

ASLCS Executive Committee Meeting Minutes

NCSL Legislative Summit
Nashville, Tennessee
Thursday, August 8, 2019

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Patrick Harris at 11:17 a.m. (Central).

Attendance

A quorum of the Executive Committee was present with the following members in attendance: President Pat Harris (Ala.), Secretary-Treasurer Brad Young (Ohio), 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.), Susan Furlong (Nev.), Patsy Spaw (Texas), Ann Cornwell (Ark.), Jim Drake (Ariz.), Tammy Letzler (Tenn.), Joyce Wright (Ala.), Finos B. “Buddy” Johnson (Ark.), Joshua Babel (Ariz.), Ann-Marie Sweeney (Pa.), Mary Gibson (Mass.), Amanda Lindqvist (Mass.), Holly South (NCSL), and Arturo Perez (NCSL).

Approval of Minutes

The minutes of the April 27, 2019 Executive Committee meeting at the Spring Business Meeting were previously approved by the Executive Committee via email.

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 \$25,823.59, as of April 18, 2019. Brad explained that this was prior to the dues invoices being sent. There were two disbursements for airfare and hotel costs for Brad Hendrickson and Brad Young to attend the 2019 Spring LSCC Meeting in Madison, Wisconsin. He explained that a robust amount of deposits began coming in for the states’ dues payments after the Spring Meeting. The ending balance as of July 23, 2019, amounted to \$52,848.19. Brad noted that there were a number of pending dues payments coming his way. Ali Sagraves moved to approve the report, seconded by Brad Hendrickson, and the motion was adopted unanimously.

Review of Other Financial Accounts

An overview of the ASLCS financial accounts was presented by Holly South, NCSL Liaison, beginning with the ASLCS Professional Development Revolving Account (LLCS), updated through June 30, 2019. For the LLCS, Holly noted the new revenue of \$1,500 from Thomson Reuters for the sponsorship of the Ed Burdick Scholarship for two associate members to attend the PDS. There was one new reimbursement expense of \$500 for Jay Jacobs’s (KY) participation in the Associate Exchange Program. The new activity brought the current balance of the account to \$48,218.82. Holly noted one pending expense (\$454.35) to reimburse Mary Gibson (MA) for

her participation in the Associate Exchange Program, bringing total pending expenditures to \$3,804.35.

Holly next discussed the ASLCS Special Meeting Fund (L190), as of July 30, 2019. The beginning balance was \$145,873.89. Interest from the second quarter (April-June) was \$461, bringing a current total of 2019 interest revenue to \$905. As for the 2019 Spring Meeting revenues, about \$14,000 of additional contributions were received since the Spring Meeting in Jackson, Wyoming, bringing in a total of \$25,542.50. Since April, an additional \$23,000 of 2019 PDS fundraising has come in, bringing a current fundraising total of \$31,000. Total revenues for 2019 are at \$57,567.94. Holly further pointed out 2019 expenditures in the fund pertaining to the Friday night reception at the Spring Meeting (totaling \$22,194.48), as well as charges from the Wort Hotel (totaling \$9,300.77), site of the meeting. Total Spring Meeting expenditures came to \$31,495.25. Total expenses for the year sit at \$31,495.25, and the current balance of the L190 as of the end of July is \$171,946.58. She further noted pending revenues totaling \$25,500 for PDS fundraising, pending expenditures from the ASLCS Lunch and Business Meeting at the Summit (\$2,494.59), and deposits for events and transportation for the upcoming PDS (\$8,799.70), bringing total pending expenditures to \$11,294.29.

Holly proceeded to discuss the current 2019 PDS Budget, noting that the only change from the budget that was approved at the Spring Meeting in April pertains to one meal function expense for the lunch on Monday, September 23. Brad Hendrickson's staff in the Washington Senate was able to reduce the price by about \$4,000 by finding a different vendor to provide the boxed lunches to where it will now only cost \$15 per person. That savings took the net loss on the meeting down from \$7,665.54 to \$2,095.36. Holly explained that the hotel contract addendums previously approved by the Executive Committee will also help the bottom line, as we were originally earning a maximum of 23 comped room nights, and that could now go up to 27 comped room nights with the addendums. She noted the current revised pick-up number received from the hotel today, which is at 1145 rooms – well above the contracted attrition threshold (749). She explained that the nearby Kimpton Hotel has a courtesy overflow block, and since there is no contracted attrition threshold, we should be able to add more rooms if necessary.

