

ASLCS Executive Committee Meeting Minutes

NCSL Summit
Boston, Massachusetts
Aug. 9, 2017

The meeting of the ASLCS Executive Committee was called to order by President Susan Kannarr (Kan.) on Wednesday, August 9 at 9:30 am in Boston.

Members Present: Susan Kannarr (Kan.), President, Patrick Harris (Ala.), Secretary-Treasurer, Jay Braxton (Va.), Yolanda Dixon (La.), Susan Furlong (Nev.), Maryann Horch (Va.), Bernadette McNulty (Calif.), Paul Smith (N.H.), Lindsey Vroegindewey (Mont.), Alan Whittington (Tenn.) and Brad Young (Ohio).

Also present: Angela Andrews, Program Director, NCSL Legislative Staff Services Program, Holly South, Policy Associate, NCSL Legislative Staff Services Program, Susan Aceves (Ariz.), Josh Babel (Ariz.), Paul Campos (Wash.), Ann Cornwell (Ark.), Jim Drake (Ariz.), Erin Gillitzer (Wis.), Buddy Johnson (Ark.), Ali Sagraves (Ohio), Susan Clarke Schaar (Va.) and Joyce Wright (Ala.).

President Kannarr recognized the 2017 NCSL Staff Chair, Chuck Truesdell (Ky.), to speak to the Executive Committee.

Approval of the Minutes

A motion to approve the April 22nd Executive Committee Meeting Minutes from the Kansas City meeting was made by Paul Smith (N.H.). Bernadette McNulty (Calif.) made note of a typo error on page 2 of the minutes where “NSCL” needed to be corrected to “NCSL.” The motion to approve the minutes was seconded by Bernadette McNulty (Calif.). The motion carried.

Report from the Bylaws and Standing Orders Committee

President Kannarr recognized Buddy Johnson (Ark.) to give the report and Recommendations of the Bylaws and Standing Orders Committee. Paul Smith (N.H.) explained the proposed changes to the Standing Orders that deal with the printing of the *Professional Journal*. The first proposed change was to Section XVI E. 3 to change the second and third sentence to read “If printed, ~~the~~ paper used to publish the *Journal* is to be of high quality bond with card stock for the cover. If printed, ~~the~~ *Journal* is to be printed on 8 ½ x 11-inch paper with portrait-style formatting.” Bernadette McNulty (Calif.) raised questions about who would be responsible for emailing the publication and how would the responsible party obtain the email addresses. Paul Smith responded that there are currently multiple membership lists within ASLCS and that the issue needs to be addressed. President Kannarr stated that the issue has been referred to the Strategic Planning Committee and there is an effort underway to have a cleaner more accurate database. Bernadette stated that the data for mailing labels for the *Journal* currently comes from NCSL. President Kannarr suggested that the Chair of the Professional Development Committee or Holly could coordinate receiving the emails from NCSL. Susan Furlong (Nev.) suggested the option of posting the *Professional Journal* on the ASLCS website and emailing the membership to let them know it is available. Paul Smith (N.H.)

further suggested that a link to the *Journal* on the website would be easier to send than a pdf file. It was also proposed that Section XVI E. 3 be amended by adding the following new language at the end of the paragraph: “Two printed copies of the *Journal* shall be filed with the Society’s archivist.” Furthermore, the Committee proposed a change to the first sentence in Section XVI E. 5a as follows: “a. An electronic copy of each edition of the *Journal* shall be ~~mailed~~ sent to each dues-paying Principal member of the Society, to each legislative library, and to each dues-paying Associate Member.” Buddy Johnson (Ark.) was recognized to explain the second set of proposed changes to the Standing Orders that outline a formal process of communication between the Executive Committee when informing the Bylaws and Standing Orders Committee of directives that the Executive Committee would like for them to pursue. The Committee proposed adding the following language to Section VI A. 1 and Section VIII B. 2: “The ASLCS Secretary-Treasurer shall also communicate to the Bylaws and Standing Orders Committee Chair or Co-Chairs all proposed changes referred to it by the Executive Committee”. Seeing no further discussion on the proposed amendments, President Kannarr recognized Pat Harris (Ala.) for a motion to adopt all changes as presented. The motion was seconded by Bernadette McNulty (Calif.). The motion carried.

