

# ASLCS Executive Committee Meeting Minutes

ASLCS Professional Development Seminar  
Seattle, Washington  
Friday, September 27, 2019

## Call to Order

The meeting was called to order at 9:15 am by President Paul Smith.

## Attendance

A quorum of the executive committee was present with the following members in attendance: President Paul Smith (N.H.), President-Elect Brad Young (Ohio), Secretary-Treasurer Bill MaGill (Vt.), Associate Vice-President Jay Braxton (Va.), Brad Hendrickson (Wash.), Ali Sagraves (Ohio), Carrie Maulin (Idaho), Tim Sekerak (Ore.), and Ron Smith (La.).

Also present: Buddy Johnson (Ark.), Sabrina Lewellen (Ark.), Brian McKinley (Ore.), Patsy Spaw (Texas), Susan Furlong (Nev.), Sarah Curry (Ore.), Lacy Ramirez Gruss (Ore.), and Holly South (NCSL).

## Approval of Executive Committee Appointments

Jay Braxton moved to accept President Paul Smith's appointments to the Executive Committee: Principals Tim Sekerak and Carrie Maulin and Associates Ron Smith and Joyce Wright. The motion was seconded by William MaGill and approved unanimously.

## Approval of the Treasurer's Report

Secretary-Treasurer William MaGill then reviewed the Treasurer's Report, which was unchanged since being approved by the 2018-2019 Executive Committee on September 22.

## New Business

Susan Furlong, chair of the Budget and Financial Review Committee, spoke about some disbursements that were made out of the dues account that should have been charged to the meeting budget which were hotel and airfare for Past President Pat Harris's PDS site visit to Seattle. Also there was discussion about Past President Harris's ANZACATT hotel, which was not covered by ANZACATT and should be covered, per an agreement between ANZACATT and ASLCS. President Smith suggested that the amount of \$1,723.04, the cost of Pat Harris's site visit to Seattle, be transferred from the dues account to the meeting budget (P019). The motion from President-Elect Brad Young was seconded by Carrie Maulin and approved unanimously. NCSL Liaison Holly South reviewed the ASLCS accounts and described the responsibilities of the accounts. LLCS is the account used for professional development programs. The only activity on this account was a reimbursement to Mary Gibson of Massachusetts for her Associate Exchange Program (AEP) visit to Alabama (for \$454.35); the current balance stands at \$47,764.47. There are pending expenses for PDS speakers and another AEP reimbursement in the total amount of \$11,100.

L190 is the Society's Special Meeting Fund; fundraising and expenses for the Society's meetings are deposited into and drawn from this account. There is \$25,500 in new host state fundraising

for the 2019 PDS in Seattle, and funds in the amount of \$20,000 from the Maine Legislature for the 2020 PDS in Portland, Maine. Registration payments from the Joint Canadian-American Meeting in New Hampshire have been applied as well. Total revenues were \$104,427.94. Expenses related to the hotel for the Spring Meeting; the subtotal is \$9,300.77. Legislative Summit expenses for the Business Lunch and Meeting in Nashville (\$8,191.50) were covered in full by International Roll-Call. There is a \$200.00 expense for a performer at the Joint Canadian Meeting. Expenses for travel and activities at this meeting were also noted. Surplus Spring Meeting fundraising was donated to a Jackson Hole, Wyoming charity called Vertical Harvest. Total expenses amounted to \$60,644.41 and bring the current balance for L190 to \$189,657.42. There are several pending items, including International Roll Call's sponsorship of business lunch and over \$22,000 in fundraising from the Washington Host State Committee for the PDS. Total Host State fundraising for this year's PDS is at about \$77,800. Pending expenses for the PDS total \$27,283.96, with total pending expenditures amounting to \$33,004.31. President Paul Smith noted that the Joint Canadian-American Meeting will post a profit of about \$2,100.00.

The PDS budget has highlights in red and updates and changes were noted. Room comps covering the rooms for the speaker and the President should save about \$1,600.00 and total faculty and guest travel could end up about \$4,200.00 less than anticipated. Expenses that were not anticipated were for audiovisual expenses because the meeting was larger than anticipated and needed larger rooms and different sound and more sessions needing screens which resulted in \$4,100.00. There was a loss damage waiver that was applied that was not anticipated and approval previously granted by the Executive Committee to record a concurrent session (\$500.00). Costs have risen about \$6,300.00 since the budget was approved at the Spring Meeting in April, and have been covered by registration revenues. Awards for Bill Pound and for Butch Speer cost an additional \$400.00. Because of higher-than-expected attendance, meal costs rose about \$9,200.00 and the NCSL overhead allocation rose as well – this is a meeting administration fee that is a flat fee of \$2,500.00 to each group and rises based on meeting attendance. Expenses rose about \$12,000.00 and revenues is about \$22,200.00 higher than expected. The meeting looks to gain about \$2,483.41 but as the bills come in from the hotel that could change. This meeting budget will now also cover the President's site visit and hotel in the amount of \$1,723.04, which will reduce the profit for the meeting.

