

# Executive Committee Meeting Minutes

ASLCS Fall Professional Development Seminar  
Raleigh, N.C.  
Sept. 25, 2015

## Call to Order

The meeting of the Executive Committee was called to order by Susan Furlong (Nev.), ASLCS President, at 9:30 a.m. EST.

## Attendance

The following members of the committee were present: Susan Furlong (Nev.), Maryann Horch (Va.), Susan Kannarr (Kan.), Alan Whittington (Tenn.), Susan Schaar (Va.), Bernadette McNulty (Calif.), Yolanda Dixon (La.), Russell Humphrey (Tenn.), and William "Bill" McGill (Vt.).

Other members/guests in attendance included Janice Gadd (Utah), Brad Young (Ohio), Claire Clift (Nev.), and Jeanne Mejeur (NCSL Liaison).

## Approval of President's Executive Committee Appointments

On a motion of Susan Kannarr (Kan.), seconded by Maryann Horch (Va.), the following Executive Committee appointments by President Furlong were approved: Paul Smith (N.H.), Appointed Principal; Susan Schaar (Va.), Appointed Principal; Bernadette McNulty (Calif.); Appointed Associate; Yolanda J. Dixon (La.), Appointed Associate. The motion prevailed without objection.

## Review of Treasurer's Report from September 20th

The committee reviewed the treasurer's report from the September 20th Executive Committee meeting. The report was previously approved by the committee, so no further action on the report was necessary. The committee was also informed that the Internal Audit Committee had not yet reviewed the 2014-2015 books for the Dues Account.

## New Business

### *Annual Charges to the Bylaws and Standing Orders Committee*

Claire Clift (Nev.), chair of the Bylaws and Standing Orders committee, presented a list of suggested charges to be approved by the Executive Committee. The following charges were considered for the Bylaws and Standing Orders committee:

- a) Draft language to include the President-Elect and the Associate Vice President as ex-officio members of the ASLCS Membership and Communications Committee.
- b) Draft language to include an Archivist position in the Bylaws, and provide for appointment, term of service, and any specific responsibilities in the Standing Orders.
- c) Draft language for the appropriate ASLCS committee that would be responsible for compiling, updating, and distributing the Meeting Manuals for Host States.
- d) Remove Bylaws text from the Standing Orders and replace it with brief explanatory notes or references specific to the Standing Orders section described.

The Executive Committee reviewed the proposed charges with the chair, and the following further points were discussed:

- Claire offered that Bill MaGill (Vt.) and Paul Smith (N.H.) would travel to Boston to discuss the Society's Archivist position, as well as its archived materials, with Steven James (Mass.). The chair stated that this visit would assist the committee in drafting appropriate language for the Bylaws and Standing Orders.
- Claire informed the committee that appropriate standing committees for compiling, updating, and distributing host state documentation would be the Site Selection committee for the Professional Development Seminar Meeting, and the Canadian-American Relations Committee for the Joint Canadian-American Meeting.
- Claire also stated that Paul Nardo (Va.) and Paul Smith (N.H.) have each volunteered to review past ASLCS Business Meeting minutes to determine when and where a Bylaw was added, and/or changed, so that proper citations can be included in the Bylaws similar to citations noted in the Standing Orders.
- Susan Schaar (Va.) moved, and seconded by Alan Whittington (Tenn.), that ASLCS fund an intern to help Jeanne Mejeur (NCSL) inventory the Society's archives currently housed with NCSL in Colorado. Jeanne (NCSL) was also instructed to provide routine reporting on the project to the President. The expenditure was approved without objection.

Susan Schaar (VA) further moved that the Executive Committee direct the Bylaws and Standing Orders Committee to proceed with the previously discussed charges for the upcoming year. The motion was seconded by Susan Kannarr (Kan.) and prevailed without objection.

#### *Update on 2015 ASLCS PDS*

Jeanne (NCSL) provided to the committee a review of the current budget numbers concerning the Raleigh, N.C., Professional Development Seminar (PDS). It was mentioned that due to the efforts of Denise Weeks (N.C.), Russell Humphrey (Tenn.), Susan Schaar (Va.), and Jeanne Mejeur (NCSL) over the last year, fundraising deposits into the L190 account were very successful and would be helpful offsetting any deficit. Jeanne said she anticipated the 2015 PDS in Raleigh would lose at least \$9000 due to fewer registrations than expected, higher food costs, higher audiovisual costs, and Sliq Media's decision to contribute to the host state instead of the PDS meeting budget.

