ASLCS Executive Committee Meeting Minutes

NCSL Legislative Summit
Denver, Colorado
Wednesday, August 3, 2022

Call to Order
The meeting of the ASLCS Executive Committee was called to order by President Brad Young (Ohio) at 9:07 a.m. (Mountain).

Attendance
A quorum of the Executive Committee was present with the following members in attendance: Brad Young (Ohio), President, Josh Babel (Ariz.), Donna Robinson Holiday (Ky.), Dana Rademan Miller (Mo.), Ali Sagraves (Ohio), Tim Sekerak (Ore.), Paul Smith (N.H.), and Ron Smith (La.).

Also present were Scott Kaiser (Ill.), Nanette Mitchell (Tenn.), Finos B. “Buddy” Johnson (Ark.), Susan Kannarr (Kan.), Lisa M. Ortiz McCutcheon (N.M.), Lenore Naranjo (N.M.), Jennifer Welch (Va.), Rose Ramsey (Va.), Jan Waldrop (Va.), Melanie Newby (Va.), Rebecca Silbernagel (Vt.), Malisha Straw (Ark.), Patience Worrel (Texas), Morgan Barton (Mo.), José Rodríguez Amorós (P.R.), John Hollman (Ill.), Margaret O’Brien (Mich.), Patsy Spaw (Texas), Amy Morris (N.C.), Jennifer Novak (Idaho), Krystle Isvoranu (Ariz.), and Holly South (NCSL).

Approval of Minutes
The minutes of the April 30, 2022, Executive Committee meeting at the Spring Business Meeting and the July 11, 2022 videoconference Executive Committee meeting were presented. Paul Smith moved to approve both sets of minutes, seconded by Dana Miller, and the motion was adopted.

Old Business
Review of Treasurer’s Report
In the absence of the Secretary-Treasurer, Holly South, NCSL Liaison, provided an overview of the Dues Account, noting that this report reflects dues payments sent to former Secretary-Treasurer Carrie Maulin, dues payments sent to NCSL via credit card in the months of May and June, and reimbursements issued for the President and President-elect’s LSCC travel, since the previous report. The current balance, as of June 9, 2022, stands at $85,324.53.

Review of Other Financial Accounts
Holly South then provided an overview of the other financial accounts, beginning with the ASLCS Professional Development Revolving Account (LLCS). Total revenue for 2022, as of July 21, 2022, stands at $4,811.42, and includes Thomson Reuters and International Roll-Call’s support of the Ed Burdick and David Ward Scholarships, respectively, as well as a profit transferred into the LLCS from the 2021 PDS. This is offset by two reimbursements totaling $1,000 for Misty Greene and Daniel Loyd’s Associate Exchange Program (AEP) experiences. The current balance of the account stands at $12,861.76. Pending expenditures total $2,312.50 for Sean Sukol and Gretchen Overbey’s AEP experience reimbursements and a deposit for Gary
Ware, a plenary speaker for this year’s PDS in Little Rock. These pending expenditures would bring the balance of the account to $10,549.26.

As the Standing Orders indicate that if the balance of the LLCS falls below $15,000, the Executive Committee may approve a transfer of an amount from the Dues Account to bring the total back up, Paul Smith moved that $5,000 be transferred from the Dues Account to the LLCS Account to bring the total balance of the LLCS to $15,549.26. The motion was seconded by Ali Sagraves and was approved by the committee unanimously.

Holly next discussed the ASLCS Special Meeting Fund (L190), as of July 21, 2022. Activity in the account reflects contributions for the 2021 PDS, the 2022 Spring Business Lunch and Meeting, and the 2022 PDS. The subtotal in contributions for the 2022 PDS stands at $44,000, but this does not include other activity yet which would bring the total closer to $100,000. The total revenue of the account stands at $61,228.23. In terms of expenditures, a new deposit on the Business Lunch in Little Rock brings total expenditures to $22,999.82. Current balance in the account stands at $212,718.61, with a number of upcoming contributions and expenditures anticipated for the meeting in Little Rock.

