

ASLCS Executive Committee Meeting Minutes

ASLCS Executive Committee Meeting
NCSL Annual Summit
Chicago, Ill.
Wednesday, Aug. 10, 2016

Call to Order

The meeting of the Executive Committee was called to order by Susan Furlong (Nev.), ASLCS President, at 9:18 a.m. CST.

Attendance

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

Other members/guests in attendance included Jon Griffin (NCSL liaison to ASLCS), Claire Clift (Nev.), Jennifer Novak (Idaho), Carrie Maulin (Idaho), Jim Drake (Ariz.), Norma Chastain (Ariz.), Patsy Spaw (Texas), and Senator Myron Jackson (Virgin Islands).

A quorum of committee members was present.

Report of Proposed Changes to the Bylaws and Standing Orders

President Furlong (Nev.) recognized Claire Clift (Nev.), chair of the Bylaws and Standing Orders committee, to offer a report proposing changes to the Bylaws and Standing Orders.

Chair Clift outlined the proposed changes to the *Standing Orders* as follows:

- Section II(D)(2)(h) - Adding language to allow memorial contributions for former Presidents to be \$500.00 and former Associate Vice Presidents to be \$250.00. The change should also correspond with language in Section VIII(C)(2).
- Section III(A) - Adding language defining the Society Archivist and Photo Archivist. The change would include appointment language, terms of office, and duties for each created position. The language would also describe the content of the archives and retention and storage policies.
- Section VI(A)(2) - Modifying the Canadian-American Relations committee language to include publication of host state manuals for the Joint Canadian-American Meeting.
- Section VI(A)(6) - Modifying the Membership and Communication committee language to include the ASLCS President-elect and Associate Vice President as ex-officio members of the committee.
- Section VI(A)(9) - Modifying the Site Selection committee language to include reviewing and developing host state manuals for the society.
- Section VIII - Modifying the description and duties of the leadership officers of the society as follows:
 - a. ASLCS President - adding an authority clause and formatting with distinct titles for each duty.

- b. ASLCS President-elect - adding an authority clause, formatting with distinct titles for each duty, adding a duty to appoint an Internal Audit Committee to review the Secretary/Treasurer's records from the previous year, adding language for serving as an ex-officio member of the Membership and Communication committee, and adding language about the responsibility of depositing society documents with the archivist and staff liaison.
- c. ASLCS Secretary-Treasurer - adding an authority clause, formatting with distinct titles for each duty, expanding language for recordkeeping, adding language for custody of society records, adding language on providing notice of all meetings as required by the Bylaws, and expanding the language for charitable contributions to include amounts for former society Presidents and Associate Vice Presidents.
- d. ASLCS Associate Vice President - adding formatting with distinct titles for each duty and adding language to be an ex-officio member of the Membership and Communication committee.
- e. ASLCS Immediate Past President - adding formatting with distinct titles for each duty.

Chair Clift (Nev.) also mentioned there are no previous historical citation references of *Bylaws* changes and that the committee had created a table for future reference. A document providing the proposed citation references was reviewed by the Executive Committee.

In reference to the citation references for changes in the Society's *Bylaws*, Chair Clift (Nev.) mentioned that NCSL Liaison Jon Griffin has been very helpful in this process. After his review of records at NCSL headquarters, it was determined that many of the records are missing pre-1990s and this fact necessitated the addition of duties for the ASLCS President-elect to collect the society's records for proper storage. Patsy Spaw (Texas) offered to reach out to long-time member Denise Weeks (N.C.) for the missing records she may have in her files since she was society President around that period of time. Maryann Horch (Va.) suggested that the society should establish a booth at the PDS expo for members to bring old NCSL records, as appropriate, on a thumb drive for donation to the archive effort. Chair Clift (Nev.) appreciated the suggestion and stated that the committee could provide a list of missing items as a guide for members.

Yolanda Dixon (La.) moved, seconded by Susan Kannarr (Kan.), that the proposed changes to the *Bylaws and Standing Orders* be approved and incorporated into the society's policies. The motion was unanimously approved.

President Furlong (Nev.) then recognized and welcomed the distinguished Senator and Secretary for the 31st Legislature of the Virgin Islands, Myron D. Jackson.