Approval of the Treasurer’s Report

Susan Kannarr (Kan.) recognized Patrick Harris (Ala.), ASLCS Secretary-Treasurer to present the Treasurer’s Report of the ASLCS Dues Account. Pat expressed thanks to Patsy Spaw (Texas) and Angela for their work on the *ASLCS PDS Budget History (2004-2016) Report* that shows where the Society’s money is, how the money comes in, and what the money is being spent on. Pat then presented the Treasurer’s report with an ending balance as of July 21, 2017 of \$57,825.53. He stated that dues continue to come in sporadically and that there will be several reimbursement checks issued for travel. A motion to approve the Treasurers Report as written and presented was made by Paul Smith (N.H.) and seconded by Yolanda Dixon (La.). The motion carried.

Old Business

Holly reported of the status of the ASLCS Professional Development Revolving Account (LLCS). This account pays for the professional development expenses of the society. There is one expenditure of \$500.00 during the period of 1/1/2017 –6/30/2017 to reimburse Erin Gillitzer for her travel expenses incurred while participating in the Associate Exchange Program. The report shows 3 pending expenditures. Two are deposits (50% of total cost) to secure the Plenary Speakers for the 2017 Fall PDS: \$4750.00 for Christine Cashen and \$1500.00 for Paul Chabot. The third pending expenditure is a deposit for \$325.00 for Concurrent Session Speaker Marshall Trimble. These pending expenditures will not be applied until after the PDS is concluded. The current balance excluding the pending expenditures as of 6/30/2017 is \$23,450.73.

President Kannarr recognized Erin Gillitzer (Wis.) to speak about the Associate Exchange Program. Erin thanked the Committee for the opportunity. The Committee discussed options to get more people to participate in the Program. Erin and Ali Sagraves (Ohio) both agreed that the information available to prospective participants is overwhelming. Paul Smith (N.H.) suggested that if your state is interested in being a host, it would be good to talk to Society members. Discussing the opportunities available in your state may encourage them to participate in the program.

President Kannarr recognized Jim Drake, Susan Aceves and Josh Babel from Arizona to give an update on the Fall PDS in Phoenix. They will give a travel guide to each attendee upon arrival giving information (including a map) about the places to go, restaurants and shopping in the area, etc. Susan Aceves (Ariz.) recognized and thanked Holly for her help and her quick responses to emails and calls during the PDS planning process. The dates of the PDS are September 24-29 and the Host hotel is the Renaissance Phoenix Downtown. The Sunday night welcome reception will be held at the hotel. The Monday night event is *A Night at the Museum* including a candlelight tour of the old Capitol using flashlights. On Tuesday night, the event will be held at Chase Field to watch the baseball game between the Diamondbacks and the Giants. The Wednesday night event will be held at the Heard Museum (a Native American culture museum). The State Dinner will be held on Thursday evening. Jim Drake spoke about the community service project. The charitable organization that they are proposing to the Committee for approval is called the Address Confidentiality Program of Arizona. It is a program that helps victims of domestic violence and sexual offenses maintain a fictitious address. This program provides everyday needs/necessities to those people who are staying hidden for safety reasons. The Society can help by donating gift cards to the program for distribution to these people. President Kannarr commented on the Phoenix site visit and stated that the hotel and surrounding area is great, with lots of restaurants and fun things to do.