President Harris commended Brad Hendrickson for his work thus far on the Seattle PDS. Holly also noted a revised registration summary as of this morning: there are currently 159 registered attendees, which brings registration revenues to \$63,800. She noted that we have at least 30 more registered attendees than we did at this time last year for the 2018 PDS, so she is anticipating a possibly larger meeting this year.

New Business

Proposed Amendment to the Standing Orders – Mason's Manual Commission Membership Criteria

President Harris recognized Claire Clift to explain an issue on which the Executive Committee will need to act at the PDS. Claire brought Bylaws & Standing Orders Committee Vice Chair Buddy Johnson forward with her and explained that earlier this week, the Mason's Manual Commission adopted a proposed amendment to the Standing Orders regarding membership of the Commission. There is currently no qualification that a commissioner be a legislative employee. An issue arose recently when a commissioner was no longer employed by a legislature and requested from the Chair to remain on the Commission. The Chair decided that

was not a good policy and did not move forward with the request, and the President appointed a new commissioner. The Mason's Manual Commission has requested a change to the Standing Orders that would specify that the membership should consist of members who are legislative employees. The Mason's Manual Commission adopted the amendment and forwarded it to the Bylaws & Standing Orders Committee on Monday. Buddy explained that his committee adopted the change in their meeting and is proceeding to ask the Executive Committee to bring this amendment before the Society at the Business Meeting at the PDS in Seattle. Jay Braxton moved to do so, and Ann Marie Walp seconded the motion, and it was adopted unanimously.

2019 Associate Exchange Program Reports

President Harris recognized Mary Gibson to report on her Associate Exchange Program experience with the Alabama Senate. Mary thanked President Harris for hosting her, along with Holly South, and Neva Marie Parker, Support Staff Committee Chair, for their help and for the opportunity. She was in Alabama for an exciting week and learned a lot from their processes. Her report, along with Jay Jacobs' report from his AEP experience with the New Hampshire Senate was included in the Executive Committee's packets to review.

Budget and Financial Review Special Committee Report

President Harris recognized Susan Furlong, Chair of the Budget and Financial Review Committee, to update the Executive Committee on her committee's work. Susan explained that they have reviewed two of the four accounts, will go through the remaining two in the coming months, and will present their findings at the PDS. She mentioned that the Standing Orders require that this report be given to the Executive Committee in the spring, and the Budget and Financial Review Committee has realized that this timeline is not practical for providing an appropriate, thorough review and report. A report is coming, though.

2019 PDS Host State Committee Update

President Harris recognized Brad Hendrickson to provide a Host State update on the upcoming PDS. Brad explained that the recent site visit with President Harris, Holly South, and an NCSL event planner went well, as is the fundraising side; he explained that the Senate leadership was particularly generous in that respect. They are expecting to achieve and possibly surpass their fundraising goal of \$70,000. Due to the successful fundraising, they decided to move the location of the opening reception from the hotel to the Columbia Tower Club, which is the tallest building in Seattle. Brad discussed the Monday visit to Olympia and the various members of leadership that are expected to speak with the group. There will be opportunities to tour the capitol building, and the breakout sessions will take place in hearing rooms there. A local tribe will provide Native American entertainment at the evening reception. Tuesday, after the Society work for the day is complete, the group will enjoy the Elliott Bay dinner cruise with live music. He explained that the hospitality suite will be in the same room-with-a-view as it was in 10 years ago in Seattle. After the State Dinner on Thursday, there will be a rock-karaoke group providing musical opportunities for attendees. He is glad that it will be a well-attended PDS, and he also reminded everyone to expect weather and great views. President Harris thanked him and his team for all of their work and informed the Executive Committee of the number of international guests that will be in attendance and will be actively participating in the program this year.

