

# ASLCS Executive Committee Meeting

Conference Call Meeting  
Dec. 19, 2016

## **Call to Order**

The meeting was called to order by President Susan Kannarr (Kan.) on Monday, Dec. 19 at 1:00 pm EST.

## **Attendance**

The following members were present: Susan Kannarr (Kan.), Robert Haney (Texas), Patrick Harris (Ala.), Brad Young (Ohio), Bernadette McNulty (Calif.), Maryann Horch (Va.), Alan Whittington (Tenn.), Susan Furlong (Nev.), Yolanda Dixon (La.), Jay Braxton (Va.), Paul Smith (N.H.), Lindsay Vroegindewey (Mont.).

Other people on the conference call included Angela Andrews, NCSL liaison to ASLCS, and Bill Pound, NCSL Executive Director.

## **Approval of the Minutes**

A motion to approve the Sept. 23, 2016 Executive Committee Meeting Minutes in Boise, Idaho was made by Bernadette McNulty (Calif.) and seconded by Alan Whittington (Tenn.). The motion was unanimously approved.

## **Approval of the Treasurer's Report**

Patrick Harris (Ala.), ASLCS Secretary-Treasurer, presented the Treasurer's Report. A motion to approve the report was made by Paul Smith (N.H.) and seconded by Jay Braxton (Va.). The motion was unanimously approved.

## **New Business**

### *ASLCS Dues Account*

Discussion took place regarding possible changes to the ASLCS Dues Account. Angela introduced Bill Pound who provided an overview of the options regarding the Dues Account and explained that the goal was for NCSL and ASLCS to mutually agree on an option for management of the ASLCS Dues Accounts. The reason this discussion is happening now is due to NCSL having recently changed their bank, from Wells Fargo to Key Bank. The ASLCS dues account contains all funds received as membership dues for the Society. Currently, the account is maintained by the ASLCS Secretary/Treasurer and is housed at Wells Fargo. NCSL has administrative oversight of this account, but all activity is generated from the ASLCS Secretary/Treasurer and approval of expenditures, if need be, by the ASLCS Executive Committee. Due to its administrative oversight of the ASLCS dues account, NCSL's auditors recommend strengthening internal controls for this account, such as adding NCSL fiduciary officers as co-signers on all checks from the dues account. The Executive Committee was presented with 2 options:

Option 1.

- ASLCS continues to maintain the dues account at Wells Fargo.
- ASLCS Secretary-Treasurer remains as the signatory on the account. The Secretary-Treasurer will be required to deposit dues into the account and manage the banking relationship with Wells Fargo. NCSL agrees to facilitate deposits on an occasional basis.
- NCSL maintains administrative oversight of the account, but ASLCS will be responsible to paying annual bank fees (approximately \$400). NCSL requests copies of checks (expenses) paid out of the dues account on an annual basis, which will be kept in NCSL's financial files.

#### Option 2.

- The dues account to Key Bank, NCSL's new bank.
- ASLCS Secretary-Treasurer remains as the signatory on the account, in addition to NCSL's fiduciary officers. Any expenses disbursed from the dues account (checks) must also be signed by one of NCSL's fiduciary officers (Bill Pound, Nancy Rhyme, Mary Wild, Diane Chaffin), in addition to the ASLCS Secretary-Treasurer.
- NCSL maintains administrative oversight of the account and banking fees would either be waived or covered by NCSL. NCSL will facilitate the deposits and manage the banking relationship, either as needed or on a regular basis.

Bernadette McNulty (Calif.) inquired as to why the auditors felt that ASLCS needs to have 2 signatures. Bill Pound responded that all accounts affiliated with NCSL, except for the ASLCS Dues account, currently require two signatures. Angela provided a bit of background regarding the ASLCS Accounts. She stated that in 2007-2008, the ASLCS Executive Committee made the decision to move the dues account under the NCSL umbrella to have additional administrative oversight over the account. In addition, ASLCS was able to use NCSL's Tax ID. Prior to this move, the Dues account moved from state to state as each new Secretary-Treasurer took over and handled the account. The 2007 decision to move this account was done to centralize the account.