President Young noted that he and President-elect Sekerak would soon be meeting with Alex Alavi, the new CFO for NCSL, to further discuss the MOU signed between himself and Tim Storey, Executive Director of NCSL. The MOU maintained the interest rate on this account from NCSL for the remainder of this year in order to allow time to permanently negotiate what the rate of return would be moving forward. Both Mr. Young and Mr. Sekerak are keen to come to an agreement with NCSL as promptly as possible.

Holly then proceeded to discuss the current 2022 PDS Budget, noting that there were very few changes since our previous meeting in April. One change is that the US House Clerk now plans to attend a bulk of the PDS, so her added hotel nights are now included in the budget. Paul and Holly noted that it is not yet clear if the US House would be covering her expenses beyond airfare. Deposits that have been received thus far or are expected total $24,100. Holly noted that, as of the time of this meeting, registration stands at 150 attendees (legislative staff, guests, business attendees, and retirees), rather than the 134 registered at the time her report was prepared. As such, the total registration payment is closer to $59,000. It was also noted that, due to the host state’s fundraising and contributions from vendors, the plan is for breakfast to be covered each morning along with other meal functions, with the exception of one “dinner on your own” evening during the PDS.

President Young noted that a final 2021 PDS budget was included in committee members’ packets, and Holly pointed out that the total profit from the PDS was $1,811.42.

**New Business**

*Associate Exchange Program Reports*

Josh Babel, Chair of the Support Staff Committee noted that AEP participants Misty Greene, Sean Sukol, and Daniel Loyd’s reports are in members’ packets for review, and Gretchen Overbey’s report is forthcoming. Each participant had a great experience during their exchanges.
Josh also noted that the Executive Committee will likely be asked in the future to consider increasing the reimbursement rate for AEP participants. The last time the rate was increased was in 2009, when it was increased from $250 to $500 per participant, with the current maximum being $2000 total each year (allowing up to four participants). The Support Staff Committee discussed raising the maximum amount to $3000 total, with up to $1000 per participant (if less than four participate); if four associates participated, each could be reimbursed $750. President Young suggested the next Executive Committee might want to look at raising the reimbursement to a set amount or to covering airfare, hotel, etc. in a similar manner to how LSCC travel is reimbursed.

2022 PDS Host State Committee Update
Buddy Johnson shared that the host state fundraising is approaching their goal of $100,000, and they expect to exceed it based on the immense support of the Arkansas business and lobbying community. He shared about the programming they have planned for the week, including the opening night reception at the host hotel, State Capitol visit, dinner receptions at the Governor’s Mansion and Clinton Presidential Library (including transportation for both events), the popular band booked for the State Dinner, and an excellent venue and plan for the hospitality suite each evening at the top of the host hotel. President Young commended the Arkansas team for their diligent work in hosting the meeting, as he saw from his site visit to Little Rock, and encouraged members to register.

2022 PDS Program Development Committee Update
On behalf of Program Development Committee Chair Susan Kannarr, Paul Smith explained that six total concurrent sessions would take place on Tuesday (9/20), covering topics related to staffing challenges, information technology, civics programs, legislative comparisons, getting the most out of ASLCS/NCSL membership, and the state of rules and procedures in the various jurisdictions – separate from the Mason’s plenary. Paul also reminded members that there will be two staff breakout sessions on separate days (Monday at the Capitol and a follow-up on Wednesday), which was a change implemented based on feedback from post-PDS surveys.

Tim Sekerak reminded members that the Membership & Communication Committee planned to have a special pin for a few Executive Committee members to give to certain new attendees for the pin contest that will count for “extra points.” Further information would be forthcoming.

2022 PDS Legislative Expo – Executive Committee Booth
President Young mentioned that this year, the Program Development Committee was able to find a time to change the Expo event to occur as a late afternoon/early evening reception, which will hopefully lead to higher attendance at the event for attendees to learn what other states are doing and what our sponsoring vendors offer. He also mentioned that there will be an Executive Committee booth that two members at a time will need to staff and mentioned that it leads to worthwhile conversations with members of the Society and is time well spent.