Holly reported the status of the Society's fundraising account, known as the ASLCS Special Meetings Fund (L190). The report dated June 30, 2017 showed the 2017 Beginning Balance at \$179,497.98. Holly outlined the contributions that were received since the last report: Those included interest income for January-March 2017 of \$321.00 and interest income for April-June 2017 of \$316.00. Income of \$4600.00 was generated for the 2017 Spring meeting from sponsorships (\$2100 from IRC's sponsorship of the Business Lunch and \$2500.00 from Propylon for sponsoring the WWI Museum reception). Further revenue shown on the report was generated by Host State Fundraising for the 2017 PDS in Phoenix. Those contributions include \$750.00 from Fennemore Craig PC, \$1000.00 from Issacson and Walsh PC, \$500.00 from First Strategic, \$250.00 from P3 (Public Policy Partners), \$1000.00 from Western Refining Southwest, Inc., \$500.00 from Policy AZ/John MacDonald, \$1000.00 from APS, \$1000.00 from the Greater Phoenix Chamber of Commerce, \$100.00 from John Thomas Law, \$1000.00 from AMA Better Government Fund, \$1000.00 from Professional Firefighters of AZ, \$2000.00 from the Home Builders Association of Central AZ, \$500.00 from Goodman Schwartz LLC, \$1000.00 from UniSource Energy Corporation, and \$1000.00 from Arizona Governmental Affairs. Virginia Fundraising generated contributions of \$250.00 from the Virginia Wholesalers Association and \$500.00 from the Old Dominion Electric Cooperative. Total revenue generated in 2017 is \$21,087.00. The current balance of the L190 account as of June 30, 2017 is \$179,914.97. There is \$10,500.00 in pending deposits generated by Arizona PDS Fundraising that include \$5000.00 from Salt River Project, \$1000.00 from Pivotal Policy Consulting, \$1000.00 from TriAdvocates LLC, \$1000.00 from Peters, Cannata & Moody PLC, \$500.00 from Blue Cross Blue Shield of Arizona, \$1000.00 from the Arizona Dental Association PAC and \$1000.00 from the American Federation for Children. There is \$4500.00 in pending deposits generated by 2017 Other Fundraising (Virginia) that include \$250.00 from Virginia Cable Telecommunications Association, \$250.00 from Hancock, Daniel, Johnson, Nagle PC, \$1500.00 from McGuire Woods, \$2000.00 from Dominion Energy and \$500.00 from Williams, Mullen, Clark & Dobbins. Holly then outlined the 2017 expenditures that were made

since the last report. For the 2017 Spring Meeting, expenditures include \$8374.50 for hotel food and beverage, \$138.00 for AV Equipment, \$1195.86 for hotel tax and \$1958.02 for the hotel service charge. Further expenditures for the Spring meeting were for the WW1 Museum & Memorial Reception as follows: \$3509.75 for space and equipment rental, \$1658.50 for food and beverage, \$227.12 for Tax, \$390.29 for the service charge and \$750.00 on transportation to and from the Museum. There was also a 2017 Arizona PDS expenditure for \$2450.00 (50% Deposit) for the AZ Diamondbacks Game Event. Lastly, \$12.03 was spent on credit card fees (the cost associated with dues and contributions that are paid by credit card). Total expenditures for 2017 is \$20,670.01. Two pending expenditures for the 2017 PDS include \$1475.00 (50% Deposit) for the Heard Museum and \$713.00 for the Host State Gift (engraved flashlights for Night at the Museum event). Total amount of pending expenditures is \$2188.00.

The next item on the agenda was the 2017 PDS Budget. Holly reported that there were 70 registrations as of the end of July but the 85% Hotel attrition requirement has been filled. She suggested that expanding the block should be considered as she is anticipating registrations to pick up after the NCSL Summit meeting. The PDS Budget includes expenses of \$1838.00 for staff travel, \$4135.76 for faculty and guest travel expenses (including international guests), \$450.00 for printing and design, \$190.00 for postage, \$550.00 for shipping and freight, \$10,169.69 for Audio Visual, \$2,600.00 for miscellaneous items (credit card fees, new member orientation, ribbons, awards, site visit, etc.), \$49,973.08 for meals that will be provided including the President's reception and the State Dinner, \$145.48 for meeting materials and badges, and lastly, \$7870.00 for the NCSL Overhead Allocation. Total budgeted expenses for the 2017 PDS total \$77,922.01. Projected revenue for the PDS is based on 160 full fee attendees, totaling \$67,400.00. Further revenue of \$17,000.00 is anticipated from commitments from national sponsors (Tallan, Thomson Reuters, Propylon, International Roll-Call and Lexis Nexis). The total anticipated revenue for the 2017 PDS is \$84,400.00. Holly pointed out several changes to the previous budget that was reviewed and approved by the Executive Committee at the Spring Meeting. The first change is an additional hotel night for Holly and the NCSL Meeting Planner (7 nights instead of the previous 6) to meet with the hotel staff (who will be unavailable over the weekend). The second change is the addition of a small stipend for Jack Sharman (the attorney involved in the Illinois and the Alabama impeachment proceedings), who will be participating in the Impeachment Concurrent Session.