Report of the Strategic Planning Committee

President Furlong (Nev.) then recognized Patsy Spaw (Texas) to provide a report from the Strategic Planning Committee appointed by the President. The chair reported that the committee was assigned the three following charges:

- 1) **Summit Scheduling - Review how the Society uses its time at the Summit and discuss how we balance the desire of members to obtain training with our administrative needs.** After discussion the committee recommended to firstly, remind

chairs to work closely along their agendas in an effort to be more efficient when using the committee's scheduled time, and secondly, to reduce the time allotted for committee meetings from 45 minutes to 30 minutes. Committee chairs would also be expected to communicate with their members prior to the NCSL Annual Summit regarding issues before the committee to improve discussions. These recommendations are expected to free up 1.5 hours that is currently used for standing committee meetings and provide members with additional time to attend other professional development sessions offered at the Summit.

- 2) **Strategic Planning Committee - Consider adding the Strategic Planning Committee as a standing or special committee of ASLCS.** The Strategic Planning Committee currently is appointed by the President and acts as an advisory body for the President and Executive Committee. The Strategic Planning Committee recommended that Strategic Planning not be added as a standing committee, but instead be added to the list of special committees that may be appointed by the President in the opening paragraph of Section VI(D) of the *Standing Orders*. The proposed special committee would be established under Section VI(D) of the *Standing Orders* and have no charges, but would take direction from the President, Executive Committee, and veteran members of the society when reviewing any current issues affecting ASLCS. The proposed language in the *Standing Orders* would provide that the committee is not required each year, but would be an available tool for appointment by the President. Yolanda Dixon (La.) offered to the Executive Committee that this charge should be referred to the Bylaws and Standing Orders committee for further discussion. Susan Schaar (Va.) agreed with Yolanda's suggestion and restated that the appropriate place in *Standing Orders* should be Section VI(D). President Furlong (Nev.) offered that from a procedural perspective the committee's written established language should clearly state whether or not the committee would automatically be carried over from year to year.
- 3) **ASLCS Financial Reporting - Review proposals to improve and restructure the society's financial planning for ASLCS accounts.** Chair Spaw reported that President Furlong (Nev.) had raised issues of inconsistencies in reporting of expenditures from the various ASLCS accounts and the difficulty in determining how the budget funds are being spent from year to year. President Furlong (Nev.) charged the Strategic Planning Committee with considering how the Society might improve and possibly restructure its financial accounts to resolve these issues. Chair Spaw noted the committee discussed various suggestions, including establishing some uniform reporting categories; clearly defining all accounts and how each account can be used; and providing cost per person analysis in pertinent categories. It is the recommendation of the Strategic Planning Committee that the inactive Budget and Revenue Committee be replaced with a new committee to review and advise the Executive Committee on ASLCS financial reports and the PDS budget. Also, the new committee should be composed of members with Executive Committee experience and should provide training to new Executive Committees on Society finances and accounts, including an overview of funds available for the Society's needs, the source of those funds, and how and for what purpose the funds may be used.

Susan Schaar (Va.) stated that she had discussed the funds issue with Diane Chaffin, NCSL's Director of Operations, and Ms. Chaffin indicated the Society could consolidate

all of its fund accounts into one account, with the exception of the ASLCS Dues Account. Chair Spaw (Texas) noted that the original agreement between ASLCS and NCSL that established the guidelines for the accounts and placed the money with NCSL was signed by NCSL Executive Director Bill Pound. The original agreement provided that ASLCS would receive 50% of the profits from Society meetings, and any losses incurred from meetings would be covered by NCSL. Norma Chastain (Ariz.) stated she could check with Norm Moore (former Ariz. house clerk and ASLCS President) to see if he had copies of the agreements. President Furlong (Nev.) asked Jon Griffin (NCSL staff liaison) to check with the NCSL accounting department, or NCSL Chief Financial Officer Mary Wild to obtain copies of the signed agreements. Chair Spaw (Texas) stated that once copies of the agreements were obtained, the committee would want to review the details of the accounts associated with them. Another proposal that was reviewed was recommending that the Budget and Revenue committee's purpose be changed from a fundraising committee to more of a post-meeting audit committee that would be tasked with reviewing ASLCS accounts and formulating training processes and materials for incoming members of the Executive Committee. Patsy stated that it was discussed that the membership of the committee should be populated with former members of the ASLCS Executive Committee. Susan Schaar (Va.) offered that the historic purpose of the committee was to keep donations to the society personal, rather than more institutional. Chair Spaw (Texas) proposed that the committee draft some new language for this proposal to be reviewed at the Boise PDS. President Furlong (Nev.) commented that the ASLCS accounts in general can be difficult to understand and even sitting members of the Executive Committee might need refreshers each year. In regards to this proposal, the Executive Committee members provided permission to the Strategic Planning committee to formulate some recommended language and, in the interest of time, automatically send it to the chair of the Bylaws and Standing Orders committee for distribution to that committee's membership for review. Being present, Chair Clift (Nev.) of the Bylaws and Standing Orders committee delegated this task to Vice chair Bill MaGill (Vt.) to distribute any new draft language and changes to the Bylaws and Standing Orders committee, as well as the Strategic Planning committee.