Report from Bylaws & Standing Orders Committee
On behalf of Bylaws & Standing Orders Committee Chair Susan Furlong, Vice Chair Ron Smith explained the committee was tasked with reviewing succession procedures for elected officers of the Society, other than the President, as well as determining if there is a current need for a
removal process of an officer for reasons such as malfeasance, misfeasance, etc. Paul Smith explained the Standing Orders do not speak to a procedure for vacancies in other elected offices beyond the President; therefore, Chair Furlong appointed a subcommittee including Paul (as Chair), Patsy Spaw, Josh Babel, and Ali Sagraves to examine the matters. The subcommittee determined that the Society’s Code of Ethics would allow the Executive Committee to act on removal if need be, and nothing further would be needed in the Standing Orders. On the matter of succession planning, the group drafted language that was unanimously approved by the Bylaws & Standing Orders Committee amending Section IV.C. to direct the President, when making a nomination to the Executive Committee, to give priority for advancement (right of first refusal) to the next-highest ranking elected Principal officer for a vacancy in an office held by a Principal member, and to the Elected Associate Member for a vacancy in the office of Associate Vice-President. This allows for flexibility in case the next-highest ranking member needs to defer based on session schedules or other reasons. Members discussed that this ensconces the mode in which vacancies were filled in recent months, as well as protects the current order of officers.

As the committee unanimously approved the drafted amendment to the Standing Orders, it requires Executive Committee approval to be implemented. Dana Miller moved to approve the amendment, seconded by Ron Smith, and the motion was unanimously approved.

*Report from Strategic Planning Special Committee*

Strategic Planning Committee Chair Scott Kaiser presented a proposal, which was unanimously approved by the special committee, to the Executive Committee regarding adding the involvement of an associate member to the Executive Committee in an elected capacity. President Young had directed the committee to examine the issue at the start of his term, as the number of associate members in the Society comprises approximately three-quarters of the full membership, and their involvement adds value to the work of all ASLCS committees, including the Executive Committee.

Scott mentioned that the current Executive Committee composition includes seven principals and five associates, for a total of 12 members. On behalf of the Strategic Planning Committee, he proposed that the position of “Associate Vice-President-elect” be added to the leadership track to be elected in the same manner as the Associate Vice-President and Elected Associate, and to fall in the middle of those two elected positions. Doing so would take the composition to seven principals and six associates, for a total of 13 members.

Scott explained that the committee discussed that this additional associate officer’s responsibilities could augment and assist the work of the Secretary-Treasurer, such as completing a first draft of Executive Committee meeting minutes, if needed, though the Secretary-Treasurer would maintain ultimate responsibility for carrying out all of the duties of the office. He emphasized that this new associate would not become the Secretary-Treasurer in the case of a vacancy and would not supplant any of that officer’s duties; it would be an assist should the principal officeholder want the assist. He pointed to the fact that in recent years, there has been significant turnover in the position of Secretary-Treasurer, and this potential new associate officer could assist with continuity of business as a new Secretary-Treasurer finds their footing with their new responsibilities. Scott pointed out that the Executive Committee even
happened to be in a situation with the present meeting where the Secretary-Treasurer was unable to attend, and the Associate Vice-President stepped up to take the minutes.

President Young mentioned that Paul Smith had also looked into this addition during his presidency, and he noted that this is a major change that has not been taken into consideration lightly. President Young emphasized that the Strategic Planning Committee, at his direction, was sensitive to the fact that none of the responsibilities should be taken away from the Secretary-Treasurer. This proposal accomplishes two things in adding the involvement of another associate and having that new officer assist the principal member serving as Secretary-Treasurer however the principal may determine, with the understanding that the principal retains full responsibility for carrying out the duties of their office. He used the example that when he served as Secretary-Treasurer, his assistant clerk, Ali Sagraves assisted him with the meeting minutes; he would review and make additions/edits if needed, while he handled the entirety of the fiscal side of the Secretary-Treasurer’s duties.

