

ASLCS Executive Committee Meeting

ASLCS Professional Development Seminar
Phoenix, Arizona
September 24, 2017

The meeting of the ASLCS Executive Committee was called to order President Susan Kannarr (KS) on Sunday, September 24 at 4:00 pm in Phoenix, Arizona.

Members present: Susan Kannarr (Kan.), President, Robert Haney (Texas), President-Elect, 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 (Mt.), and Brad Young (Ohio).

Also present: Angela Andrews, Director of NCSL Legislative Staff Services Program, Holly South, Policy Associate of the NCSL Legislative Staff Services Program, Megan Martin, NCSL Meeting Planner, Jennifer Novak (Idaho), Ali Sagraves (Ohio), Joyce Wright (Ala.), Jeryn Vesperat (Wis.), Meggan Foesch (Wis.) and Sarah Burhop (Wis.).

Approval of the Minutes

A motion to approve the August 9th Executive Committee Meeting Minutes from the Boston, Massachusetts meeting was made by Paul Smith (N.H.) and seconded by Bernadette McNulty (Calif.). The motion carried.

A motion to approve the Executive Committee Conference Call Minutes from August 29 was made by Paul Smith (N.H.) and seconded by Bernadette McNulty (Calif.). The motion carried.

President Kannarr brought to the Committee's attention an article that is included in the committee agenda packet titled "*ASLCS Finances: What Every Member Should Know*" that was written by Former ASLCS President Rob Marchant (Wis.). The article appeared in the 2011 Spring Edition of the *Legislative Administrator* and is a good explanation of how budgets are put together and may be helpful to members of the Executive Committee to look at.

President Kannarr recognized Jennifer Novak (Idaho), Chair of the Site Selection Committee, to distribute for review a newly created trifold brochure that outlines the basic fundamentals of hosting a PDS meeting. The information was taken from the ASLCS Host Manual. Once the brochure is reviewed and approved by the Executive Committee, it will be made available at future meetings and can also be sent out electronically.

Approval of the Treasurer's Report

President Kannarr recognized Patrick Harris (Ala.), ASLCS Secretary-Treasurer, to present the Treasurer's Report of the ASLCS Dues Account. Pat presented the Treasurer's report with an ending balance of \$48,112.95 as of September 19, 2017. A motion to approve the Treasurer's Report as written and presented was made by Paul Smith (N.H.) and seconded by Bernadette McNulty (Calif.). The motion carried.

Old Business

Holly reported on the status of the ASLCS Professional Development Revolving Account (LLCS). This account pays for the professional development expenses of the society. The report (since June 30, 2017) shows one deposit of \$1500 from Thomson Reuters to be used for the Ed Burdick Scholarship. There were five expenditures: \$1487.50 reimbursement for the Betty King Scholarship – Nona Snell (Wash.); \$750 reimbursement for the Burdick Scholarship – Jessica Rodic (Penn.); \$9500 Honorarium for PDS Plenary Speaker Christine Cashen; \$3000 Honorarium for Plenary Speaker Paul Chabot; and \$625 Honorarium for Concurrent Session Speaker Marshall Trimble. The report also listed four pending expenditures: \$1487.50 reimbursement for the Betty King Scholarship – Mathew Burns (Calif.); \$750 reimbursement for the Burdick Scholarship– Jeff Beighley (Wis.); \$1000 reimbursements to both MacFarland Scholarship recipients, Rob Hunt (Maine) and Bernard Dean (Wash.). President Kannarr noted that this fund is required to have a minimum balance of \$15,000 and that after the pending expenditures are paid, the balance will be \$5350.73. In the past, a transfer has been made from the dues account to restore the LLCS account to the required balance. Pat Harris (Ala.) made the motion seconded by Bernadette McNulty (Calif.) to transfer \$10,000 from the dues account to the LLCS account. The motion carried. It was discussed and confirmed that the amount of minimum balance of \$15,000 is stated in the Standing Orders and that the Executive Committee has the authority to transfer money from the Dues account to the LLCS fund. It was also stated that this transfer is routine and that the LLCS fund does frequently go below the \$15,000 minimum especially when the cost of the PDS plenary speakers is higher or if all the available scholarship money is used.

