ASLCS Executive Committee Meeting Minutes

Thursday, October 7, 2021
ASLCS Professional Development Seminar
Portland, Maine

Call to Order
The meeting of the ASLCS Executive Committee was called to order by President Brad Young at 9:01 a.m. EDT.

Attendance/Quorum
A quorum of the Executive Committee was present with the following members in attendance: President Brad Young (Ohio), President-elect Tim Sekerak (Ore.), Secretary-Treasurer Carrie Maulin (Idaho), Associate Vice President Ali Sagraves (Ohio), Paul Smith (N.H.), Jay Braxton (Va.), Robert Hunt (Maine), Ann Marie Walp (Tenn.), Joshua Babel (Ariz.). Also present were Holly South (NCSL), Nanette Mitchell (Tenn.), and Susan Furlong (Nev.).

Approval of President’s Executive Committee Appointments

President Young nominated the following Principal Members:
- Robert Hunt, Clerk, Maine House of Representatives
- Dana Rademan Miller, Chief Clerk and Administrator, Missouri House of Representatives (absent)

President Young nominated the following Associate Members:
- Ann Marie Walp, Senior Policy Advisor, Tennessee Senate
- Joshua Babel, Assistant Chief Clerk, Arizona House of Representatives

Paul Smith moved to adopt the President’s slate of nominees, seconded by Ali Sagraves. Motion approved by voice vote.

Review and Approval of ASCLS Financial Accounts

Treasurer’s Report
The report was presented and accepted on October 3, 2021. There were no updates to the report.

ASLCS Professional Development Revolving Account (LLCS)
Holly South reported a beginning balance of $22,200.43. Revenue consists of the newest scholarship funded by IRC in the amount of $1500.00, the David A. Ward Technology and Innovation Scholarship. Two reimbursement expenditures for scholarships – the Millie MacFarland Scholarship and the Betty King Scholarship – total $2700.00, leaving a balance of $21,000.34.

There are pending expenditures for the following:
Edward Burdick Memorial Scholarship – N. Zylawy: $750.00
Millie McFarlane Memorial Scholarship – J. Storie: $1000.00
David A. Ward Technology Scholarship – B. Yunker Carlson: $ 1500.00

ASLCS Special Meetings Fund (L190)
Holly South reported a beginning balance of $186,490.96. New revenue for 2021 includes Q2 interest of $51.00, Spring business meeting sponsorship by IRC $4162.21, 2021 PDS sponsorship revenues: $2500.00 from AT&T, a $5000.00 Federal campaign fund contribution and $2500.00 from phRMA. 2022 PDS sponsorship revenues total $1000.00, donation from the Arkansas State Dental Association. Total revenue to date is $20,137.21.

Expenditures include charges for the 2021 Spring Business Meeting totaling $20,138.30 and those relating to the 2021 PDS in the amount of $7297.50. Total expenditures are $27,435.80. That brings the current balance in the account to $179,192.37, as of 8/31/2021.

2021 PDS Meeting Budget (P021) updates
The budget was approved in June 2021. Two items of interest were how the comps were applied, with more information coming once the final tally from the hotel is received. Another item of interest was an expense for covid testing; happily, the tests were not necessary and the covid response team was not mobilized. Registrations were about 170 so approximately $18,000 more than expected was received, as well sponsorship revenue from two new sponsors, Sliq and Xcential Legislative Technologies. The $6200.00 ASLCS would have been responsible for was negated and the PDS may yield a slight profit.

New Business

Site Selection Committee
Nanette Mitchell (Tenn.), Site Selection Committee Chair, gave the following report on the 2022 PDS: Arkansas staff, while not in attendance at this PDS due to their legislature being in session, are very excited to host the 2022 PDS. They have raised about half the funds needed and are confident they will have sufficient funds to host the PDS. They have plans for some great events and are excited to host. One day will be spent in their Capitol, as well as a day at the Clinton Presidential Library. Their plan is for the PDS to return to a five-day schedule, but once PDS surveys regarding the Maine PDS have been reviewed, the length of the PDS will be discussed and determined by the Executive Committee.