It was noted that there has not been any negative feedback regarding the small increase in the registration fee.

The next order of business was the discussion about memorial contributions that was deferred from the Spring Meeting. The discussion concerned whether a memorial contribution should be made in honor of an individual who was never a dues-paying member or participated in any way with ASLCS. Discussion was prompted by a current situation and a decision as to whether or not to make the contribution. A motion was made by Paul Smith (N.H.) to not make a contribution. The motion did not receive a second; therefore, President Kannarr stated that the current policy will stay in place. A motion was then made by Bernadette McNulty (Calif.) to make a contribution on behalf of the individual in question and it was seconded by Maryann Horch (Va.). President Kannarr called for discussion on the matter before the committee. Paul Smith (N.H.) voiced his opposition to the decision and stated that the policy to pay memorial contributions for non-paying / non-participating individuals appears to be set by precedent. He made the point that active dues-paying members of

the Society are investing in the future of their professions as a whole. Paul further noted that he personally pays his own dues each year. President Kannarr confirmed that there are no written records that confirm making contributions to non-paying Principals. President Kannarr recognized Susan Clarke Schaar (Va.), who explained that there has been debate in the past as to whether non-dues-paying Principals should be considered members of ASLCS. She noted that the organization is the “American Society of Legislative Clerks and Secretaries” and that making all Principals members and including them in the Roster might encourage their participation in the Society. She further stated that Principals and their staffs from certain states may have been active participants in the past but have dropped off the radar for a number of reasons such as lack of support from their leadership or travel restrictions. Bernadette McNulty (Calif.) added that the Society was originally created to include all clerks and secretaries, and continuing the practice of considering all Principals to be members (regardless of dues status) goes along with the overall intent of why the Society was created. Maryann Horch (Va.) agreed that out of respect for the office and the Society as a whole it is appropriate to include the Principals from all states. However, she stated it is also appropriate to try to do more for those who are active dues-paying members of the Society. Paul Smith (N.H.) noted that it would be appropriate to also make a contribution for past Associate Vice-Presidents. Angela Andrews confirmed that the Standing Orders allow for a \$250 memorial contribution to be made in honor of an associate that served as the Associate Vice-President of the Society. Seeing no further discussion, President Kannarr restated the motion to establish a precedent to pay a memorial contribution upon the death of a Principal, whether or not they are a dues-paying member, and called for yeas and nays. The motion carried.

President Kannarr recognized Alan Whittington for an update on the ASLCS Archives at NCSL. Alan thanked the committee for allowing him to travel to NCSL as an ASLCS representative for this task. He further thanked Angela Andrews and Brenda Erickson for their help. There were 15 filing cabinet drawers to go through. Much of the contents were journals that were produced over the years; however, there were also two drawers that were full of pictures, some of which were 40 years old. Alan stated that he made a list of everything in the drawers. *ASLCS: The Lighter Side of Legislatures* compiled by the Support Staff Committee in 1992 and 1993, multiple *Legislative Administrators, Journals*, handbooks, ASLCS lapel pins, and videotapes from the 1998-2001 State Dinners are just a few items that he found. He stated that a determination needs to be made about what to do with those types of items. Nine of the filing cabinet drawers contained notes and plans for various past PDS meetings. He stated that there is a large amount of information and a decision on whether to keep it would be made based on the usefulness of the documents to the Society. Is planning information from a PDS that took place 25 years ago relevant and useful, and does it help the Society today? Alan suggested that if the Committee deemed the information worth keeping, he would be willing to have the information sent to Nashville and would oversee the scanning of the documents as electronic files. He did note that this would be a large and time-consuming project but he is willing to take on the task. Angela stated that many of the records contained old contracts and purchase orders and keeping those wouldn't be of as much of a benefit to the Society as past PDS programs, pocket agendas, etc.. Alan posed a question to the Committee about whether the Society should create a digital storing system for the documents so that when questions arise about the past decisions, actions, etc. of the Society, the digital documents could be accessible from any location to quickly find the answer. He pointed out that questions arose recently about how and why some changes were made in the Bylaws years ago. Having the notes available electronically as opposed to having them filed in a cabinet would prove most beneficial when trying to find the information. It