Susan Schaar (Va.) moved, seconded by Pat Harris (Ala.) that the Executive Committee accept all three recommendations by the Strategic Planning committee. The motion was unanimously approved.

Update on 2016 ASLCS PDS

President Furlong (Nev.) recognized Jennifer Novak (Idaho) to provide an update on the 2016 ASLCS PDS in Boise. Jennifer reported that all events had been planned and that the hotel booking issues were being resolved. Jon Griffin (NCSL staff liaison) recommended the Red Lion hotel as a possible backup due to their free shuttle. Jon further mentioned that NCSL was working on technical issues that have plagued conference registration on their website. Jennifer discouraged selection of the Red Lion hotel as an overflow due to unsavory businesses in the area. President Furlong (Nev.) asked Jennifer if she had recommendations as a local for possible overflow hotels. Jennifer mentioned the Hampton Inn, Hotel 43, and The Courtyard by Marriott. Susan Schaar (Va.) appreciated the local perspective and offered that the Hotel 43 would be a nice hotel to investigate. In terms of seminar fundraising Jennifer stated that totals were at

\$9270.00 with more checks on the way. Jennifer stated that she would provide a list of donations to Jon.

Jon indicated that Propylon had informed him of their desire to sponsor a breakfast and Sliq Media wanted to sponsor something, just not at the rate they offered in past meetings. Jennifer stated that all audio/visual and IT needs at the state capitol were being provided by the Idaho Senate, as well as shirts, security, signage, and a possible donated capitol lunch. It was suggested that if the lunch ended up not being covered by donation to the Idaho Senate, then maybe sponsorship could be offered to Sliq Media instead. Jennifer stated that they had planned to change the feel of the legislative expo event for this year's PDS, making it more social in nature with a breakfast in the same room. Norma Chastain (Ariz.) stated that she currently had confirmed six expo exhibitors so far. Jennifer then introduced to the Executive Committee the newly established Chief Clerk of the Idaho House, Carrie Maulin.

Jennifer also discussed the details for the recipient of the ASLCS Service Project. Jennifer offered that she would provide information on the charity and a list of needed items to the Boise No Host committee by the following week. Jim Drake (Ariz.) mentioned that moderators were still needed for some of the panels during the Boise PDS.

Approval of 2017 PDS Location

President Furlong (NV) then recognized Jim Drake (AZ) and Norma Chastain (AZ) to present a proposal that the 2017 ASLCS Professional Development Seminar (PDS) be held in Phoenix, Arizona. The Arizona representatives stated that the current legislative leadership was very supportive of hosting the conference in 2017 even though they would no longer be the leadership at the time of the seminar. At this time, the incoming leaders of the Arizona legislature are unknown, but the existing leadership team has pledged to have a smooth transition for the seminar. Norma stated that she recently announced plans to retire from the legislature, but has agreed to stay through the conference and take a role as the planner for the event. The Arizona representatives also proposed pushing the seminar dates to the first week of October. President Furlong (Nev.) then asked if the 2017 PDS is intended to be a direct host or a joint hybrid host seminar. Jon stated he would research the issue and provide this answer at a later date. Yolanda Dixon (La.) stated that under the host state manual, many of the local recommendations for the seminar, such as hotels and events, were chosen by the host committee and recommended to the NCSL staff liaison. The Arizona representatives recommended that the Sheraton in Phoenix would be a great host hotel for the event.

Pat Harris (Ala.) moved, seconded by Susan Kannarr (Kan.), that the Executive Committee accept the Arizona proposal to host the 2017 ASLCS Professional Development Seminar in Phoenix, Arizona. The motion was unanimously approved.

