

Executive Committee Meeting Minutes

NCSL Legislative Summit
Seattle, Wash.
Aug. 5, 2015

Call to Order

The meeting of the Executive Committee was called to order by Russell Humphrey (Tenn.), ASLCS President, at 2:16 p.m. PST.

Attendance

The following members of the committee were present: Russell Humphrey (Tenn.), Susan Furlong (Nev.), Susan Kannarr (Kan.), William "Bill" MaGill (Vt.), Maryann Horch (Va.), Alan Whittington (Tenn.), Yolanda Dixon (La.), Suzi Lowell (Alaska), Janice Gadd (Utah).

Other members/guests in attendance included Jeanne Mejeur (NCSL Liaison), Brad Young (Ohio), Patsy Spaw (Texas), Norma Chastain (Ariz.), Paul Campos (Wash.), Laura Rose, Group Director, NCSL Legislative Management Program.

Approval of Minutes

The minutes of the Spring Executive Committee Meeting on May 2, 2015 in Clearwater Beach, Fla. were unanimously approved on motion of Yolanda Dixon (La.), seconded by Maryann Horch (Va.).

The minutes of the Executive Committee Conference call regarding proposed changes to the Bylaws and Standing Orders on July 23, 2015 were unanimously approved on motion of Yolanda Dixon (La.), seconded by Janice Gadd (Utah).

Old Business

1) Review and Approval of Financial Accounts

- a) Secretary-Treasurer Susan Kannarr (Kan.) reviewed the treasurer's report for the Dues Account. The ending balance in the account was \$45,370.17 as of July 29, 2015. Suzi Lowell (Alaska) moved and Alan Whittington (Tenn.) seconded to approve the report.
- b) Jeanne Mejeur (NCSL) reviewed the ASLCS Finance Reports including a summary of the various accounts. Ms. Mejeur reported the following:
 - i) Special Meetings Fund (L190): The ending balance in the L190 account was \$296,404.23 as of July 27, 2015. Expenditures to date in 2015 were \$20,022.20 and revenues, including interest, were \$57,751.00. Ms. Mejeur highlighted a donation of \$10,000 from Sliq Media Technologies to sponsor an evening activity at the PDS in Raleigh. This donation has been recently invoiced and receipt is still pending.
 - ii) Professional Development Revolving Account (LLCS): The ending balance was \$14,010.04 as of July 27, 2015. Expenditures since the last report were \$2,875. These expenditures included scholarship payments for the Associate

Exchange Program and Legislative Staff Management Institute. There were no deposits since that last report although a payment of \$1,500 from Thomson Reuters for the Ed Burdick Scholarship is pending.

- iii) 2015 PDS Budget Review: The total proposed budget for the Fall PDS in Raleigh, NC is \$80,878.81. Projected revenue, including registrations and nation sponsor contributions, totals \$81,860. Ms. Mejeur pointed out that a \$5,000 transfer from the L190 account shown as revenue will not be needed based on a commitment of the same amount from Lexis Nexis that has not yet been received. This budget is based on 175 full registrations.
 - iv) Fundraising Summary for 2015 PDS: Ms. Mejeur highlighted information on funds raised to support the PDS in the revenue portion of the L190 account. As of the date of the report a total of \$32,800 had been raised by North Carolina and \$7,250 has been raised by Tennessee and Virginia.
- 2) New member outreach: The Executive Committee discussed creating minimum requirements and general guidelines for new member outreach by the President-Elect. The committee agreed that at a minimum a welcome letter and phone call would be expected. It was also agreed that the guidelines should be included in the President's Manual. After additional discussion of the duties President Humphrey indicated that he would prepare draft guidelines and distribute to the committee.
- 3) State Capitols Book Project: Paul Campos (Wash.) and Jeanne Mejeur (NCSL) updated the Executive Committee regarding the status of the Guidebook to the State Capitols including outstanding obligations and ownership issues. Minutes from the Special Committee on the Guidebook to the State Capitols in September 2010 and an update memo in December 2011 were included in the materials distributed to the Executive Committee. As it stands now, NCSL is under no contractual obligation to publish the book. Mr. Campos indicated that a book of a very similar nature has been published in the years since this project was originally started. After discussion, the committee agreed that the Society will not further pursue this publication at the current time.
- 4) Consideration of Changes to Standing Orders: Patsy Spaw (Texas), Chair of the Bylaws and Standing Orders committee, distributed documents containing the technical changes adopted by the Executive Committee previously and new document containing proposed language for items not previously decided. Ms. Spaw plans to distribute updated documents to members of the Executive Committee and Roster Committee by E-mail before the PDS in September. The Standing Orders on the ASLCS website will also be updated with the revised language. Ms. Spaw and committee members emphasized the need for better communication of needed review and updates to the chairperson of the Bylaws and Standing Orders Committee so that updated processes can be handled efficiently.
- a) Proposed language on ASLCS President-elect Responsibilities: Ms. Spaw reviewed the proposed language for Section VIII.B of the Standing Orders. She further recommended that the next committee be charged with developing language for duty descriptions for all officers for the Bylaws and Standing Orders.

