

ASLCS Executive Committee Meeting Minutes

Conference Call
Feb. 5th, 2016

Call to Order

The meeting of the Executive Committee was called to order by Susan Furlong (Nev.), ASLCS President, at 3:11 p.m. CST.

Attendance

The following members of the committee were present: Susan Furlong (Nev.), Maryann Horch (Va.), Susan Kannarr (Kan.), Robert Haney (Texas), Pat Harris (Ala.), Alan Whittington (Tenn.), Paul Smith (N.H.), Susan Clarke Schaar (Va.), Bernadette McNulty (Calif.), Yolanda Dixon (La.), Russell Humphrey (Tenn.), Janice Gadd (Utah).

Other members/guests in attendance included Angela Andrews, NCSL staff, and Jon Griffin, NCSL liaison to ASLCS.

A quorum of committee members was present.

Approval of Minutes

The minutes of the ASLCS Executive Committee meeting on Sept. 20, 2015 in Raleigh, N.C. were unanimously approved on motion of Susan Kannarr (Kan.), and then seconded by Russell Humphrey (Tenn.).

The minutes of the ASLCS Executive Committee meeting on Sept. 25, 2015 in Raleigh, N.C. were also unanimously approved on motion of Russell Humphrey (Tenn.), and then seconded by Bernadette McNulty (Calif.).

Internal Audit Report

Secretary-Treasurer Robert Haney (Texas) reported on the findings from the Internal Audit Special Committee meeting held via conference call on Oct. 22, 2015. The out-going Secretary-Treasurer, Susan Kannarr (Kan.), presented the committee with a detailed review of the current condition of the dues account with statements, reports, and other documentation. The fund reflects an ending balance of \$40,487.73 with outstanding checks totaling \$359.56. The committee discussed some pending issues remaining prior to transfer of the records to the new treasurer. Among the issues remaining were discussions with Steve Marshall (Vt.) concerning a reimbursement overpayment, the voiding of check #1187, and the repayment of the amount of the voided check to NCSL/ASLCS L190. The Internal Audit Special Committee voted and accepted the out-going treasurer's report as balanced. On a motion of Susan Schaar (Va.), seconded by Russell Humphrey (Tenn.), the ASLCS Executive Committee unanimously approved the report of the Internal Audit Special Committee.

Treasurer's Report

Secretary-Treasurer Robert Haney (Texas) then reviewed the treasurer's report for the ASLCS Dues Account. During the review, Susan Schaar (Va.) and Russell Humphrey (Tenn.) discussed

points of clarification for a proposed \$1000.00 charitable donation to a North Carolina based veteran's charity. After the discussion, the committee agreed that the issue should be brought before the ASLCS Executive Committee during the spring meeting in Alexandria, Va. for approval. Secretary/Treasurer Robert Haney (Texas) concluded his report stating an ending balance, as of Feb. 5, 2016, for the dues account of \$31,910.09. On a motion of Pat Harris (Ala.), seconded by Janice Gadd (Utah), the committee approved the report.

Old Business

ASLCS Financial Accounts

Angela Andrews (NCSL) reviewed the ASLCS Financial Accounts including a summary of the various accounts. Ms. Andrews reported the following:

1. ASLCS Special Meetings Fund (L190 account) - The beginning balance in the L190 account as of the end of 2014 was \$258,675.43. New deposits of \$67,757.00 since the last report, notably \$48,300.00 from North Carolina 2015 PDS fundraising; \$9,250.00 from other fundraising for 2015 PDS hosted activities from Virginia and Tennessee; \$4,400.00 from Joint Canadian-American Meeting revenue; and \$250.00 in Idaho 2016 PDS fundraising. New expenditures totaling \$105,039.05, notably coming from \$52,422.14 for 2015 PDS North Carolina expenditures and \$13,123.99 for Joint Canadian-American Meeting expenditures; The current balance as of Feb. 3, 2016 for the L190 account moving forward is \$221,393.38.
2. Professional Development Revolving Account (LLCS) - The beginning balance in the LLCS account as of June 30, 2015 was \$14,010.04. New deposits of \$13,000.00 since the last report were \$3,000.00 from Thompson Reuters for the 2016 Edward Burdick Scholarships; and \$10,000.00 transfer of funds from the L190 account to LLCS per Executive Committee approval. New expenditures of \$8,250.00 were notably \$1,500.00 for 2015 Associate Exchange Program recipients Leslie Awtrey (Ariz.), Lisa Davis (Miss.), and Jan Waldrop (Va.); \$1,500.00 for 2015 Edward Burdick Scholarship stipend recipients Ali Sagraves (Ohio) and Amy Leach (Calif.); \$1,000.00 for ASLCS Jane Richards Scholarship recipient Joyce Wright (Ala.); and \$2,750.00 for Betty King Scholarship/LSMI recipients Tisha Gieser (Alaska) and Jonothan Bellamy (Fla.). The LLCS account also has an outstanding pending expenditure of \$2,000.00 as an Honoraria for Perfect Workday. The ending balance for the LLCS account on Jan. 31, 2016 was \$18,760.04.
3. ASLCS Professional Development Seminar Budget (Raleigh Meeting P015) - Angela Andrews (NCSL) reviewed the final budget for the 2015 PDS and highlighted items where actual expenditures differed from estimate. Expenses reflected actual costs of \$86,072.80 compared to an estimated budget amount of \$80,878.81. Revenue for the seminar reflected \$72,608.90 in the report compared to an expected budgeted amount of \$81,650.00.

Angela Andrews (NCSL) reported that the total loss for the 2015 ASLCS Professional Development Seminar was \$13,463.90. The committee then discussed the loss and addressed possible solutions to retire the deficit.

Maryann Horch (Va.) initiated discussion regarding the reasons for the \$13,463.90 loss on the meeting. Angela Andrews (NCSL) reported that there was a registration fee deficit and a non-budgeted lunch for the new attendees. Susan Schaar (Va.) asked Ms. Andrews (NCSL) to clarify how the budget sustained such losses, specifically regarding the unplanned luncheon for new attendees. President Furlong (Nev.) and Susan Schaar (Va.) each then asked follow up questions as to whether the lunch could have been approved by former President Russell Humphrey (Tenn.), on-site NCSL staff, or by the new attendee program chair. Mr. Humphrey, being present, stated that he was unaware of the lunch and did not relay any approval. The committee determined that the nature of the approval could not be known at this time, and then discussed the typical procedure for approval to close the gap the unexpected lunch had created in the PDS budget.

President Furlong then asked Angela Andrews (NCSL) to explain the process for the NCSL overhead allocation for historical perspective to the committee. Ms. Andrews provided background information on the NCSL overhead allocation. This allocation excludes the assigned ASLCS Liaison since meeting planning for the society is already a duty of the assignment. Susan Kannarr (Kan.) then requested that the allocation formula be provided and recorded in the minutes. The formula for the NCSL overhead allocation was offered as follows:

NCSL overhead allocation for a meeting is a \$2,500 base-level fee for each staff section plus \$35 per attendee, up to 150 attendees, then \$10 per attendee, above 150 attendees. More information about the overhead allocation can be found at: <http://www.ncsl.org/legislators-staff/legislative-staff/legislative-staff-coordinating-committee/lsc-staff-section-overhead-allocationformula-for.aspx>.

The overhead allocation calculation for the 2015 ASLCS PDS in Raleigh is:

\$2,500 --- base
\$5,250 (\$35 x first 150 paid registrants)
\$100 (\$10 x 10 additional paid registrants)

Total overhead allocation: \$7,850

Bernadette McNulty (Calif.) inquired if this was an appropriate time for the Executive Committee to retire the deficit, and Ms. Andrews (NCSL) responded that NCSL would prefer to close out the books now on the PDS budget. Susan Schaar (Va.) inquired to Ms. Andrews (NCSL) as to which account historically was most appropriate to cover the loss. After receiving recommendations, Susan Schaar (Va.) moved, seconded by Bernadette McNulty (Calif.), to cover the loss for the 2015 PDS out of the L190 account. The motion was unanimously adopted.

