

ASLCS Executive Committee Meeting Minutes

ASLCS Conference Call
Thursday, December 19, 2019

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Paul Smith at 1:00 p.m.

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 William MaGill (Vt.); Elected Principal Member Brad Hendrickson (Wash.); Elected Associate Member Ali Sagraves (Ohio); Appointed Principal Member Tim Sekerak (Ore.); Appointed Principal Member Carrie Maulin (Idaho); Appointed Associate Member Ron Smith, II (La.); Appointed Associate Member Joyce Wright (Ala.); Immediate Past President D. Patrick Harris (Ala.); Immediate Past Associate Vice-President Bernadette McNulty (Calif.).

Others in attendance: NCSL Liaison Holly South; Susan Furlong (Nev.); Russell Humphrey (Tenn.); Claire Clift (Nev.).

Excused absence: Associate Vice-President Jay Braxton (Va.).

Approval of Minutes

The minutes of the September 22, 2019 Executive Committee in Seattle, Washington were presented. Tim Sekerak moved to approve the minutes, the motion was seconded by Carrie Maulin, and the motion was unanimously adopted. The minutes from September 27, 2019 – with the mention of deposits to the LLCS account being corrected to read expenditures – were approved on a motion by Pat Harris, which was seconded by Carrie Maulin and unanimously adopted.

Approval of Treasurer's Report

President Smith recognized William MaGill to present the Treasurer's Report for the dues account. Starting balance was \$50,211.74 and there are several old disbursements detailed in the previous Treasurer's Report that have not cleared and a deposit that has still not cleared as well. There are new disbursements for President's gifts for the PDS in Seattle and for travel for Tim Sekerak and Brad Young for LSCC Meeting travel. The ending balance is \$42,046.53. In addition, Society Archivist Steve James purchased fireproof storage bags for materials. The Executive Committee approved reimbursement of one bag on Sept. 27 and President Paul Smith moved to approve to reimburse Steve James for the additional storage bags purchased. Bernadette McNulty seconded and the motion was unanimously adopted. Ali Sagraves moved to approve the Treasurer's Report and Pat Harris seconded.

Old Business

Review of ASLCS Financial Accounts

Holly South reported the expenditures for the ASLCS. In the Revolving Account (LLCS) there were new expenditures for the Speakers, Melissa Furman and Dave Weber, also the Ed Burdick Scholarship to Heather Fahey resulting in total 2019 expenditures to date of \$12,804.35. The account has a current balance of \$36,414.47. There are two pending expenditures: a \$15,000

transfer to the L190 account and the Ed Burdick Scholarship to Francisca Zabala in the amount of \$750.

The Special Meeting Fund (L190) had several deposits, including interest of \$451, International Roll Call Sponsorship of the Business Lunch of \$8,191.50, Joint Canadian-American Meeting registration payments of \$5,7400, PDS Fundraising from Washington from the Washington House of Representatives, Western States Petroleum Association, Tulalip Tribe, Alaska Airlines, Mike Hoover and Amazon. Additional revenues were reimbursement to the Host State Committee (out of the meeting budget, P019) for the New Attendee Mixer, the transfer from the LLCS of \$15,000, and membership pin and map sales at the PDS. Expenditures were signage from the NCSL Legislative Summit, Host State reimbursement for the Joint Canadian-American Meeting expenses, and PDS expenses. The PDS expenditures were broken up into categories within the report. The current balance of the L190 is \$180,854.69 and a year-end report will be sent to the Executive Committee in January of 2020. In the PDS 2019 Working Budget, the comps will cover all the international guest rooms. There was an issue of the comps covering an additional night for the CATTS guest that Holly is working to correct. Copying, shipping, audio visual, and award expenses were higher than anticipated. Also, meal functions were higher because attendance was more than expected. Legislative Staff and Guest registrations were higher and International Roll Call increased their contribution to this PDS from \$7,000 to \$10,000.00. This resulted in a profit – to date – of \$1,702.43 for the PDS.

Budget and Financial Review Committee Report

Susan Furlong reported that the finances of the Society are in good shape. The PDS in Wisconsin saw a benefit from the NCSL Tax Exempt status. The Wisconsin PDS saw a transfer that was approved by the Executive Committee in the amount of \$10,000 and the host state used a total of \$7,962.00 for the PDS expenses. In the past year expenses exceeded revenues in the dues account.

The report contained several recommendations: The first was a transfer from LLCS to L190 which the Executive Committee approved (in the amount of \$15,000) at the last meeting. The second was a directive from the Executive Committee regarding profits being transferred to appropriate accounts. The third was the creation of a separate accounting for the PDS fundraising and expenses as they can cover two years. Brad Hendrickson provided a report that detailed the financials for the PDS in Seattle. Holly stated that she would be able to provide an ongoing report to the Executive Committee detailing the financials for the upcoming PDS. The fourth was documenting the financial decisions by the Secretary-Treasurer and President Smith indicated that these decisions would be made via conference call, which the minutes would record. The fifth was including the Dues Account report in each edition of the Legislative Administrator. The sixth was a year-end report containing the number of dues-paying members and the amount of dues collected. The seventh was regarding Professional Development Seminar account reporting changes. The eighth was to survey Principals to determine who is able to fundraise on behalf of the Society. Recommendations will be discussed at the Spring meeting.

2022 PDS Site Selection Committee Report

Russell Humphrey, Chair of the Site Selection Committee, reported that in order to secure the hotel and other functions that the organizers of the 2022 PDS would need the approval of the Executive Committee to hold the meeting in Little Rock, Arkansas. Bernadette McNulty moved to approve Arkansas as the host for the 2022 PDS and Carrie Maulin seconded; this was unanimously approved. Discussion ensued as to whether Conference Direct or NCSL should

negotiate the hotel contract. Hotel negotiations through Conference Direct for this PDS would be beneficial, in part because the hotel in question – a Marriott – is part of a large chain. An example of the negotiation authority of Conference Direct was when the hotel for the 2018 Spring Meeting held in Charleston, South Carolina wanted to move the group to a different hotel and Conference Direct was able to prevent that change. Bernadette McNulty moved to approve the use of Conference Direct and Carrie Maulin seconded; the motion was unanimously approved.

2019 PDS Evaluations

The responses to the PDS were positive and a new report format for the results was presented.

Strategic Planning 2020 Survey

Claire Clift presented a review of the survey to Principals and recommended that the follow-up survey be sent out in March. Bernadette McNulty moved to send the survey out in March and Carrie Maulin seconded.

Associate Exchange Program Candidates

Three candidates for the Associate Exchange Program were presented. Sarah Curry from Oregon, Misty Greene from North Carolina, and Geneva Tulasz from Virginia. (The Executive Committee can approve up to four candidates.) Bernadette McNulty moved to approve the three candidates and Carrie Maulin seconded; the candidates were unanimously approved.

Other Business

President Paul Smith discussed the mentorship program and that the program will be developed and those who responded will be contacted.

The Spring Meeting will be held in Cleveland, Ohio, May 1-3 and the Executive Committee will take up the recommendations of the Budget and Financial Review Committee at that time.

Adjournment

There being no further business, Bernadette McNulty moved to adjourn the meeting; Pat Harris seconded.

The meeting stood adjourned at 2:05 p.m. (Eastern).

Respectfully submitted,

William MaGill
Secretary-Treasurer