2019 PDS Program Development Committee Update

President Harris recognized Program Development Committee Chair Tammy Letzler, who explained that the committee currently has eight concurrent sessions lined up. Topics that will be

covered include the multi-generational workforce, an “escape room” run by the Membership and Communication Committee, staying healthy in the stressful workplace, “We are Part of History” and “Coaching the Legislative Team of the Future” by the Support Staff Committee, a discussion on technology contracting by the Technology Committee, a panel on legalizing cannabis by the Host State, and finally a parliamentary procedure panel by the international guests.

2019 PDS Legislative Expo

President Harris invited Ann-Marie Sweeney to discuss the Legislative Expo on behalf the Support Staff Committee. She encouraged the Executive Committee to consider hosting a booth to showcase the technological advancements and intricacies of their chambers. She also informed members of the informational video on the ASLCS website that the Support Staff Committee produced to explain the Expo.

ASLCS Dues Account: Update on Fees

President Harris asked Holly to update the Executive Committee on the issue of fees associated with keeping the ASLCS Dues Account at Wells Fargo rather than moving to Key Bank. Holly explained that there will be no fees on the Dues Account so long as the balance is kept at or above \$500, there are fewer than 50 transactions per month, and there are less than \$3,000 in “cash deposited.” She noted the first two requirements should not be an issue; however, this third parameter might be an occasional issue where the Society is charged a fee of \$0.30 per \$100 deposited for each transaction over \$3,000. President Harris asked how often this might happen, and Secretary-Treasurer Brad Young thought these deposits might be able to be spread out. However, there is a question on whether this requirement refers to cash only or cash and check deposits. President Harris asked Holly to obtain clarification.

Approval of Donation

President Harris then asked the Executive Committee to consider a donation to Vertical Harvest in Jackson, Wyoming. He explained that there was a surplus of \$794.52 from his fundraising efforts for the Spring Meeting, and he wanted to donate to their efforts. He explained that the Friday night reception guests from outside of our Society who attended each paid \$2,000 for a ticket, and the proceeds went to Vertical Harvest. They were able to raise a lot of money for this cause. Ann Marie Walp moved to approve the donation, Ali Sagraves seconded, and the motion carried unanimously.

Technology Committee Update

President Harris recognized Technology Committee Chair Joshua Babel regarding a request from the Technology Committee to look into purchasing video equipment to record PDS sessions. Particularly, the Support Staff Committee approached him about video recording the concurrent session, “We are Part of History,” and since the Society does not have a video camera (only a still-shot camera), the Technology Committee discussed doing a trial run at the PDS to see if this is something that the Society would like to continue to do. There was discussion that everyone would need to be made aware of the specific items that would be recorded and not recording everything so that attendees are comfortable with speaking freely. Recording specific items could be of benefit to the Society for its YouTube page that is not currently utilized, for the Facebook account and engaging members through that route, as well as for historical records and generating educational materials for Mason’s, etc. Holly mentioned to the committee that Brad Hendrickson had a few videographer options that could be utilized. President Harris requested that a fixed camera be used, rather than one that moves around the room. Holly also shared that

this was more of an update, and the Executive Committee might be presented with a request to purchase equipment or services for this trial in the near future.

Spring LSCC Meeting Update

President Harris asked Brad Young to provide an update on the Spring LSCC Meeting in Madison, Wisconsin, in early June, which he attended along with Brad Hendrickson. Brad Young discussed the announcement that Tim Storey was the new Executive Director of NCSL, and they had the opportunity to thank Bill Pound for his years of service. They discussed changes to the LSCC Bylaws for the “staff associations” designation terminology, heard updates from the various staff associations on their PDS plans for this year, discussed encouraging use of the e-learning grant by the staff associations, and discussed the future of NCSL standing committees and surveying members regarding their function moving forward. There was also discussion on the best ways to showcase NCSL’s value to legislative staff, and attendees were shown a rough draft of a legislative litigation tool kit that they completed. They talked about revisions to the Model Code of Conduct for Legislative Staff, ways to enhance and promote Legislative Staff Week (which happened in May), and programming for the Summit. Brad explained that our former NCSL liaison, Natalie Wood, is revising and updating a guide for writing a legislative personnel manual that should be a helpful resource. They announced a new Senior Staff Leadership Development Program, thanks to the support of the NCSL Foundation, which would be taking place later this year, December 1-4, in Lexington, Massachusetts. He said this was a program offered to legislators but will now be opened up to a limited number of senior legislative staff to apply for the program and take advantage of this professional development opportunity.