would be good to view each document in the file cabinets and see if that type of information is stored there. He further questioned that if the Society decides to go the electronic storage route, should the Society form its own Storage place, such as Dropbox, separate from NCSL, so that the documents will stay within ASLCS and not be in danger of getting lost or deleted. He stated that membership would have access to the files; however, only a few designated people would have administrative privileges. President Kannarr suggested that because Steve James (Mass.) is the Society's Archivist, coordination of this idea with him would be appropriate. Alan stated that there is a fair amount of duplication between Denver and Massachusetts. However, there are quite a few items in Denver that require appropriate action. He suggested sending all of the old pictures to Maryann Horch (Va.), the Society Photo Archivist. He questioned what to do with the videotapes since most people no longer own a VCR. President Kannarr suggested that the subcommittee that Alan chairs meet at the next PDS and also confer with Steve James (Mass.) to draft a proposal to present to the next Executive Committee. Susan Clarke Schaar (Va.) confirmed that her office is happy to scan and archive the photos. Furthermore, she offered to take on the task of converting the videotapes to digital format. Alan suggested that long-serving members of the Society be invited to participate in the subcommittee discussions. Their experience will help to ensure that nothing of importance is missed. Angela suggested asking Brenda Erickson to help Holly with the subcommittee discussions. Alan reiterated that having important past documents in an accessible place is important and determining how to move forward with handling future documents is equally important.

New Business

The next order of business to was to discuss travel approval for Ann Cornwell (Ark.) to attend the Joint Canadian-American Meeting in Regina, Saskatchewan. Ann was unable to attend the CATTs meeting in Quebec City. President Kannarr noted that she, Yolanda Dixon (La.) (in place of Alan Whittington (Tenn.)), and Lee Cassis (W.Va.) (on behalf of the Canadian-American Relations Committee) attended the CATTs seminar. President Kannarr noted that the Standing Orders do not contain a provision for an additional person to travel to the Joint Canadian-American Meeting. A motion to approve travel for Ann Cornwell (Ark.) was made by Bernadette McNulty (Calif.) and seconded by Paul Smith (N.H.). Brad Young (Ohio) suggested that at a future time that the Committee consider including a provision for the chair of the Canadian-American Relations Committee to travel to the Joint Canadian-American Conference. There was discussion about giving the Canadian-American Relations Committee chair the option to choose which conference to travel to when the Joint Canadian-American Meeting and CATTs meeting are in the same year. President Kannarr stated that regarding the current situation, the Standing Orders would not allow for Ann's travel to be covered. She further posed the question to the Executive Committee as to their mindset in tasking the Bylaws Committee to draft language to allow for the chair of the Canadian-American Relations Committee to be reimbursed for travel to both the CATTs and Joint Canadian-American Meeting when they fall in the same year. President Kannarr asked Buddy Johnson (Ark.) how much time would be needed to draft the language and if it would be ready to present to the Executive Committee at the first meeting of the PDS. It was determined, because of the short amount of time before the PDS, that the proposal would have to be presented to the Executive Committee on the last day of the PDS. Susan further suggested allowing the Associate Vice-President to travel to both meetings and be eligible for reimbursement. She restated the pending motion before the Committee to reimburse Ann Cornwell (Ark.) for travel to the Joint Canadian-American Meeting in Regina and

called for the yeas and nays. The motion carried. The next issue is to direct the Bylaws and Standing Orders Committee to draft language that would allow for reimbursement for the President, the Associate Vice-President and the chair of the Joint Canadian-American Relations Committee (or their designees) to attend the Joint Canadian-American Meeting. Brad Young (Ohio) moved to adopt the motion, seconded by Bernadette McNulty (Calif.). The motion carried. Susan then directed Secretary-Treasurer Pat Harris (Ala.) to forward the communication/minutes to the Bylaws and Standing Orders Committee.