Approval of Minutes

Jon Griffin (NCSL staff liaison) offered a correction to the April 23, 2016 minutes due to his original misreport of \$1500.00 instead of \$2875.00 for an accidental double subtraction recorded on page 4 of the minutes. The minutes of the Spring Executive Committee meeting held on April 23, 2016 were unanimously approved, with corrections, on motion of Yolanda Dixon (La.) and then seconded by Susan Schaar (Va.). Treasurer's Report Secretary-Treasurer Robert Haney

(Texas) then reviewed the treasurer's report for the ASLCS Dues Account. Secretary-Treasurer Robert Haney (Texas) concluded his report stating an ending balance, as of August 10th, 2016, for the dues account of \$58,110.98. On a motion of Susan Schaar (Va.), seconded by Maryann Horch (Va.), the committee approved the report.

Old Business

Jon Griffin (NCSL Liaison) was recognized by the chair to review the balances of the ASLCS Special Meetings Fund (L190), and the ASLCS Professional Development Revolving Account (LLCS).

1. **ASLCS Special Meetings Fund (L190 account)** - Jon Griffin (NCSL) reported on revenues and expenditures to the account since the April 23, 2016 meeting. Mr. Griffin reported that the account accrued revenue in the form of interest payments totaling \$405.00, proceeds from the selling of pottery during the 2015 PDS with a subsequent accounting error to the dues account for \$250.00, and \$2759.00 that has been invoiced to IRC for sponsorship of the Business Lunch from the 2016 Spring meeting. Jon reported that some 2016 PDS fundraising was represented in revenue of \$300.00 from Chuck Winder for Senate, but other fundraising for the PDS was still pending and not yet collected in the amounts of \$2500.00 from Monsanto, \$250 from the Virginia Beer Distributors, and \$700.00 from the Williams, Mullen, Clark, and Dobbins firm. Jon reported that expenditures since the last report were the Spring meeting hotel expenses of \$11,129.26, tips for Alexandria tour guides of \$80.00, DC Military tour costs of \$375.00, and \$54.55 from FedEx shipping costs. The current balance of the L190 account was \$206,348.61 as of July 28, 2016.

Yolanda Dixon (La.) asked Jon about the Boise PDS Basque event deposit not showing on the report. Jon indicated he would investigate and report back. Jon also stated that NCSL was holding account expenditure deposits for speakers presenting at the PDS and those amounts had not yet been charged to the ASLCS account. President Furlong (Nev.) further inquired about where the PDS funds were being represented in this report for the band and venue deposits from one of the social events that had been previously approved by the Executive Committee. President Furlong (Nev.) wondered if these amounts were possibly reported prior to the April report. Due to these concerns, the President asked Jon Griffin (NCSL staff liaison) to provide the updated information to the Executive Committee prior to acceptance of the totals.

2. **ASLCS Professional Development Revolving Account (LLCS)** - Jon Griffin (NCSL) reported a beginning balance of \$19,635.04 as of March 31, 2016. Jon's report showed no new deposits and new expenditures of \$1000.00 for two reimbursements for the Associate Exchange Program participants. As of July 28, 2016, the LLCS account had a closing balance of \$18,635.04.
3. **Fundraising Summary for 2016 PDS** – It was agreed that the fundraising report had already been presented by Jennifer Novak (Idaho) earlier in this meeting.

Deferred business from the Spring Meeting

1. Discussion of Charitable Donation to North Carolina-Based Veterans' Charity – This item was deferred to the Boise meeting.
2. Criteria for the Selection of Scholarship Recipients – Maryann Horch (Va.), in consultation with Bernadette McNulty (Calif.), presented a proposal for establishing criteria for the Executive Committee to consider for awarding society scholarships. The basis of Maryann's proposal was to create an electronic-based application form that would assist the committee in weighing criteria. Some of the criteria being considered were deadline compliance, financial need, essay content, dues support, and endorsement of the principal member. It was noted that an electronic form might affect consideration of the principal's endorsement, since the letter would be mailed in separately. Some members of the committee discussed concern over using the "need" language on the form in attempting to determine personal or state funds being utilized. Susan Schaar (Va.) suggested changing the language to reflect "financial assessment" instead of "need" as a criteria. The committee also cited that in the case of low participation, extending the deadline might reduce the importance of the deadline submission criteria unless there was only an extension for a short period or possibly just two weeks allowed. Maryann Horch (Va.) stated that her main goal was to provide for outreach and to inspire candidates to apply. Yolanda Dixon (La.) offered a consideration order for 3 of the main criteria to be considered: 1) Financial assessment, 2) Support with attendance of conferences, 3) Payment of ASLCS dues. Maryann agreed this list was acceptable criteria to be considered, but other criteria could also be considered in the Executive Committee's discussions. Susan Schaar (Va.) moved, seconded by Alan Whittington (Tenn.), that the committee approve and send to the Bylaws and Standing Orders committee the proposed form with its format and content. The motion was unanimously approved. President Furlong (Nev.) offered that the updated form sent to the Executive Committee membership via PDF as soon as the changes are completed.
3. Clarification Regarding Reimbursement for Travel Expenses for Attendance at Joint Canadian-American Meetings – Pat Harris (Ala.) had recommended that the committee discuss this issue further. Mr. Harris' main concern was whether the society should pay for attendance by the President to both CATTS and the Joint Canadian-American Meeting. After discussion, it was decided that no action is required of the Executive Committee at this time. The Bylaws clearly state in which circumstances that the President, or their designee, should be reimbursed.