#### *Update on 2016 Boise PDS*

In reviewing the current seminar's costs, the committee discussed lowering the room block for the 2016 Professional Development Seminar (PDS) in Boise, Idaho, from 675 room nights by a further 10 percent (contracted limit), if needed, to ease budget concerns and noted that rooms could be added to this moving number at any time without penalty. Jeanne (NCSL) reported that the room block on the original contract had been reduced due to concerns Boise might not attract a large attendance and that the signed contract with the Grove Hotel in Boise has a clause that allows the Society to drop the room block an additional 10 percent based on the final attendance figures for the 2015 PDS. She recommended the Society use that clause to reduce the room block at the Grove to limit its liability for attrition. Jeanne (NCSL) advised that attention should also be paid for 2016 planning to a possible attrition penalty for not reaching the 80 percent contracted room threshold. The Raleigh meeting satisfied this threshold and received no penalty, but this

issue should be addressed as a possibility for Boise. The committee also discussed whether Boise would be considered a no host or hybrid PDS. Russell Humphrey (Tenn.) recalled that the idea of a no host committee had been suggested at this year's spring meeting to address the possibility of any shortfall in donations when planning the Boise meeting. Jeanne Mejeur (NCSL) noted that as of now, there is no budget for the 2016 PDS, and it was verbally understood that the Idaho delegation considered the upcoming meeting to be a hybrid and they were actively soliciting donations for the social events. Susan Schaar (Va.) suggested the committee consider past no host examples such as Coeur d'Alene, Monterey, and Branson in its deliberations to be prudent in planning the 2016 meeting. It was especially noted that the example of Coeur d'Alene from 1999 is particularly relevant since it is the last Idaho meeting and was initially planned as a no host meeting. Susan Schaar (Va.) recalled that Coeur d'Alene mutated to a partial hybrid in 1999 due to donations for social events occurring while conducting the meeting. Susan Schaar (Va.) strongly recommend to the committee that the president appoint a no host committee to meet with the Boise delegation to assess the progress of fundraising and planning to counter any shortfalls that might occur. President Furlong (Nev.) stated that she would appoint a no host committee to follow up on the discussion with the Boise planning committee and appointed Yolanda Dixon (La.) to chair the committee based on her recent experience in hosting a fall PDS in Baton Rouge.

#### *Discussion and Approval of Budgets for ASLCS Publications*

Bill MaGill (Vt.) moved, seconded by Yolanda Dixon (La.), that the following budgets for the ASLCS publications be approved:

- a) *International Directory* (per Section XVI (C) 6 of the Standing Orders)
  - Approval of up to \$10,000 for publication of the *International Directory*.
- b) *Legislative Administrator* (per Section XVI (D) 6 of the Standing Orders)
  - Approval of up to \$10,000 for publication of the *Legislative Administrator*.
- c) *Professional Journal* (per Section XVI (E) 7 of the Standing Orders)
  - Approval of up to \$10,000 for publication of the *Professional Journal*.
- d) *Roster and Reference Guide* (per Section XVI (F) of the Standing Orders)
  - Approval of up to \$10,000 for publication of the *Roster and Reference Guide*. (Note: Susan Schaar (Va.) kindly offered for the Virginia Senate to absorb the mailing costs for distribution of the guide since they were tasked with producing the publication.)

#### *Roster Committee Conversion to Special Committee*

The committee discussed the Roster Committee's conversion to a special committee. It was discussed that the Technology Committee would be working to improve the data that is currently provided in the *Roster and Reference Guide*. Those efforts would primarily focus on centralizing the location of the data to maintain consistency for the information.

#### **Other Business**

##### *Joint Canadian-American Meeting Attendance Rules*

The committee discussed the current attendance rules pertaining to the Joint Canadian-American Meeting. Susan Schaar (Va.) informed the committee that Butch Speer (La.) had suggested that a recommendation be presented to the Executive Committee to suspend the attendance rules for the upcoming Joint Canadian-American meeting. Yolanda Dixon (La.) moved, and seconded by

Maryann Horch (Va.), to suspend the attendance rules for the upcoming Canadian-American meeting in Ohio to provide the opportunity for everyone with an interest to attend. The motion prevailed without objection.

#### *Facebook Participation*

The committee discussed whether non-dues paying members can actively participate on the ASLCS Facebook page. The Technology Committee had originally developed the informal ASLCS Facebook usage policy, and those guidelines require an annual review. The current usage policy states that you must be a dues paying member in order to participate in the Facebook page, however, a specific revision of the rules by the Technology Committee may be necessary at this time. Jeanne (NCSL) informed the committee of several examples of how NCSL maintains permissions on their section websites and listserv. The committee then agreed that the Technology Committee should review this issue and provide recommendations to the Executive Committee at a future meeting. Any acceptable recommendations at that time can then be charged by the Executive Committee to the Bylaws and Standing Orders Committee for proper implementation.

#### *Update on 2015 Canadian-American Meeting*

Brad Young (Ohio) provided a brief update for the upcoming Joint Canadian-American meeting that will take place from October 28 through November 1. He informed the committee that 40 rooms have been blocked at a rate of \$119.00 per night, and a hospitality suite will be provided with no corkage fee. During discussion of this issue, it was suggested that the block of rooms be reduced to 30 rooms per night, instead of 40 rooms to protect the host state from extra costs. The committee then further discussed meeting and contractual experiences from past Joint Canadian-American meetings in order to help with any negotiating for the current meeting expenses.

#### **Announcements**

Bill MaGill (Vt.) announced he would be resigning his seat as Immediate Past Associate Vice President effective Oct. 1, 2015, and he then recommended to President Furlong (Nev.) that Janice Gadd (Utah) be appointed to fill the vacancy. The appointment was approved by the committee by acclamation. President Furlong (Nev.) appointed Maryann Horch (Va.) to monitor the Facebook page.

#### **Adjournment**

Without objection, the meeting was adjourned by President Susan Furlong (Nev.).

Respectfully submitted,  
Robert Haney (Texas)  
Secretary-Treasurer