Pat Harris (Ala.) made the point that changing banks to Key Bank did not present a problem but questioned if the second signature was a requirement of Key Bank or a requirement of the NCSL Auditors. Bill Pound responded that it was a requirement of the Auditors. Pat asked why the second signature is not currently required with the Wells Fargo Account. Bill acknowledged that the 2<sup>nd</sup> signature requirement isn't currently on the account but said that it would be the preference of the auditors and that the issue came up during this year's audit. Mr. Harris voiced his support of moving the account along with NCSL to Key Bank but stated that requiring a second signature would cause serious delays in making payments. He further commented that he researched back through the account and found that there has never been a problem caused with only requiring the one signature of the ASLCS Secretary-Treasurer and that it has always worked well with getting checks out on time. There was a question about ASLCS obtaining its own Tax ID, however, it was determined that it is not an option due to the amount of time it would take and the requirement to reorganize and reincorporate. Susan Kannarr (Kan.) stated that NCSL has been flexible with ASLCS in this matter in allowing the decision regarding the change to be delayed until a time that the Executive Committee could meet to have a detailed discussion on the matter. She also agreed with Pat in supporting a move to Key Bank but keeping the check signing process for the Dues Account as is with a reporting requirement that would ease the

Auditors' concerns. Bill Pound stated that we would be willing to further discuss the matter and the Executive Committee's concerns with the Auditors.

Robert Haney (Texas) inquired about the possibility of the NCSL's Fiduciary Officers objecting to sign a check that requires a 2<sup>nd</sup> signature and the process if that happened. Bill Pound responded that he didn't think this scenario would happen. If this situation occurred, the matter would be referred back to the ASLCS Executive Committee for discussion.

Pat Harris (Ala.) made the motion to move the ALSACS Dues account from Wells Fargo to Key Bank, but with only the ASLCS Secretary-Treasurer signing checks, and asking Bill Pound to represent the committee and talk to the NCSL Auditors. Should NCSL's auditors refuse this proposal, then the banking situation will stay as is and the ASLCS Executive Committee will discuss the matter further and decide at a future meeting. Paul Smith (N.H.) seconded and the motion passed unanimously.

## **Old Business**

### *ASLCS Special Meetings Fund (L190)*

Angela Andrews, NCSL, reported on the status of the ASLCS Special Meetings Fund (L190). The report dated Dec. 12, 2016 showed the 2016 Beginning Balance at \$214,023.42. Angela outlined the contributions that were received since the last report: They were IRC sponsorship of the Business Luncheon at the 2016 Legislative Summit (\$5,736.39); Risch Pisa (\$250), Idaho Farm Bureau (\$125) and Gardner Company (\$500) which brought the total for Idaho Fundraising to \$6925.00. Other income was generated from Interest earned (\$274), a Site Visit Travel Credit (\$12) and Pin Sales from the 2016 ASLCS PDS (\$64). Angela reported that total revenues for 2016 was \$20,475.39. Of that amount, \$10,975.00 was raised for the 2016 PDS. Angela then outlined the expenditures for this period noting that the bulk of the expenditures was to support the Boise PDS as it was a hybrid host meeting. The expenditures that were made for the 2016 Boise PDS since the last report include the Basque Market Event (\$10,924.40), the Welcome Reception (\$4556.18), the BSU event (\$11,073.31), Hospitality Suite (\$2318.83), State Dinner (\$1883.83) and the International Guest Hotel Rooms (\$1839.82) (per the standing orders of the society covers the rooms for the CATTs, ANOMAC, SALSA, ANZACATT and ATELCA representatives that attending the ASLCS PDS). The total expenditures for the 2016 Boise PDS was \$35,396.37. Other miscellaneous expenditures included a FedEx Charge (\$7.26), Credit Card Fees (\$75.40) and a Reuters Contribution (\$2500) that was received in late 2015 to be used for the 2016 PDS but was held in this account because the meeting budget was not yet formed at the time. It has now been transferred to the meetings account and was used to pay for one of the breakfasts. The total expenditures for 2016 was \$55,354.23 leaving an ending balance as of December 12, 2016, of \$179,144.58. Susan Furlong confirmed with Angela that the Executive Committee had approved an amount of up to \$35,000 out of the 2016 Budget L190 account to be used to support the Boise PDS Hybrid meeting. The actual budget for the Boise PDS came in much lower than that amount. The amount spent for the meeting \$35,396.37 less the PDS fundraising amount of \$10,975.00 left the total cost out of the budget for the meeting at \$24,421.37. Yolanda Dixon (La.) also pointed out that the paying for the International Guest rooms was not shown on the budget and that even with paying for those rooms, the amount spent for the meeting was still under the amount the Executive Committee had approved. There was