New Business

Approval of Travel for the President and President-elect or Their Designee(s) to Attend the Fall NCSL Executive Committee/LSCC Meeting, Oct. 7-8, in Omaha, Neb.

Susan Schaar (Va.) moved, seconded by Maryann Horch (Va.), that the committee approve reimbursement of travel expenses for Susan Kannarr (Kan.) incoming President, and Robert Haney (Texas) incoming President-elect, or their designees, to attend the Fall NCSL LSCC meeting in Omaha, Neb. The motion was unanimously approved.

Approval of Travel for the President and Chair of the International Communications Committee to Attend the ANOMAC Meeting in Mexico

Susan Schaar (Va.) moved, seconded by Janice Gadd (Utah), that the committee approve reimbursement of travel expenses for Susan Kannarr (Kan.) and Jackie Schulz (Alaska), as designees for President Furlong and International Relations Chair Liz Clark (Alaska), respectively, to attend the ANOMAC meeting in Mexico. The motion was unanimously approved.

AEP Participant Reports from John Hollman (Ill.) and Ali Sagraves (Ohio)

The committee reviewed reports submitted by the AEP participants and appreciated their detailed summaries describing their experiences with the program.

Selection of Edward A. Burdick Memorial Scholarship Recipients

The committee reviewed several candidates and approved the selection of two applicants to receive the award. Susan Schaar (Va.) moved, seconded by Maryann Horch (Va.), that the Executive Committee select Brian Ebbert (Calif.) and Jon Bellamy (Fla.) to receive the Edward A. Burdick Memorial Scholarship. The motion was unanimously adopted. The committee also asked Jon Griffin (NCSL staff liaison) to compile a list of past recipients for this award since its creation in 2012.

Selection of Millicent "Millie" MacFarland Scholarship Recipients

The committee reviewed the applicants and selected two individuals to receive the award. Yolanda Dixon (La.) moved, seconded by Maryann Horch (Va.), that the Executive Committee select Carmine Boal (Iowa) and Ellen Thompson (Wyo.) to receive the Millicent "Millie" MacFarland Scholarship. The motion was unanimously adopted.

Selection of Jane Richards Scholarship Recipient

No applicants were received to be considered for the scholarship. Pat Harris (Ala.) recommended that the committee reach out and encourage participation since this is a great opportunity to interact with our neighbors to the north. Pat mentioned that Alabama is reciprocating with Ontario to host a member of their staff and the relationship is proving to be a great experience for all involved. President Furlong (Nev.) recommended that a scholarship table be added to the expo to advocate for these opportunities. No further action was required by the committee at this time.

Other Business

Susan Schaar (Va.) moved, seconded by Janice Gadd (Utah), that a \$100.00 memorial contribution be sent in memory of Janet Jones, former Clerk of the Kansas House, to the charity of her family's selection. It was noted that Susan Kannarr (Kan.) would notify the Secretary/Treasurer as soon as details on that charity were known.

Announcements

Jon Griffin (NCSL) stated that Patty Benskin (Wyo.) resigned her position and a replacement had yet to be announced.

Jon Griffin (NCSL) also announced that the promotional postcard for the Boise PDS would be mailed soon, and was expected to provide an increase in attendance for the fall seminar in Boise.

Adjournment

Without objection, President Furlong adjourned the meeting at 11:45am CST.

Respectfully submitted,
Robert Haney (Texas)
Secretary-Treasurer