Final Report on 2015 PDS Registration and Hotel Pick-Up – Angela Andrews (NCSL) reported that the final registration and attendee information for the 2015 Professional Development Seminar was 191, including 160 full registrations, 11 guest registrations, no business registrations, and 20 complimentary registrations. Angela Andrews (NCSL) further reported that

ASLCS met its contractual obligation of 775 room nights to the hotel with a pick-up of 852 room nights sold which avoided any possible attrition charges.

Update on the indexing of ASLCS files project - President Furlong recognized Jon Griffin, ASLCS Liaison, to update the committee on the project. Mr. Griffin stated that after discussion with Claire Clift, chair of the Bylaws committee, and careful review of stored past minutes and materials dated back to 1984 at NCSL headquarters, he would attempt to index the records back to that year. He indicated that Chair Clift was dispatching committee members, Paul Smith (N.H.) and William "Bill" Magill (Vt.), to Boston, Mass. to review records dating back to 1972, and to identify any missing documents to fill holes for NCSL's records after 1984. Jon Griffin (NCSL) then described his duties to the society for this project on President Furlong's recommendation. Mr. Griffin expressed that he felt confident that he could undertake the project as a learning experience, and he felt that he could complete the work without hiring a staff intern as originally discussed by the Executive Committee.

Paul Smith (N.H.) then reported on his upcoming fact finding trip to Boston, Mass. with fellow committee member William "Bill" Magill (Vt.). Mr. Smith stated that the trip would be Monday, Feb. 22nd, 2016, and they planned to meet with Steven James (Mass.) to inspect the Society's archives. He indicated that Mr. James was very interested in the review and looked forward to discussing the many details such as space constraints, and how the process will move forward in the future.

New Business

President Furlong (Nev.) recognized Yolanda Dixon (La.) to report on the Boise Host State Committee and its current findings. Ms. Dixon mentioned that the committee had met twice, reporting that the host state had raised \$250.00 (an amount identified as normal at this stage in the process) so far and was planning a target budget for the seminar of \$30,000.00. The specifics of the budget were being outlined and would be discussed at the host committee's next meeting on Feb. 19, 2016. Ms. Dixon (La.) reported that the host committee had tentatively planned social events at Boise State University, an opening reception at The Grove Hotel, a Basque block party reception, and an "Alive After Five" music event that would be free. Ms. Dixon (La.) relayed to the committee that the Basque block party event required 250 attendees in the contract (later negotiated down to 150) and a \$1480.00 up-front deposit to secure the venue. The deposit would then be applied towards the total cost of the event of \$7,340.00. President Furlong (Nev.) then asked Angela Andrews (NCSL) to outline differences for a no-host versus a hybrid-host funded seminar. Ms. Andrews (NCSL) used the Branson, Mo. no-host, turned hybrid host, seminar as an example in her description stating that \$35,000.00 from the L190 account was utilized to cover the traditional host state activities of that seminar and any funds raised by the host state helped offset that amount. Bernadette McNulty (Calif.) moved, seconded by Pat Harris (Ala.), to front the funds for the initial venue deposit of \$1,480.00 from the L190 account for the Basque block party event. Susan Schaar (Va.) then offered to amend that motion with the amount of \$7,340.00 from the L190 account to cover the entire cost of the event. Alan Whittington (Tenn.) then asked the committee if the funds were refundable due to possible unforeseen disasters, similar to 9/11, prior to the conference. It was agreed that those details would most likely be present in a contract for the event. Ms. Andrews (NCSL) then offered that since the ASLCS Executive Committee would not meet again for two and half months, consideration

should be given to other possible costs or deposits that might arise in that time frame. After further discussion of those possible costs the previous motion was withdrawn, and Susan Schaar (Va.) then moved, seconded by Bernadette McNulty (CA), to provide \$35,000.00 from the L190 account for use of the host committee and NCSL employees (with approval of the President) to move forward with the planning costs and deposits associated with the upcoming seminar. The motion was unanimously adopted.