discussion as to how the room charges for the International Guests should appear on the budget. Traditionally the meeting budget covered the costs. However, in 2012, that expense was moved from the meeting budget to the L190 account for two reasons. First, it was becoming difficult for meetings to show a profit and second, it was more appropriate for the Society to bear the costs out of the L190 account instead of the meetings budget that was supported mainly from registration fees and contributions. Since that time, the L190 account has paid for the costs of the hotel rooms for the International Guests. There is still a place on the meetings budget for that expense, however, they have not been charged there in some time. If there are additional comped rooms available in the room block, those rooms would also traditionally be used for the International Guest's rooms.

#### *ASLCS Professional Development Revolving Account (LLCS)*

Angela Andrews, NCSL, reported the status of the LLC account. The closing balance as of Sept. 14, 2016, was \$5,135.04. As of the Dec. 12, 2016 report, there were no deposits made to the account. Deposits to this account are generated from profits from each PDS meeting if there is a profit. The total deposits for 2016 as of Dec. 12, 2016, were \$101,518.41. A total of \$3500.00 in expenditures was made since the last report and they included two Burdick Scholarship awards (\$750 each) to Brian Ebert and Jon Bellamy and two McFarland Scholarship Awards (\$1000 each) to Carmine Boal and Ellen Thompson. The total expenditures for 2016, as of Dec. 12, 2016, totaled \$99,883.37, leaving a closing balance as of Dec. 12, 2016, of \$1,635.04. There is a pending deposit of \$10,000, a transfer from the ASLCS dues account per Executive Committee approval on Sept. 18, 2016. Once this money is deposited into the account the balance in that account will be \$11,635.04. The transfer was made because the Standing Orders require that this account have a minimum balance of \$15,000. Also, the society made \$12,158.62 on the Boise PDS Meeting and the profit will be deposited into this account. By the beginning of 2017, there will be approximately \$23,000 in the Professional Development Revolving Account.

#### *2016 PDS Meeting Budget*

Susan Kannarr (Kan.) commented that she appreciated Jon Griffin and Angela Andrews having the budget information up to date for the Executive Committee and the new Budget and Financial Review Committee.

Angela reported on the 2016 Meeting Budget for the Boise PDS and reviewed the following expenses:

- Staff travel expenses were \$3,500.55 which was about \$2,000.00 higher than expected. This costs consisted of rooming costs for Jonathan Griffin, NCSL Liaison and Tricia Simmons, NCSL's meeting planner. Angela noted that Jonathan stayed at an ancillary hotel while the NCSL Meeting Planner was at the meeting hotel.
- Faculty travel expenses were lower than expected because both Dave Weber and Eric Silvia only stayed one night instead of two. Scott Christopher also stayed one night as well, however, during reconciliation it was realized that his reservation was booked on the NCSL/ASLCS Master bill and at the same time it was realized that he also billed the society for his hotel room. The Society is in the process of recouping payment from Scott Christopher for one room night. Angela will have more information on that in April.