Paul Smith explained that feedback he received on the matter at the start of his presidency was a concern that a principal would not solely be handling the Treasurer duties, but the Executive Committee discussed that this is not the situation with this current proposal. Patsy Spaw said the concern before, as examined during Paul’s presidency, was not with added representation of associates but that the principal set to eventually become President needs the entire learning experience that comes from serving as Secretary-Treasurer. President Young mentioned the proposed role is meant to have purpose in a similar way that Principal Clerks have associates in their offices back home who assist in carrying out duties for which the Principal Clerk is responsible, and the specifics would be hammered out over the next year. His opinion is that having an associate who is on the leadership track, rather than another principal on the leadership track, assisting the Secretary-Treasurer, gives the associate member a better understanding of what principals are exposed to on their track, which gives the associate a better understanding when they eventually serve as Associate Vice-President.

Tim Sekerak reiterated that the task at hand is not a final decision over the whole matter; the Executive Committee’s decision point in this meeting is to take a step forward to direct the Bylaws change to be drafted to add the new officer. Then, if approved by the Society at the upcoming Little Rock PDS, the next Executive Committee and Bylaws & Standing Orders Committee would work to determine and put the new officer’s duties in the Standing Orders. This would be able to happen in time for next year’s Nominating Committee to screen candidates for the new elected office. President Young asked if there were any objections to the title, “Associate Vice-President-elect,” as it follows the same phrasing as that of the principal leadership track. Ali Sagraves mentioned this was the title the Strategic Planning Committee determined because “Deputy Secretary-Treasurer” was inaccurate for the proposed role of the new associate officer. There were no objections.

Paul Smith moved to add the office of Associate Vice-President-elect to the Executive Committee and direct the Bylaws and Standing Orders Committee to draft needed amendments to the Bylaws in time for the changes to be considered at the Lunch & Business Meeting at the PDS in Little Rock. Tim Sekerak seconded the motion, and the Executive Committee voted unanimously in favor.
President Young and Tim Sekerak commended Chair Kaiser and the committee for their diligence on the matter. President Young also pointed out the tight timeline for putting a proposed Bylaws change before the Society in September, as it would need to be sent out with the annual meeting notice in a couple of short weeks, but he was aware that the Bylaws & Standing Orders Committee was anticipating this directive. He also reminded members that needed changes in the Standing Orders, including determining duties of the new officer, would be determined over the next year under Tim’s leadership, should the Society approve of the Bylaws change in Little Rock.

Request from the Membership & Communication Committee
President Young explained that the Membership & Communication Committee was interested in doing a pilot project to livestream a portion of the PDS for those who do not attend meetings or are unable to attend the PDS. It would be a measurable endeavor to see who signs up for the “sample session,” obtain their feedback on its usefulness, and then see how many of those individuals who have not attended a PDS before actually attend the next PDS. However, the host state was only able to do this at their capitol building, where only the staff breakout sessions are taking place. As there is an issue of confidentiality with the breakout sessions, it was determined that the pilot project would not take place at this year’s PDS but it might be revisited for a future meeting to see if it would be an effective outreach tool. President Young emphasized making sure whatever outreach we try does not give folks a reason to not attend or participate in person.

Request from the Legislative Administrator Committee
President Young pointed members to a letter in their packets from Legislative Administrator Committee Chair Sarah Bannister requesting approval to send two print copies of the Administrator to 16 state chambers and eight territorial chambers that are not active members of ASLCS. Receiving copies of the Administrator is tied to dues-paying membership, but their committee would like to see if this will encourage participation. Washington State plans to absorb the costs associated with doing this at this time; however, as continuing this practice in the future adds a cost, they are seeking Executive Committee approval. Paul Smith moved to approve their request to send two copies to each of the inactive jurisdictions, Ali Sagraves seconded the motion, and the motion was agreed to unanimously.

Approval of NCSL-ASLCS Memo on Business Meeting Parliamentarians
President Young explained that, as discussed at the previous Executive Committee meeting in Fort Lauderdale, NCSL approached ASLCS about having one or two parliamentarians who will serve at the annual NCSL business meeting at the Summit. President Young explained that principals who have served in this regard previously benefited from there being two principals to draw from to bounce ideas off of each other for complex matters or balance scheduling conflicts. The idea is to come up with a formal process for selecting two principals from ASLCS to serve as volunteers in this capacity. NCSL would waive their registration fees for the Summit and would promote the two individuals for serving. ASLCS now needs to come up with a formal selection process where interested principals would submit letters of candidacy to the Chair of the Mason’s Manual Commission, which would recommend not more than four candidates to the Executive Committee; the Executive Committee would then select two of the candidates to serve as the parliamentarians. President Young suggested it could look similar to the process by which...
the Support Staff Committee selects applicants for the Associate Exchange Program. President Young’s hope is that some of the principal members who do not normally attend the Summit for various reasons, including the higher registration fee, might take the opportunity to engage in this regard. Rather than directing the Bylaws & Standing Orders Committee to draft language at this time, Paul Smith requested that President Young prepare a draft process for the Executive Committee to consider at its next meeting at the start of the PDS. President Young agreed to do so in time for the next Executive Committee meeting.