Holly reported on the status of the fundraising account for the Society known as the ASLCS Special Meetings Fund (L190). The Report dated August 31, 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 October – December 2016 of \$263. An income of \$3992.55 was generated from the 2017 Summit Business Lunch Meeting Sponsorship by IRC. Further revenue shown on the report was generated by Arizona Fundraising in 2017. Those contributions include \$1000 from Arizona Dental Association PAC, \$1,500 from American Federation for Children, \$1000 from Aarons Company LLC, \$500 from Arizona Society of CPAs PAC, \$1500 from PhRMA, \$2000 from CoreCivic, \$500 from Arizona Association of Realtors, \$1000 from Southwest Gas, \$5000 from Salt River Project, \$1000 from Pivotal Policy Consulting, \$1000 from TriAdvocates LLC, \$1000 from Peters, Cannata & Moody PLC, and \$500 from BlueCross BlueShield of Arizona. Virginia Fundraising generated contributions of \$250 from Virginia Cable Telecommunications Association, \$250 from Hancock, Daniel, Johnson, Nagle PC, \$1500 from McGuire Woods, \$2000 from Dominion Energy, and \$500 from Williams, Mullen, Clark Dobbins. A total of \$47,342.55 in revenue was generated in 2017. 2017 expenditures since the last report include \$28.28 for Spring Meeting registration supplies and \$3992.55 for the Business Luncheon at Amhreens in Boston. 2017 Arizona PDS expenditures include \$713.00 for engraved flashlights, \$214.94 for host state polo shirts, \$900 for Heard Museum host state gifts and \$1500 for the Heard Museum catering deposit. There was also an expenditure of \$3.72 in credit card fees from 6/1/2017-7/31/2017.

The current balance of the L190 account as of August 31, 2017 is \$198,818.03. The report showed a total of \$6,500 in pending deposits generated by Arizona Fundraising that include \$500

from Cox Communications, \$1000 from B3 Strategies, \$2500 from Hill Advocacy, \$2000 from Wells Fargo and \$500 from Racy Associates. There was one pending expenditure of \$900 for 50% deposit for the Jake Ryan Band.

The next item on the agenda was the overview of the 2017 PDS Budget. Holly reported that the PDS Budget includes expenses of \$1838.00 for Staff Travel, \$2,117.88 for Faculty and Guest Travel Expenses (including international guests) which is less than the original estimate of \$4135.76. Further expenses include \$435.00 for printing and design, \$193.20 for postage, \$550.00 for shipping and freight, \$8210.98 for Audio Visual (less than the original estimate of \$10,169.69), \$3,236.84 for miscellaneous items (credit card fees, new member orientation, ribbons, awards, site visit, etc.), \$53,178.48 for the meals that will be provided including the President's reception and the State Dinner, \$190.00 for meeting materials and badges, and lastly, \$7,910.00 for NCSL Overhead Allocation. Budgeted expenses for the 2017 PDS total \$77,860.38. Projected revenue for the PDS is based on 165 full fee attendees totaling \$67,900. There are also commitments from national sponsors (Tallan, Thomson Reuters, Propylon, International Roll-Call, and Lexis Nexis) in the amount of \$22,500 – an increase from the original estimate of \$17,000.00. The total anticipated revenue for the 2017 PDS is \$92,547.89 with a profit of \$14,687.89.

It was noted that it would be beneficial for the final budget report on the Phoenix PDS to have a column added showing the amount that was budgeted for each expense to compare to the amount that was spent.

Holly reported on the PDS registrations and hotel pick-up status. The total number of conference registrations as of September 19, 2017 was 194 (165 full paid registrations, 9 guest registrations, 1 business/other registrations, and 19 complimentary). Complimentary registrations include international guests, contributors, faculty, and NCSL Staff. For the hotel pick-up, Holly reported that ALSCS had exceeded by 170 room nights the contracted attrition threshold of 660.

New Business

2018 PDS Proposal

President Kannarr recognized Jeryn Vesperat from Wisconsin to present a proposal to host the 2018 PDS in Madison. The conference will be held September 23-28, 2018. Planning is underway for receptions and State Night. Hotels being considered are located downtown within walking distance of local restaurants and shopping. It was noted that the Concourse Hotel would be a good choice but that three options (all very good locations) will be sent to Executive Committee for consideration. Madison is convenient to fly into. Milwaukee is approximately 45 min to an hour from Madison and there may be shuttle options available from that airport. Robert Haney (Texas) inquired about the time factor for contracting with the hotel in Madison and who will be handling it. Under the agreement with NCSL, the Executive Committee will decide whether to use the meeting planner, Conference Direct, or to have NCSL negotiate directly. Angela Andrews explained that once the Executive Committee approves the site, Holly will work with Megan Martin and the Host State to put together a RFP (meeting rooms needed, sleeping rooms blocked, concessions needed) that will go out via Conference Direct or NCSL to hotels with preferred dates (1st choice being the last week in September along with a couple of

alternative dates). Megan Martin explained that Conference Direct, because of the large volume of business the company does with hotels, has better negotiation power than NCSL and this is financially advantageous to offset the conference costs (food/beverage discounts, AV discounts, additional free sleeping rooms, free WIFI, etc.). There is no cost to ASLCS to use Conference Direct (their commission is paid by the hotel) and it is a huge time saver for NCSL meeting planners to outsource the hotel contracting negotiations to Conference Direct. It was noted that there is some type of a contract arrangement between NCSL and Conference Direct; however, specifics were unknown. It was also noted that there are other companies that are available to handle the hotel contract negotiations. It was further noted to alleviate misunderstanding and confusion, that once the Committee makes the choice to use Conference Direct, Conference Direct will be the sole point of contact and that there can be no additional negotiating between the host state, NCSL, or the Executive Committee and the hotel.