- As per custom and tradition, the Society covers the cost of the ASLCS President's room. That typically happens per hotel contract concession or through earned room night comps being applied to the room. The Society did receive credit for the comps and they will be applied to help offset the cost of that room. Angela noted that the budget report shows that the 3 Speakers' rooms and the President's room were booked at the rate of \$119 per night instead of the actual rate of \$139 per night. She will have that corrected before the report is finalized and put before the Budget and Finance Review Committee. There were no expenses in this budget for International guest rooms because the cost was paid out of the L190 Fund.
- Transportation expenses for the Boise PDS were \$3,820.89 including costs to transport attendees staying at the two ancillary hotels to the meeting hotel.
- Audio-Visual expenses were much lower than the \$10,000.00 included in the budget. The actual cost was \$3,870.60. Angela noted that costs for Audio Visual and for Food at meetings are generally high and that this meeting did very well as far as what was budgeted in both areas.
- An expense of \$589.46 is shown under Miscellaneous to pay for a Site Visit that was not originally budgeted for but was approved by the Executive Committee.
- Meal Costs totaled \$31,216.79 which was approximately \$12,000.00 lower than what was budgeted.
- The total NCSL Overhead Allocation, which pays for the administrative staff to facilitate the meeting, totaled \$7,770.00.

Bernadette McNulty (Calif.) inquired about the Printing & Design portion of the Budget if that expense was for the Save the Date Postcard that was mailed out. In response to concerns about some members not receiving cards, Angela agreed to investigate the issue. Ms. McNulty reminded the committee that the effectiveness of the postcards was to be evaluated. There was discussion about the meeting evaluation that members filled out after the meeting and whether there was a question regarding the effectiveness of the "Save the Date" meeting brochure. It was determined that the save-the-date postcard was not addressed on the meeting evaluation. Ms Andrews next reviewed the revenue portion of the budget and highlighted the following:

- Revenue from registrations was as follows: 150 paid legislative staff attendees at \$325.00 each; 12 paid guest attendees at \$195.00 each; and 2 Business Registrations at \$500.00 each.
- There was also a 1 for 40 comp from the hotel (1 complimentary hotel room for 40 booked) revenue item in the budget. Based on the room block of 631 rooms booked at The Grove there were 15 comps totaling \$2,356.05 (\$157.07 for each comped room). In response to questions, Angela offered to revise the budget and detail this calculation. Traditionally, ASLCS asks the hotel to apply the comps directly to the rooms and asked the hotel to do so in this case. However, The Grove did not honor NCSL's request and instead provided the group with a credit. This credit is shown as revenue on the budget. Angela stated that it is much more helpful to have the comps applied directly to the master bill to offset the room costs and that when negotiating with the Renaissance in Phoenix that the Society insist that it be handled in that manner. Susan Kannarr (Kan.) and Susan Furlong (Nev.) both stated that there seemed to be some confusion concerning the billing on each of their rooms on the part of the hotel. Angela agreed that the mix up

was on the hotel's end as there was confusion in other areas as well. This is in the process of being rectified. Susan Furlong (Nev.) stated that she was under the impression that the hotel contract provided a comped room for the meeting planner and asked where that fit on the final budget. After checking the hotel contract, Angela determined that there was not a comped room provided for the meeting planner, however, there were two comped rooms for the site visit as well as 3 rooms provided at a reduced rate of \$119.00 per night (1 was applied to Shannon Dean, the Representative from CATTs, 1 room was applied to Deb Deller and the other \$119 room rate was used for the Hospitality Suite.) Angela stated she would relook at the hotel contract further and will also send the contract to the Executive Committee to the Executive Committee to review

At the conclusion of the discussion, Susan Kannarr (Kan.) commented that it was very good to see a profit on the Boise PDS. She further stated that although Boise turned out to be an inexpensive site, Phoenix is not and there will be challenges with the budget for the upcoming 2017 PDS. Costs in Phoenix will be at a much higher cost and will require the executive committee to look at trimming costs. Because food and beverage is a sizable portion of the costs, the committee may need to examine what meals are provided as part of the meeting budget. It was also noted that NCSL is not tax exempt in Arizona as it is in many other states. President Kannarr commented that committee members will need to be prepared to discuss these issues at the Spring meeting.

