

# ASLCS Executive Committee Meeting Minutes

ASLCS Spring Business Meeting  
Clearwater, Fla.  
May 2, 2015

## Call to Order

The meeting of the Executive Committee was called to order by Russell Humphrey (Tenn.), ASLCS President, at 1:30 p.m.

## Attendance

The following members of the committee were present: Russell Humphrey (Tenn.), Susan Kannarr (Kan.), Robert Haney (Texas), Maryann Horch (Va.), Pat Harris (Ala.), Denise Weeks (N.C.), Alan Whittington (Tenn.), and Yolanda Dixon (La.).

Other members/guests in attendance included Jeanne Mejeur (NCSL), Angela Andrews (NCSL), Brad Young (Ohio), Jennifer Novak (Idaho), Patsy Spaw (Texas), and Ann Cornwell (Ark.).

## Approval of Minutes

Denise Weeks (N.C.) moved and Robert Haney (Texas) seconded to approve the minutes of the December 18, 2014 Executive Committee conference call meeting.

## Old Business

Secretary-Treasurer Susan Kannarr (Kan.) reviewed the treasurer's report for the Dues Account. The ending balance in the account was \$50,245.42 as of April 30, 2015. Pat Harris (Ala.) moved and Alan Whittington (Tenn.) seconded to approve the report.

Jeanne Mejeur (NCSL) reviewed the ASLCS Finance Reports including a summary of the various accounts. Ms. Mejeur reported the following:

1. Professional Development Revolving Account (LLCS): The ending balance as of March 31, 2015 was \$16,885.04. Deposits during 2014 included a profit of \$7,241.33 from the Baton Rouge PDS, a transfer from L190 for Ed Burdick Scholarships (\$1,500) and contributions from individuals for the Associate Exchange Program (\$1,250). Expenditures during 2014 consisted of reimbursements for the Associate Exchange Program (\$1,250), speaking fees for the 2014 PDS (\$19,000), and payments for the Ed Burdick Scholarship (\$1,500).
2. Special Meetings Fund (L190): The ending balance as of March 31, 2015 was \$264,670.38. Pending deposits not reflected in the ending balance include funds raised to support the 2015 PDS in Raleigh, N.C. (\$8,500) and a payment from IRC for the lunch at the 2015 Spring Meeting (\$2,500). Pending expenditures are \$16,856.41 for costs associated with the 2015 Spring Meeting.

## New Business

### *2016 PDS Site Selection Update*

President Humphrey recognized the Site Selection Committee Chairperson Brad Young (Ohio) for a report on the committee's recommendation of Boise, Idaho as the location for the 2016

PDS. The meeting is planned to be a hybrid host unless sufficient funds are raised by the host state. Jennifer Novak (Idaho) indicated that she had received approval from the Idaho Attorney General to raise funds to support the meeting. Ms. Novak did not have specific dates suggested for the meeting at this time but is anticipating the first week in October. In addition, legislative leadership and directors of staff agencies have indicated that they will help to provide support for the meeting. Ms. Novak and Mr. Young answered several questions from Executive Committee members. On motion of Pat Harris (Ala.), seconded by Denise Weeks (N.C.), the Executive Committee voted unanimously to accept the committee recommendation. President Humphrey appointed a subcommittee to work on initial planning with the goal of reporting back to the Executive Committee at the NCSL Summit in August. Members of the subcommittee are: Pat Harris (Ala.), Chairperson, Brad Young, Yolanda Dixon, and Susan Kannarr.

#### *Committee Vacancies and Replacements*

President Humphrey reviewed the 2014-2015 committee chair and vice-chair assignments. He drew the committee's attention to the chairperson vacancy on the Program Development committee created by David Byerman's departure from legislative service in December 2014. Humphrey indicated that several individuals have been asked to serve as chairperson but none have accepted to date. The President highlighted the importance of this position and requested suggestions for candidates from members of the Executive Committee.

#### *New Member Outreach*

Jeanne Mejeur (NCSL) directed the committee's attention to a page in their materials listing the new Principal Clerks and Secretaries. Humphrey requested that this topic be deferred to the NCSL Summit in August so that President-Elect Susan Furlong can participate in the discussion. Ms. Mejeur informed the committee that the Chairperson of the Membership and Communication Committee has offered to assist with new member outreach.

#### *Joint Canadian American Meeting*

President Humphrey informed the group that Brad Young (Ohio) has agreed to host the 2015 meeting in Columbus. The committee was reminded that the host state is precluded from spending ASLCS funds to support but that approval may be sought at a later time to use funds leftover from previous years. President Humphrey noted that \$35,000 is an approximate cost for this type of meeting and that it is generally covered by registration fees. No specific date has been set for the meeting at this point in time.

#### *NCSL Legislative Summit Schedule*

Jeanne Mejeur (NCSL) reviewed the preliminary ASLCS schedule for the 2015 Legislative Summit in Seattle. Mejeur told the committee that she submitted the preliminary schedule to NCSL based on previous years' activities as it was due on May 1, 2015. According to this schedule ASLCS committees will meet Monday, Aug. 3 from 2-5 p.m.; the ASLCS Business meeting will be held Tuesday, Aug. 4 from 12-2 p.m.; and the ASLCS Executive Committee will meet on Wednesday, Aug. 5 from 2-3:30 p.m. Ms. Mejeur noted a time slot on Thursday afternoon for staff section sponsored sessions and indicated that ASLCS could either develop a session or co-sponsor sessions with other staff sections. In response to a question from the committee regarding *Mason's Manual* Ms. Mejeur indicated that although it didn't appear on the distributed schedule she believed it would meet Sunday morning Aug. 2. Susan Kannarr (Kan.)

informed the committee that she has been approached by NALIT to be a panelist on a session Thursday afternoon on the topic of relationships between IT staff and customers. Ms. Kannarr suggested that this might be an appropriate topic for ASLCS to consider co-sponsoring. The Executive Committee approved the preliminary schedule without objection.

