actual budget explanations. President Harris asked Patsy to look into the matter.

President Harris thanked the Executive Committee for their work over the last year, as well as Holly South and Joyce Wright for their assistance, and discussed how much he enjoyed his time

of service as President and was grateful for the opportunity. He looked forward to gathering the group together for dinner that evening.

Adjournment

There being no further business, Bernadette McNulty moved to adjourn the meeting, Ali Sagraves seconded the motion, and the motion was adopted unanimously.

The meeting stood adjourned at 3:49 p.m. (Pacific).

Respectfully submitted,

Brad Young
Secretary-Treasurer