#### *2016 PDS Evaluation*

The Committee next discussed the Boise PDS evaluation. It was agreed that the Boise PDS was a very successful meeting. Angela reported that 76 people responded to the survey and provided a quick overview of the results. She noted that attendees liked having the recognitions at the business luncheon as opposed to the State Dinner. The Legislative Expo received negative feedback as being the least valuable item at the conference. A majority of members were in favor of shortening the meeting by 1 day. Lastly, Idaho staff and the host state activities received very positive comments. Attendees indicated networking, professional development opportunities and some of the programs made available as reasons for attending the conference. Jay Braxton (Va.) noted that people seemed to like the Expo being combined with the Breakfast and suggested that it be done that way again next year. Discussion continued about the Expo and the importance in continuing to try new things to generate more interest and a larger attendance. Angela will be sharing the results of the evaluation with Tim Sekerak and the Program Development Committee and the Arizona host state committee.

#### *Professional Journal Options*

Bernadette McNulty (Calif.) discussed of the option of publishing the *Professional Journal* online only. This would save on printing and mailing costs. She also suggested having an online portal created where members could submit their articles directly to the *Professional Journal* committee. Paul Smith (N.H.) agreed with the proposal for online publication and that if there is negative feedback from members regarding not receiving a hard copy, the issue could be revisited at that time. After reviewing the Standing Orders, it was determined that there is a requirement that the *Professional Journal* be printed. Maryann Horch (Va.) stated that this topic has been discussed in the past and there has been some concern. She suggested that if the *Journal* does become an electronic form only document, that printing a limited amount and having them

available at the PDS possible at the Expo would be an option. Susan Kannarr (Kan.) suggested instructing the Bylaws and Standing Orders committee to work on language to amend the *Professional Journal* hardcopy requirement. It would make printing of the *Journal* in a hardcopy optional but not required. Paul Smith (N.H.) made the motion to refer this issue to the Bylaws and Standing Orders committee. The motion was seconded by Bernadette McNulty (Calif.). The motion was unanimously approved.

## **New Business**

### *Approval of Travel to Legislative Staff Coordinating Committee (LSCC)*

Bernadette McNulty (Calif.) moved to approve Susan Kannarr (Kan.) and Robert Haney (Texas), or designees to attend the 2017 Winter LSCC Meeting in Scottsdale, Ariz. Paul Smith (N.H.) seconded and the motion was unanimously approved.

### *Approval of Travel to ANZACATT*

Susan Kannarr stated that she will not be able to attend the 2017 ANZACATT meeting in Brisbane, Australia and that Pat Harris (Ala.) will attend as her designee. Bernadette McNulty (Calif.) moved to approve coach travel for Pat Harris (Ala.) to attend the meeting. Paul Smith (N.H.) seconded and the motion was unanimously approved.