Approval of Reimbursement – PDS Site Visit

President Harris asked the committee to consider approving reimbursement to Brad Hendrickson for the cost of his hotel room for the PDS site visit in Seattle back in July. Yolanda Dixon moved to approve the reimbursement, Robert Haney seconded the motion, and the motion was approved unanimously.

Approval of Travel – Fall NCSL Executive Committee/LSCC Meeting

President Harris asked the committee to consider approving travel for the 2019-2020 ASLCS President and President-Elect, or their designee(s), to attend the Fall NCSL Executive Committee/LSCC Meeting on October 11-12 in Honolulu, Hawaii. Jay Braxton moved to approve their travel, Brad Hendrickson seconded the motion, and the motion was approved unanimously.

Selection of Edward A. Burdick Memorial Scholarship Winners

President Harris asked members to review the four application letters for the Edward A. Burdick Scholarship, along with the endorsement letters from their respective principals for the scholarship. Holly explained that the scholarship is funded for two associate members to attend the PDS. Members reviewed the letters and voted for their top two selections by secret ballot. Holly tallied the votes and announced that Heather Fahey (Arizona Senate) and Francisca Zabala (California Senate) received the most votes. Brad Hendrickson moved to approve the selection of Heather and Francisca as the Burdick Scholarship recipients, Brad Young seconded the motion, and the motion was approved unanimously.

Selection of Millicent “Millie” MacFarland Scholarship Winner

President Harris asked members to review the application letter submitted for the Millicent “Millie” MacFarland Scholarship. Jay Braxton moved to approve the selection of John Hollman, Clerk of the Illinois House of Representatives, as the Millie MacFarland Scholarship recipient. Robert Haney seconded the motion, and the motion was approved unanimously.

Scholarship Outreach Discussion

President Harris encouraged reviving the Jane Richards Scholarship with our Canadian counterparts, as they have a number of jurisdictions that would like to participate in the exchange. He stressed the importance of being active with this.

Approval of Proposed Revisions – Bylaws and Standing Orders Committee

President Harris recognized Buddy Johnson who explained that the Bylaws and Standing Orders Committee met Monday and drafted and recommended amendments to the Executive Committee, at its directive, that make three adjustments to the Standing Orders. The first was to remove references to the Association of Central American Legislative Clerks (ATELCA) as it no longer exists. The second was to change references to “staff sections” to read “professional staff associations” to conform to NCSL’s new designation of those groups. The third was to change an incorrect reference to another section, found in Section II, ASLCS Financial Accounts, subsection B(1)(b) related to the Speaker’s Fund listed under the Professional Development Revolving Account. They also made corresponding changes to the table of contents and appendix. Ann Marie Walp moved to adopt these technical changes, Yolanda Dixon seconded the motion, and the motion was approved unanimously.

Other

President Harris asked if any members of the Executive Committee knew when the ANOMAC meeting in Mexico would be happening or where it would be held. No members had been made aware of any of that information. President Harris explained he will still try to obtain the needed information.

Announcements

President Harris announced that Bill Pound would be at the PDS in Seattle for the first part of the meeting. Holly asked if the Lunch and Business Meeting on Tuesday would be the appropriate time to present Mr. Pound with his plaque from ASLCS, and the committee agreed.

Adjournment

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

The meeting stood adjourned at 12:07 p.m. (Central).

Respectfully submitted,

Brad Young
Secretary-Treasurer