The committee then discussed the results of the 2015 Professional Development Seminar evaluations. Jon Griffin (NCSL) was recognized to describe the details of the seminar evaluation results. The overall consensus and results of the evaluations showed very positive commentary for the Raleigh, N.C. Mr. Griffin recommended to the committee that future discussions should occur about whether the legislative expo was necessary since it was consistently the lowest rated part of the seminar. Maryann Horch (Va.) provided a supporting perspective for the legislative expo and provided some possible enhancements to make it more useful. President Furlong (Nev.) offered two ideas for future expos by possibly combining the expo with the breakfast, or possibly proposing overall program themes. The Executive Committee deferred to the Support Staff committee to provide some substantive ideas for future expos.

President Furlong (Nev.) then offered the committee the candidates for the 2016 Associates Exchange Program. After a committee review of the submitted applications from Ali Sagraves (Ohio) and John Hollman (Ill.), Bernadette McNulty (Calif.) moved, seconded by Susan Kannarr (Kan.), that the candidates before the committee be accepted and approved to participate in the 2016 Associate Exchange Program. The motion prevailed without objection.

President Furlong (Nev.) then recognized Russell Humphrey (Tenn.) to discuss the proposed draft guidelines for the duties of the President-Elect to be included in the ASLCS Standing Orders. Mr. Humphrey (Tenn.) agreed to push the topic to the Spring Meeting in Alexandria, Va. to provide more time and review. There was no objection.

President Furlong (Nev.) then offered to the committee a discussion on providing a memorial contribution in the name of Don Milne, former Clerk of the Vermont House of Representatives. Susan Schaar (Va.) moved, seconded by Bernadette McNulty (Calif.), to send a \$100.00 donation to the charity of choice for Mr. Milne's family. The motion was unanimously approved.

Susan Schaar (Va.) also recognized the recent passing of Darrell Holmes, former Clerk of the Senate in West Virginia, and therefore appropriately moved, seconded by Paul Smith (N.H.), to send a \$100.00 donation to the Holmes family charity of choice. The motion was also unanimously approved.

President Furlong (Nev.) then initiated a discussion on whether to modify Section II.D(h) and Section VIII.C.2 of the ASLCS Standing Orders to provide for a \$500.00 memorial contribution upon the death of a sitting principal clerk or secretary who is or has previously served as president of the society. The discussion identified that the Bylaws committee reported that it was an appropriate change, and therefore, Russell Humphrey (Tenn.) then moved, seconded by Paul Smith (N.H.), to recommend and approve the changes to the Standing Orders. The motion was unanimously approved by the Executive Committee.

The committee then discussed a proposed clarification of the standing rules regarding reimbursement of travel expenses for the chair of the Canadian-American Relations standing committee to attend the Joint Canadian-American Meetings. The committee decided to delay the topic for discussion later at the ASLCS Spring Meeting.

Bernadette McNulty (Calif.) then was recognized for a motion to approve travel expenses for the President and President-Elect to attend the LSCC meeting in Minneapolis on May 20, 2016. The motion was seconded by Alan Whittington (Tenn.) and was unanimously approved.

Other Business

President Furlong (Nev.) notified the committee that Terry Rumley (N.C.) had relinquished the Canadian-American Scholarship Award.

President Furlong (Nev.) then asked Angela Andrews (NCSL) if there was a list of new principals. During discussion the following list of new principals were identified:

Crystaline “Crys” Jones - Chief Clerk of the Alaska House of Representatives;
Effie Ameen - Secretary of the Colorado Senate; and
David Reddecliff - Chief Clerk of the Pennsylvania House of Representatives.

Adjournment

Without objection, President Furlong adjourned the meeting at 4:58 p.m. CST.

Respectfully submitted,
Robert Haney (Texas)
Secretary-Treasurer