- In response to a question regarding outreach to associate members the Executive Committee members agreed that information should flow through the Principal regarding associate participation. The proposed language was unanimously adopted on motion of Alan Whittington (Tenn.), seconded by Bill MaGill (Vt.).
- b) Potentially Conflicting Provisions in Standing Orders
- i) Archivist issues (Section III and Section VIII.C): This issue was deferred for later decision after significant discussion regarding the current status of materials being retained and the need for better organization, including indexing.
 - ii) Language regarding private business sponsorship of society scholarships (Section V.G.3 and V.G.5): After discussion, Ms. Spaw was directed to draft a proposal to correct conflicting language in the Standing Orders to clarify that the Burdick scholarship will be awarded annually with or without corporate sponsorship. The understanding of the Executive Committee is that any corporate sponsorship funds available are to be used before funds of the Society are committed.
 - iii) Authorizing signatures and approval of expenditures: The committee determined that no action is needed to address these remaining potential conflicts because all expenditures must ultimately be considered and approved by the Executive Committee.
 - iv) Proposed conforming language for Burdick and Richards Scholarships: Ms. Spaw presented proposed language for the Ed Burdick (Section V.G.3) and Jane Richards (Section V.H.3) scholarships to conform them to the language in the new Millie MacFarland Scholarship. This language would allow those selected to reapply if they were unable to utilize the scholarship. The proposed language was approved unanimously on motion of Suzi Lowell (Alaska), seconded by Janice Gadd (Utah).
 - v) Proposed language relating to the ASLCS Facebook group: Ms. Spaw reviewed proposed language regarding administration and policies for the Society's Facebook closed group page. The suggested language does the following: establishes the Technology Committee Chair, or designee, as a page administrator (Section VI.A.11); provides that the President, or designee, serves as an administrator (Section VIII.A.7); establishes an annual review process and makes the Executive Committee the governing entity (XVI.A.3 & 6); and provide a description and purpose of the ASLCS Facebook group (Section XVI.A.8). The proposed language was approved unanimously on motion of Janice Gadd (Utah), seconded by Alan Whittington (Tenn.).

New Business

- 1) Update on 2015 ASLCS PDS: Jeanne Mejeur (NCSL) provided an update on planning for the 2015 PDS in Raleigh, N.C. She informed that committee additional hotel rooms have been needed in the contract for the Saturday night prior to the meeting as the 15 rooms originally contracted sold out quickly. Ms. Mejeur reported that a second plenary speaker has recently been contracted and concurrent session planning is proceeding well. Fundraising is on track as are other logistics and social activities. Ms. Mejeur reviewed the preliminary schedule and agenda included in the

Executive Committee materials. President Humphrey indicated that no site visit is planned for Raleigh prior to the PDS.

- 2) 2016 PDS Contract Synopsis: Jeanne Mejeur (NCSL) reviewed the hotel contract synopsis for the 2016 PDS in Boise, Idaho. Contract dates are Sept. 17-22 at The Grove Hotel at a room rate of \$139 per night. The contract has been signed but the hotel is allowing revisions of plus or minus 10 percent based on the experience at the 2015 PDS. The hotel is near the Capitol and is the only major hotel downtown to host the meeting. President Humphrey indicated that because this hotel was the only feasible location in the city, the decision was made to use Conference Direct to negotiate the contract. This company negotiates hotel contracts for other NCSL meetings. Both President Humphrey and Ms. Mejeur stated that the negotiated contract is very favorable.
- 3) Approval of Payment for Mason's Challenge Webpage Expenses: Reimbursement of expenses totaling \$61.00 to Bonnie Alexander (Idaho) for web hosting fees associated with the Mason's Challenge webpage were unanimously approved on motion of Yolanda Dixon (La.), seconded by Bill MaGill (Vt.).
- 4) Travel Approval for Fall NCSL Executive Committee/LSCC Meeting: Travel for Susan Furlong and Susan Kannarr or their designees to attend the Fall NCSL Executive Committee/LSCC Meeting to be held Oct. 16-17, 2015 in Nashville, Tenn. was unanimously approved on motion of Maryann Horch (Va.), seconded by Yolanda Dixon (La.).
- 5) Associate Exchange Program Expenditures & Reports: President Humphrey directed the committee's attention to reports from Leslie Awtrey and Lisa Davis regarding their participation in the Associate Exchange program.
- 6) Betty King Scholarship: President Humphrey directed the committee's attention to the material regarding a disbursement to Trisha Geiser (Alaska) for the Betty King Scholarship. No action is needed as this was previously approved via E-mail.
- 7) Joint Canadian American Clerks Conference Update: Brad Young (Ohio) provided an update on place for the Joint Canadian American meeting to be held Oct. 28-Nov. 1, 2015 in Columbus, Ohio. Mr. Young talked about the plans for hotel arrangements, program content and social activities. A subcommittee chaired by Butch Speer (La.) is working on programming for the meeting. More details will be available at the PDS in September.
- 8) ANOMAC Travel Request: President Humphrey directed the committee's attention to a request from Liz Clark (Alaska) for reimbursement of costs for attending ANOMAC meeting in Chetumal, Mexico, Aug. 27-29, 2015. Reimbursement was unanimously approved on motion of Yolanda Dixon (La.), seconded by Alan Whittington (Tenn.).

- 9) Correspondence: President Humphrey directed the committee's attention to a resolution from the Arkansas Senate honoring Ann Cornwell on her 35 years of dedicated service.

Adjournment

Without objection President Humphrey adjourned the meeting at 3:45 p.m. PST.

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