Travel Approval

A motion was made by Paul Smith (N.H.) and seconded by Bernadette McNulty (Calif.) to approve travel for the following: The President and President-Elect, or their designees, to attend the Fall NCSL/LSCC Meeting on October 13-14 in Sioux Falls, South Dakota. The motion carried.

Betty King Scholarship Winner

Two applications were received for this scholarship from Mathew Burns of the California Senate and Nona Snell of the Washington House of Representatives. A motion to approve both applicants to receive the Betty King Scholarship was made by Bernadette McNulty (Calif.) and seconded by Jay Braxton (Va.). The motion carried.

Holly informed the Committee that Thomson Reuters will be contributing \$1500.00 toward this year's scholarships.

Selection of the Edward Burdick Memorial Scholarship Winner

Five applications were received for this scholarship from Anabel Urbina (Calif.), Michael Linn (Minn.), Michael Coe (N.H.), Jessica Rodic (Pa.), and Jeff Beighley (Wis.). The Standing Orders allow for two associate members to be awarded the scholarship. After much discussion it was decided that the decision would be made via secret ballot. Each Executive Committee member was directed to vote for two candidates. After the votes were counted, it was determined that Jessica Rodic (Pa.) and Jeffrey Beighley (Wis.) would be awarded the Edward Burdick Memorial Scholarships.

Selection of the Millicent "Millie" McFarland Scholarship Winner

There were no applications submitted for the Millicent McFarland Scholarship. The deadline has been extended twice. The general sentiment of the Committee was disappointment in not being able to award the scholarship to someone. A question arose about the possibility of reaching out to Principals from different states and to obtain a list of interested candidates. The committee would then meet via conference call to choose two individuals to receive the scholarship. Of concern was the short amount of time that the recipients would have to plan the trip since the PDS is only a little over a month away. It was then suggested to send one last email blast to Principals encouraging them to submit an application for the scholarship. The deadline to receive the applications would be August 25 and the Executive Committee would meet via conference call on Tuesday, August 29 to select the scholarship recipients. Several committee members liked the idea of personally calling Principals to determine their level of interest in attending the PDS and encouraging them to apply for the scholarship. Angela stated that she and Holly would compile a list of less-active Principals to target. The Committee was also reminded that the *Legislative Administrator* devoted a full page to ASLCS scholarship information in a past issue and will do so in the next edition.

Jane Richards Scholarship Discussion

Several Canadian Provinces have previously expressed an interest in hosting an ASLCS member in their Chamber as a part of the Canadian-American Exchange program. The scholarship recipient should be chosen by September 1; however, there is currently no arrangement with the Provinces that wish to participate. President Kannarr suggested deferring this discussing to the Fall PDS Executive Committee meeting and in the meantime, firming up arrangements with the various interested Provinces. She also noted that the deadline for submitting applications would be extended. The Committee was in agreement.

Southwest Airlines Ticket Raffle at the Legislative Expo

Southwest Airlines has donated two airline tickets for travel from October 2017 to October 2018. President Kannarr and Holly discussed raffle options to award the tickets. They came up with the idea of having a raffle connected with the Legislative Expo to encourage people to attend. Ideas included a trivia game or having a sheet that is marked off by each booth that is visited at the expo. The Committee agreed that offering the chance to win the airline tickets to Expo attendees is a great way to encourage participation. The drawing will take place at the State Dinner with the requirement that the person whose name is drawn must be present to win. The Expo Raffle will be put in the Know-Before-You-Go Information that is sent out prior to the conference. It was noted that the airline tickets were obtained through Host State fundraising and outreach.

Seeing no further business to discuss, Susan Kannarr (Kan.) asked the Committee for any additional comments or questions. Seeing none, she recognized Paul Smith (N.H.) to make a motion to adjourn and it was seconded by Bernadette McNulty (Calif.). Seeing no objections, the meeting was adjourned.

Respectfully submitted,

Patrick Harris
ASLCS Secretary-Treasurer