### *ASLCS Archives at NCSL*

Alan Whittington (Tenn.) gave a report about the status of the ASLCS Archives Inventory project that are currently stored at the NCSL Headquarters in Denver. Alan, Bernadette McNulty (Calif.) and Jay Braxton (Va.) met via conference call to discuss issues relating to ASLCS materials stored at the NCSL Office in Denver. It was determined that obtaining a good overall inventory of the items (knowing if there are materials to be scanned, or audio or visual documents to be converted to digital, etc.) that are housed at NCSL is necessary before determining what to do with those items. Once the full list of inventoried items is compiled, it would then be presented to the Executive Committee and a decision would be made as to how to proceed from that point. It was agreed that it would be necessary for someone to go to Denver do the inventory. Angela stated that there are several filing cabinets at the NCSL office that contain ASLCS documents. She stated that some of the documents stored at NCSL include past *Legislative Administrators*, past *Professional Journals*, photos, VHS tapes and DVDs, program books and agendas from past ASLCS events, etc. Susan Kannarr (Kan.) agreed that an inventory of the items at NCSL is required. Alan Whittington (Tenn.) volunteered to go to Denver and spend a day or two inventorying the items. Pat Harris (Ala.) made the motion to authorize ASLCS to pay the travel costs (airfare and hotel) for Alan Whittington (Tenn.) to conduct the inventory. The motion was seconded by Jay Braxton (Va.) and was approved unanimously. Alan stated that once the inventory is complete that we will give a full report to the Executive Committee. He also stated that he is only going to compile an inventory and that all items will remain there in Denver until the Executive Committee decides what they want to do. Alan is planning to travel to Denver during the 2<sup>nd</sup> or 3<sup>rd</sup> week of January and will coordinate with Angela. Bernadette McNulty (Calif.) reminded everyone that last year there was authorization given by the committee for Jon to utilize an intern to carry out the inventory. It was determined that the inventorying never happened. Paul Smith (N.H.) pointed out that Steve James (Mass.) has a detailed inventory of what is currently in the ASLCS archives in Boston. It was also

mentioned that Steve, the ASLCS Archivist, is running out of space and that many of the photos, VHS tapes, etc. that he currently has in his possession could be converted into digital format and that would free up a lot of space. Paul reminded the committee that Steve had sent out the list to the previous Executive Committee last year. Paul will, at Susan Kannarr's request, obtain the inventory list and send it to the current Executive Committee members.

#### *2017 Associate Exchange Program*

Angela provided an update about the Associate Exchange Program (AEP). She recently sent out a reminder email to the membership about the upcoming AEP application deadline of Dec. 30. Angela reported that she has not received any applications at this point. Nine chambers have agreed to host. Once applications are received, they will be forwarded to the Support Staff Committee who will review them and then make recommendations to the Executive Committee who will make the final decision. If no applications are received by the deadline, Angela will consult with the Support Staff Chair and possibly extend the application deadline. She stated that it is important to select applicants by mid-January. Bernadette McNulty (Calif.) inquired as to when the initial solicitation email went out and Angela responded that the email went out on Dec. 5. Angela explained that the soliciting applications is a 2-step process. First, the liaison contacts Principals to obtain a list of chambers that are willing to host an exchange. Once the liaison has a finalized list of host Chambers to choose from, the liaison sends an email to the associates announcing that the application period is open. Paul Smith (N.H.) noted that the shortage of applications may be due to many of the host chambers meeting during the first part of the year whereas, in the past, there seem to have been more opportunities throughout the year. There was discussion as to the benefit of promoting the program at the Fall PDS to generate interest and recruit Chambers to host as well as gathering names of associates that express an interest in participating. Angela stated that this has been done, but not in the past few years, and that names of those interested are given to the Support Staff Chair to follow up on. The Executive Committee agreed that promoting the program at the Fall PDS should be pursued. This could include an information/sign up table at the Legislative Expo with Associates who have participated in the past.

#### *The Phoenix PDS Host Hotel Contract*

The Executive Committee discussed the hotel procurement process for Phoenix. Angela Andrews commented that Conference Direct is generally not used by ASLCS to procure hotel contracts but that it was in this instance. The committee discussed that it appears that neither the former ASLCS liaison nor the Arizona host state were not entirely aware of past practices in hotel contract procurement. Conference Direct was used to send out an RFP and procure the contract in Phoenix. Once this process has been initiated, hotels will not negotiate separately with an organization. Concern was expressed that the ASLCS President wasn't consulted when securing the contract with the hotel.

During discussion of the contract, questions arose about the comped rooms agreement. Ms. Andrews stated that the contract signed gave ASLCS 1 comped room per 45 paid.