**Update from Spring LSCC Meeting in Seattle**

President Young shared two items of interest from the LSCC: 1) the idea of ASLCS providing co-parliamentarians for the annual NCSL Business Meeting, and 2) that other staff sections are interested in setting up exchange programs similar to the AEP program that ASLCS has in place.

Tim Sekerak presented information to LSCC on our program and shared that the NCSL Foundation is also going to kick in $22,000 as a fund for the 9 professional staff associations to facilitate the hurdle of paying for their exchange programs. ASLCS, meanwhile, budgets for the AEP itself, and there is now a concern of ASLCS not having access to this fund. The other staff associations will be using ASLCS as a resource and will be looking at our template as they determine their respective programs.

Additionally, Paul Smith co-chaired a committee that examined our collective pandemic-era challenges, what we learned from the past couple of years, and what changes need to stay in place or change further, moving forward. He shared about an interactive timeline that would soon be posted on the NCSL website, along with a detailed written record on the matter that could be a useful resource for state legislatures in future years. They hope to have that project completed by next year’s Summit.

**Selection of Edward A. Burdick Memorial Scholarship & David A. Ward Technology & Innovation Scholarship Recipients**

For the Burdick Scholarship, President Young pointed members to application letters from Cathy Carlson, Legislative Clerk for the Minnesota House of Representatives, and Christi Impastato with the Louisiana Senate, along with letters of support from their respective principals. For the Ward Scholarship, per the recommendation of the Technology Committee, President Young directed members to review the application letter from Nathaniel Sanko with the Pennsylvania Senate, along with the support letter from his principal. Paul Smith moved to approve the scholarship applicants, Dana Miller seconded the motion, and the motion was unanimously approved.

Members discussed how these scholarships have proven beneficial in both bringing people back who used to be involved, like Cathy Carlson, and bringing people in, like current Associate Vice-President Ali Sagraves who was able to use the Burdick Scholarship to attend her first meeting in 2015.


**Millicent “Millie” MacFarland Scholarship Status**
Holly South informed members that she has diligently been reaching out to principals to apply for the scholarship to no avail. There are no applicants this year. President Young encouraged continued promotion of this available resource for principal members to attend the PDS.

**Memorial Contribution – Bryant Millsaps**
President Young explained that Bryant Millsaps recently passed away. He was the former Clerk of the Tennessee House and served as ASLCS President during the 1987-88 term. Per the Society’s Standing Orders, upon approval of the Executive Committee, the President would be authorized to make a $500 memorial contribution to the charity of Mr. Millsaps’ family’s choosing: The Tennessee Baptist Children’s Homes. Paul Smith moved to authorize the contribution, Tim Sekerak seconded the motion, and the motion was unanimously approved.

**Announcements**
President Young announced that the Business Lunch would take place later in the day at 11:45 at Osteria Marco, which came highly recommended by Holly South, making it a cannot-miss event. He thanked Holly for the recommendation and IRC for their support to make it happen.

He also mentioned that the Mason’s Manual Commission will hold its first meeting for organizational purposes on the first day of the PDS, Sunday, September 18th. The Nominating Committee will also meet that afternoon, followed by the Executive Committee.

**Adjournment**
There being no further business, Paul Smith moved to adjourn the meeting, Ron Smith seconded the motion, and the motion was adopted unanimously. The meeting stood adjourned at 10:36 a.m. (Mountain).

Respectfully Submitted,

Ali Sagraves, Associate Vice-President, for Yolanda Dixon, Secretary-Treasurer