Registration for the meeting stands at 211 legislative staff, 20 guests and retirees, 1 business registration and 19 complimentary registrations. ASLCS met the hotel attrition threshold and earned one free room night for every 40 room nights. The meeting earned 27 room night comps which will be applied to the NCSL liaison, speakers, president and international guests. Discussion around applying possible room comps for members who would not be able to cover room costs was considered.

The Budget and Financial Review Committee overview was presented by Susan Furlong. Three accounts of the Society are the Dues Account administered by the Secretary Treasurer and housed at Wells Fargo, the Special Meetings Fund (L190), and the Professional Development Revolving Account (LLCS). Profits from the meetings go into the Professional Development Revolving account, which funds speakers for the PDS, scholarships, and the Associate Exchange Program. The fourth account is the PDS budget. She requested that the host state provide a report of expenses so those can be more easily understood.

L190 is typically used for fundraising for the PDS and the Spring Meeting, ASLCS activities at the NCSL Legislative Summit and Canadian American Meetings also come out of this account. Expenses were tracked by the host state via a report that will be shared at the next meeting of the Executive Committee. There was discussion surrounding the balance for the Speaker's Fund, which is in the Standing Orders set in the amount of \$15,000. Discussion about transferring \$15,000.00 from the LLCS Revolving Fund to the L190; this was moved, seconded and approved unanimously.

It was agreed that the Treasurer's Report should be included in the Legislative Administrator.

Maine has already raised funds for the PDS and has had to decide about activities with a shortened PDS schedule. The funds raised so far have been from the individual chambers in Maine in the total amount of \$20,000.00. The 2019 Host State Committee has met with the Maine Host State Committee and offered assistance, if needed, to them.

Oregon will be hosting the PDS in 2021 and will start fundraising; Portland, Oregon will be an expensive site like Seattle. Discussion will need to happen in Spring or Summer 2020 regarding the use of Conference Direct or whether NCSL or the host state will negotiate a hotel contract, and the host state has been discussing this issue.

Joint Canadian-American Meeting funding went through the L190 and Paul Smith put what was necessary on his personal credit card, which will be reimbursed from the L190. The meeting made roughly \$2000.

Approval of budgets for the coming year included \$500 for the International Directory, \$15,000 for the Legislative Administrator, \$10,000 for the Roster and Reference Guide – but there could be an additional request because of shipping costs. Jay Braxton made a motion to approve, the budgets, which was seconded by Carrie Maulin and approved unanimously.

The ASLCS Archives are housed by Steve James in the Massachusetts House. He has been searching for fireproof storage (which is about \$45 for a fireproof folder) and offered to order and see if this was something that would work for proper storage of documents. A motion to purchase one and reimburse Steve James was moved, seconded and approved unanimously. Carrie Maulin then made a motion that a plaque honoring Paul Mason, currently being stored in Boston, be shipped and returned to the California Senate where Paul Mason had worked. It was seconded by Brad Hendrickson and approved unanimously.

President Paul Smith discussed a new ASLCS Mentoring Program to establish professional and personal relationships with colleagues in order to have someone to call on for advice and support and also to have accountability. Support staff will help with the Associate members.

President Smith also announced the formation of two special committees. The first is for the Distinguished Service Award for Associates and the committee has met and discussed this award and an announcement will be made in Portland, Maine. The second is a committee charged with studying Associate membership on the Executive Committee.

Approval for travel to ANOMAC in October 2019 was approved for the President, Associate Vice-President, and International Communication and Development Chair (or any of their designees) was moved by Ali Sagraves, seconded by Carrie Maulin and unanimously approved.

There was discussion surrounding the travel for ANZACATT meeting. First, regarding the hotel bill, which should have been paid by ANZACATT, and second, the cost of the airline ticket for travel in Economy Premium as opposed to regular Economy. Brad Young made a motion to allowing for travel to ANZACATT by Economy Premium; the motion was seconded by Carrie Maulin and approved unanimously.

Approval for LSCC travel for the January meeting in Austin, Texas for President-Elect Brad Young and the President's designee was moved by Carrie Maulin, seconded by Tim Sekarak, and approved unanimously.

### **Other Business**

Tim Sekarak spoke about a motion approved at the committee level for Inside the Legislative Process regarding seeking a partnership with NALIT to bring documents into available accessible technology such as a searchable database. There was a suggestion that the database be cloud-based. A suggestion to seek a partnership with NALIT was moved by Brad Hendrickson, seconded by Ali Sagraves, and approved unanimously.

Little Rock, Arkansas is being discussed by the Site Selection Committee as the host for the 2022 PDS.

The ASLCS Spring Meeting will be held May 1-3 in Cleveland, Ohio at the Hyatt Regency Cleveland at the Arcade.

### **Adjournment**

Adjournment moved at 10:55 a.m. by Jay Braxton and seconded by Carrie Maulin and approved unanimously.

Respectfully submitted,

William MaGill, Secretary Treasurer