#### *Review of 2015 PDS in Raleigh, N.C.*

Denise Weeks (N.C.) reviewed the preliminary agenda for the 2015 PDS in Raleigh, N.C., Sept. 20-25. As part of the description, Ms. Weeks described the planned host state events.

Jeanne Mejeur (NCSL) reviewed the proposed budget for the 2015 PDS which is based on past patterns. Total anticipated costs are \$81,650 based on 175 full price registrations and 25 guests. Ms. Mejeur brought the committee's attention to a \$5,000 transfer from the L190 account listed under revenue. She indicated that this was necessary to balance the budget due to NCSL's policy that all meeting budgets must balance to be approved. Upon motion by Maryann Horch (Va.), seconded by Robert Haney (Texas), the transfer from L190 was approved. The preliminary budget was unanimously approved on motion of Denise Weeks (N.C.), seconded by Alan Whittington (Tenn.).

In response to a committee member question regarding the community service project, Denise Weeks (N.C.) responded that no firm plans are in place but that options could be packing care boxes or writing cards for deployed military since the Raleigh area has a large military presence.

#### *Lifetime Membership*

President Russell Humphrey announced that he had been approached regarding granting a lifetime membership to a former member. Discussion was deferred to the Legislative Summit in August.

#### *Photo Archivist Position*

Maryann Horch (Va.) requested the Executive Committee consider establishing the position of photo archivist within the Society to preserve various photos taken by members at various meetings. The committee agreed that the Society should have a way to preserve and organize the pictures, many of which were gathered for the 70th Anniversary Edition of the *Legislative Administrator*. After discussion regarding the need to stay organized and keep pace with technology, Maryann Horch was named the ASLCS Photo Archivist on motion by Denise Weeks (N.C.) seconded by Yolanda Dixon (La.).

#### *Travel Approval*

Robert Haney (Texas) moved and Maryann Horch (Va.) seconded a motion to approval travel for Russell Humphrey and Susan Furlong, or their designees, to attend the Spring LSCC Meeting, June 4-6, 2015, in Denver; the summer LSCC Meeting, Aug. 3-6, in Seattle; and the ANOMAC or CATTs Meetings to be held in Aug. 2015. The motion was unanimously approved.

#### *State Capitols Book Project*

Jeanne Mejeur (NCSL) asked the Executive Committee for direction on whether the Society was interested in further pursuing a project to publish a book on state capitols. The committee was informed that Paul Campos and Brad Hendrickson from the Washington Senate, who previously

worked on the publication, are willing to continue to provide assistance if requested. After discussion regarding the need to complete the material, pricing and format of the book, the topic was deferred to the Legislative Summit in Seattle when Mr. Campos and Mr. Hendrickson would be available to participate.

### *Correspondence*

Jeanne Mejeur (NCSL) reviewed the copies of correspondence received from recipients of ASLCS memorial contributions in honor of Betty King and Julia Bass as well and a thank you note from the family of Betty King.

### **Other Business**

#### *Bylaws Committee Activity*

Patsy Spaw (Texas), Chair of the Bylaws committee, reported on the activities of her committee. Information on all of these will be E-mailed to the Secretary-Treasurer and the executive committee for consideration.

- Technical changes to the Bylaws – Ms. Spaw reported that her committee had approved a number of technical changes to the Bylaws. These will be incorporated into the existing language and distributed to the executive committee for approval at the Legislative Summit in August.
- Millie McFarland Scholarship - Language regarding the Millie McFarland scholarship to support principals' attendance at the PDS is nearly complete. Ms. Spaw reported that the language was patterned after the Ed Burdick Scholarship for associates. The amount of the scholarship is currently unspecified.
- ASLCS committee descriptions – Committee descriptions in the standing orders were compared to those in the Roster to ensure consistency. The Roster committee was changed to a special committee.
- Video recording at the PDS – Issues regarding the a host state's responsibility to pay for video recording at the PDS state dinner were brought to the committee's attention by Butch Speer (La.) because this responsibility is not covered in the Host State Manual. Ms. Spaw indicated that the Bylaws committee has made 3 proposals for language to include in the Bylaws regarding this issue and they are asking the Executive Committee to choose one of the options.
- President elect outreach – Language regarding the responsibilities of the President-elect was discussed by the Bylaws committee. The executive committee deferred discussion to a later meeting due to the absence of the current President-Elect, Susan Furlong (Nev.) who was not able to attend the Spring Business meeting.
- Conflicting language – Ms. Spaw briefly reviewed conflicting language found within the Standing Orders by the committee in their review.

President Humphrey indicated that he plans to have these issues discussed during a conference call to be schedule after the information is received from the Bylaws committee and prior to the Legislative Summit. Patsy Spaw (Texas) will be included in the phone call.

*ASLCS Listserv*

President Humphrey brought the issue of dues-paying former members being allowed to participate in the ASLCS Listserv. Angela Andrews (NCSL) informed that committee that because the listserv is an NCSL product its policies may not allow this participation because former members are not current legislative staff. The committee directed Jeanne Mejeur (NCSL) to get more information from NCSL regarding the options available.

**Adjournment**

On motion of Denise Weeks (N.C.), seconded by Robert Haney (Texas), the meeting was adjourned at 2:50 p.m.

Respectfully submitted,  
Susan W. Kannarr (Kan.)  
Secretary-Treasurer