

ASLCS Executive Committee Meeting Minutes

Tuesday, April 13, 2021
Via Zoom

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Paul Smith at 3:04 p.m. EDT.

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 Brad Hendrickson (Wash.), Associate Vice-President Jay Braxton (Va.), Elected Associate Member Ali Sagraves (Ohio), Appointed Principal Member Jim Drake (Ariz.), Appointed Associate Member Joyce Wright (Ala.), Immediate Past President D. Patrick Harris (Ala.), Immediate Past Associate Vice-President Bernadette McNulty (Calif.). Others in attendance: Rob Hunt (Maine), Darek Grant (Maine), Janice Gadd (Utah), Russell Humphrey (Tenn.), Mary Ann Horch (Va.), Pat O'Donnell (Neb.), and NCSL Liaison Holly South. Excused absence: Elected Principal Member Tim Sekerak (Ore.), Appointed Principal Member Carrie Maulin (Idaho), Appointed Associate Member Ron Smith II (La.).

The September 18, 2020 and December 15, 2020 minutes were presented and unanimously approved.

Treasurer's Report

Brad Hendrickson presented the Treasurer's Report while noting that former ASLCS Secretary-Treasurer William MaGill has not sent the treasurer's information. The ASLCS dues balance is \$51,554.15.

Old Business

Review of ASLCS Financial Accounts

Holly South presented the report of the financial accounts. The LLCs Account (Professional Development Revolving Account) had no activity to report. As of the end of March, the balance is \$22,200.34 with no pending charges.

The L190 Account (ASLCS Special Meeting Fund) had no activity to report. As of the end of March, the balance is \$186,490.96 with no pending charges.

New Business

2021 PDS

President Paul Smith stated that because this year's meeting is shorter by one day than the typical PDS, the Program Committee had discussed scheduling the second plenary session (on Mason's/parliamentary procedure) for Thursday morning. He suggested that many people will have left by then and not be in attendance, so it should instead take place on Wednesday. The

time allotted for the New Attendee Orientation is tight, so there was a thought to move that meeting to Sunday afternoon.

Holly stated she is still working on the schedule and seeking additional information on speakers. Melissa Furman is still in line to lead the plenary session. There have been additional ideas about speakers for other sessions. Holly has talked to Rob and Darek about recording or live streaming sessions from the Maine Capitol to allow more people to participate.

Holly reviewed the budget for the PDS. The budget is based on attendance of 150. The site visit will be approximately \$1,200. Travel-related expenses for 2 NCSL staff is estimated at \$3,368 and \$977.42 each for the plenary speaker and the concurrent speaker, pending approval of their stipends. The international guests are tentative as of now; however, if they attend their estimated costs are \$5,400. Printing and design costs are about \$400. Shipping costs are estimated at \$600. Audio visual costs are at \$17,000; however, Holly is working at lowering that. Miscellaneous charges are approximately \$1,725. Fixed costs stand at \$29,000 right now.

Pat Harris announced he needed to leave the meeting.

The hotel's food and beverage minimum is \$40,000. The hotel is willing to work on lowering that minimum once we have final registration numbers. Holly reviewed the meal costs and those meals and events sponsored by IRC, Tallan, Thomson Reuters, and Propylon. The total meal costs right now stand at \$54,000.

The total meeting expenses are \$88,449.

The registration fee is currently \$450. If the fee were raised to \$500, the budget would balance. However, if the fee for guests and retirees were raised to \$275, the registration fee could be left at \$450 and ASLCS would have to allocate approximately \$6,200 for the PDS. There was discussion about the need to reduce costs, raising the registration fee and attendance numbers.

President Paul Smith had a concern about raising the registration fee. It was raised to \$450 in 2019 when the PDS was held in Seattle. He recommended leaving the fee at \$450.

Bernadette McNulty moved to leave the registration fee at \$450. Brad Hendrickson seconded. No debate was had, and the motion passed unanimously.

President Paul Smith suggested increasing the fees for guests and retirees from \$250 to \$275. Bernadette McNulty moved the motion and Ali seconded the motion. There was no discussion, and the fee increase was approved by a voice vote.

Holly South reported that Curt Stedron has agreed to serve as a concurrent session speaker. His travel expenses need to be covered. Holly also stated a suggestion was made to have one of the Congressional clerks/parliamentarians be invited to attend and speak at the PDS. Their fees would need to be covered, too.

Jim moved to cover the costs for Curt Stedron. Brad Hendrickson seconded the motion. There was no discussion and the motion passed unanimously.

Rob Hunt and Derek Grant provided the Maine 2021 PDS Host State update. They reported the planning is going well and they are still fundraising for the PDS.

NCSL 2021 Legislative Summit Update

Holly South reported that the summit has been relocated to Tampa, Florida on November 3-5, 2021. The Base Camp will be held online this year on August 3-5. The Spring Business Meeting will be in Boston June 3-6.

Travel Approvals

President Paul Smith reported that the CATTs meeting in Canada may be held virtually if the border is still closed due to COVID. The Joint Canadian/American meeting has been cancelled. The LSCC Summer meeting may be an online event. Reimbursements for LSCC, CATTs and ANOMAC travel for ASLCS members to attend these meetings was approved as moved by Bernadette McNulty and seconded by Jim Drake.

Honorary Membership for U.S. Secretary of the Senate Sonceria "Ann" Berry

An honorary ASLCS membership for the U.S. Secretary of the Senate Sonceria "Ann" Berry was approved as moved by Bernadette McNulty and seconded by Jay Braxton.

Memorial Contribution for Tony Leone, former Chief Clerk of the Illinois House of Representatives

A \$100 memorial contribution in memory of Tony Leone was approved as moved by Bernadette McNulty and seconded by Ali Sagraves.

Bernadette McNulty moved and Brad Hendrickson seconded to adjourn the meeting at 4:04 p.m. Eastern.

Respectfully submitted,

Brad Hendrickson
ASLCS Secretary-Treasurer