Nanette also discussed the presentation given to the Site Selection Committee for 2023 by Oregon. The committee adopted a motion to recommend to the Executive Committee that the PDS be held in Eugene, Oregon rather than in Portland. Eugene is a fun college town served by two airports. It is an hour from the Capitol in Salem, and an hour from the beach. Site Selection needs guidance on dates due to weather conditions in October in Oregon. They would like to hold the PDS in September instead.

Ann Marie Walp moved to approve Oregon as host of the 2023 PDS seconded by Paul Smith. Motion approved by voice vote.
Ali Sagraves moved to have Conference Direct begin the process of locating a host hotel in Eugene for the 2023 PDS in Eugene, Oregon, seconded by Jay Braxton. Motion approved by voice vote.

**ASLCS L190 account background**
Paul Smith presented information on interest earnings on the L190 account. The interest earned in Q1 was significantly lower than in past quarters. Upon further investigation it was found that the interest rate of 1.075% on the account, the result of an informal agreement with former NCSL Executive Director Bill Pound, was no longer being honored and there was a decrease in our revenue. Holly South clarified that the interest earnings were correctly applied based on the performance of NCSL’s entire portfolio, but that current NCSL Executive Director Tim Storey supports restoring the interest rate of 1.075% for the past 5 quarters. There will need to be a formal agreement drafted between NCSL and ASLCS on an interest rate going forward. Tim Sekerak moved to negotiate and formalize the rate of 1.075% on the L190 account with NCSL second by Ann Marie Walp. Motion approved by voice vote.

**ASLCS Publications Budgets**
The following budgets were proposed for 2021-2022:
- International Directory: $300.00
- Legislative Administrator: $15,000.00
- Professional Journal: $300.00
- Roster and Reference Guide: $10,000.00

Paul Smith moved to approve all budgets as stated, seconded by Ali Sagraves. Motion approved by voice vote.

**Approval of Travel**
Jay Braxton moved to approve travel expenses for ASLCS President Brad Young and President-elect Tim Sekerak (or their designees) for the Fall NCSL Executive Committee/LSCC Meeting in Tampa, Florida, Nov. 3-5, 2021. The motion was seconded by Rob Hunt and approved by voice vote.

**2030 Mason’s Manual Commission**
President Young has discussed the process of appointing the next commission with Brenda Erickson of NCSL. With the 2020 Manual just recently released it is not an immediate concern to reconstitute a full committee of 16. Paul Smith has also had conversations with Butch Speer about the possibility of starting with a small group of members to study the needs and timeline for the next edition. President Young will continue to investigate and report back to the Executive Committee.

**NCSL Summit Session Co-Sponsorship**
ASLCS usually co-sponsors two or three sessions, which may involve assistance as panelists, etc. Ali Sagraves moved to approve co-sponsorship of sessions during the 2021 NCSL Summit in Tampa, Florida, seconded by Ann Marie Walp. Motion approved by voice vote, with one member dissenting.
Executive Committee Meeting in Tampa
There was discussion about whether or not there would be a Zoom option for the next Executive committee meeting which is to be held at the NCSL Summit. Several Executive committee members are unable to attend the meeting in person in Tampa. An email will be sent to arrange a time for the Executive committee to meet.

Bylaws and Standing Orders Committee
Susan Furlong, chair of the Bylaws and Standing Orders Committee, gave a report to the committee. Her intention is to appoint a sub-committee to review the Standing Orders and Bylaws that will make recommendations on how best to address a continuity of operations if an officer is unable to serve.

Announcements
President Young is working on a Spring meeting location with Holly South and will report back. He and Holly are also working on the location for the business meeting in Tampa during the NCSL Summit.

Adjournment
There being no further business, Josh Babel moved to adjourn the meeting, seconded by Rob Hunt. Motion adopted by voice vote. The meeting was adjourned at 9:37 a.m.

Respectfully submitted,

Carrie Maulin (Idaho)
ASLCS Secretary-Treasurer