Request to Apply L190 Funds to the 2018 PDS

President Kannarr brought up for discussion \$10,000 in surplus funds raised by the Wisconsin Host State for the 2010 PDS in Milwaukee; the funds are in the L190 account. The Wisconsin Host State proposal includes the request to apply the surplus funds to the fundraising for the 2018 PDS in Madison. It was clarified that Wisconsin would like approval to use the funds; however, their proposal was not contingent on the money being approved.

A motion to approve Madison as the site for the 2018 PDS to be held the last week of September was made by Pat Harris (Ala.) and seconded by Paul Smith (N.H.). The motion carried.

A motion to authorize that the \$10,000.00 currently in the L190 account go toward Wisconsin fundraising was made by Pat Harris (Ala.) and seconded by Paul Smith (N.H.). Brad Young (Ohio) recommended it be clarified that the money is not being authorized for use simply because it was left over from previous Wisconsin PDS fundraising. It was agreed that this action is not intended to set a precedent. Seeing no further discussion, President Kannarr called for the yeas and nays. The motion carried. The approval of this motion to transfer the money to help with fundraising technically makes the Madison meeting a Hybrid meeting.

Hotel Contracts

Robert Haney (Texas) expressed concern about membership retention and how important it is for ALSCS to be involved in hotel contract negotiations. He stressed the importance of ensuring that the lowest rate possible is obtained so that members can afford to attend the meetings. He further stated that it is important that the ASLCS Executive Committee be able to review the contracts with the hotels during the negotiations. He specifically mentioned that the federal per diem rate for Phoenix is well below the actual hotel room rate for the PDS. Megan Martin stated that the per diem rate does fluctuate but that hotels could be asked up front if they would offer a rate based on the current federal per diem rate. She further stated that the Executive Committee can be involved with the entire process from start to finish when contracting with the hotel. However, there is an NCSL-Conference Direct Agreement where NCSL is acting on behalf of and in the best interest of the Society and so a conversation with the Directors at NCSL would need to take place regarding ASLCS being involved in the contract process if Conference Direct is used.

Pat Harris (Ala.) suggested that the ASLCS Executive Committee have a conversation with NCSL to get a better understanding of their relationship with Conference Direct as well as ASLCS's relationship with Conference Direct. He suggested it would be better to discuss the use of Conference Direct after the facts are known. Further discussion on the use of Conference Direct will continue at the September 29 Executive Committee Meeting.

Memorial Contribution

The next order of business was to approve a memorial contribution in the amount of \$100 in honor of Herbert Pownall, who served as Clerk of the Wyoming House of Representatives from 1957-1988. A motion to approve the contribution was made by Paul Smith (N.H.) and seconded by Bernadette McNulty (Calif.). The motion carried.

Jane Richard Scholarship

The next order of business was discussion about the Jane Richards Scholarship. At this time there are no exchanges set up and there seems to be confusion as to how to find out which Provincial Chambers are interested in participating in the Canadian-American exchange program. Pat Harris (Ala.) stated that Alabama has participated in this program and that his state will be hosting a Clerk from the Ontario Legislature in January. He stated that he is aware of at least three jurisdictions in Canada that have expressed interested in participating in the program and that this is an issue that the Canadian-American Relations Committee needs to look at and establish a process for coordinating with those chambers. President Kannarr stated that the process and possibly the responsibility of the Canadian-American Relations Committee should be stated in the Standing Orders. Paul Smith (N.H.) further commented that it should be in the Standing Orders similar to the Associate Exchange Program.

President Kannarr recognized and thanked the Executive Committee's two outgoing members, Past Associate Vice-President Maryann Horch (Va.) and Past President Susan Furlong (Nev.) for their service, dedication and contributions to the ASLCS Executive Committee.

Seeing no further business, President Kannarr recognized Pat Harris (Ala.) for a motion to adjourn, which was seconded by Bernadette McNulty (Calif.). The meeting was adjourned.

Respectfully Submitted,

Patrick Harris
ASLCS Secretary-Treasurer