Prior to the conference call, Executive Committee members were asked to approve the contract for the Phoenix hotel via E-mail. This process was required because the deadline for response to the hotel fell before the conference call could be held and include all but one member of the

committee. Executive Committee members were sent a summary of the hotel contract and asked to vote on approval by response. Approval was received from all members. In response to the E-mail, concern was expressed by Susan Furlong (Nev.) about the approval process being conducted as an E-meeting with a short consideration time and no opportunity for group discussion. Additionally, she expressed concern that Conference Direct had been used despite the intention of the Executive Committee to be consulted before that occurred. Ms. Furlong provided a review of past experiences, the events of the previous year leading up to the involvement of Conference Direct and confirmed that once they were involved, hotels would no longer negotiate outside of that relationship. Finally, Ms. Furlong requested that the Executive Committee consider establishing standards for use of this type of electronic meeting to conduct business. Additional committee members also expressed similar concerns. In her E-mail response, Ms. Furlong detailed a list of questions regarding the contract. Angela Andrews, NCSL Liaison, responded to questions about the hotel contract and included all committee members in the response. Ms. Andrews, who was not the Liaison at the time the initial contact for Phoenix was made, consulted with the former liaison and gathered additional information to respond. Additional information provided included two memos regarding the conference direct relationship. One was addressed to President Kannarr in September 2016 detailing the benefits, services and costs related to using Conference Direct in procuring hotel contracts. The second was a memo addressed to former ASLCS President Millie McFarland in January 2009 confirming the agreement that ASLCS, and other staff sections, have the option to opt out of using Conference Direct assuming the host city has been selected. In the E-mail, Ms. Andrews confirmed that NCSL continues to honor this agreement.

The committee discussed ways to prevent a reoccurrence the contracting issue described above and to ensure that members of the Executive Committee and NSL Liaisons are aware of the proper procedure. President Kannarr suggested that the Host State Manual be updated to reflect the preferred hotel procurement process to ensure future Executive Committees and NCSL Liaisons are aware of the proper procedure. President Kannarr suggested that the Host State Manual should be updated to include information about the procurement process. The Site Selection Committee is responsible for updating the Manual and President Kannarr will contact the Site Selection Chair to request that they add language to the manual. Angela also suggested adding the language to the President and Executive Committee Manual. It was also suggested that the procedure and authorization process for ASLCS hotel procurement and contracting be added to the ALSCS Standing Orders. Susan Kannarr (Kan.) suggested, with the committee's support, to direct the Bylaws and Standing Orders Committee to develop language to be added to the Standing Order outlining the procedure for contracting with hotels for meetings. Susan will ask them to have this new language available for the Executive Committee to review at a future meeting. Angela asked Susan and the Committee for approval to participate as a representative of NCSL in the conversations with the Bylaws and Standing Orders Committee when drafting the new language. The Committee supported this request.

### **Other Business**

Susan Kannarr (Kan.) announced that the Spring Meeting is scheduled for April 21–23 in Kansas City, Missouri in an area called Country Club Plaza. More detail will be available later but the Intercontinental Kansas City will be the meeting hotel.

Angela reported that the California State Library is honoring Greg Schmidt by creating the Greg Schmidt Collection on Political Leadership and showcasing Greg's very extensive book collection. The Library is requesting books from other chambers across the country to donate to add to his collection. Bernadette McNulty (Calif.) is going to find out more information and will report to the committee and Angela. After hearing from Bernadette, Angela will send an email about the project out to the ASLCS membership.

Susan Kannarr (Kan.) had no further business to discuss on the meeting agenda and asked the committee for any additional comments or questions. Seeing none, she recognized Bernadette McNulty (Calif.) to make a motion to adjourn and it was seconded by Paul Smith (N.H.). Seeing no objections, the meeting was adjourned.

Respectfully Submitted,  
Patrick Harris (Ala.)  
ALSCS Secretary-Treasurer