

ASLCS Executive Committee Meeting

Spring Business Meeting
Kansas City, Missouri
April 22, 2017

The meeting of the ASLCS Executive Committee was called to order by President Susan Kannarr (Kan.) on Saturday, April 22 at 1:30 pm.

Members Present: Susan Kannarr (Kan.), President, Robert Haney (Texas), President-elect, Patrick Harris (Ala.), Secretary-Treasurer, Jay Braxton (Va.), Yolanda Dixon (La.), Maryann Horch (Va.), Bernadette McNulty (Calif.), Paul Smith (N.H.), and Brad Young (Ohio).

Also present was Angela Andrews, director of NCSL Legislative Staff Services Program, Holly South, policy associate in the NCSL Legislative Staff Services Program, Ali Sagraves (Ohio), Tim Sekerak (Ore.), and Joyce Wright (Ala.).

Approval of the Minutes

A motion to approve the December 19, 2016 Conference Call Executive Committee Meeting Minutes was made by Paul Smith (N.H.) and seconded by Maryann Horch (Va.). Bernadette McNulty asked about the conversation that Bill Pound was going to have with the auditors regarding the possible changes to the ASLCS Dues Account. Angela reported that she didn't have any new information on that matter and would follow up with and get confirmation from Bill when they return to Denver. At this time, the ASLCS accounts will stay the same as they currently are at Wells Fargo with a one-signature requirement. The motion to approve the minutes was unanimously approved.

Approval of the Treasurer's Report

Susan Kannarr (Kan.) recognized Patrick Harris (Ala.), ASLCS Secretary-Treasurer to present the Treasurer's Report of the ASLCS Dues Account. Pat presented the report with an ending balance as of April 19, 2017 of \$59,226.44. He stated that the dues statements had been mailed out to the Principal in each Chamber and that dues checks are currently coming in, some faster than others. He stated that there is a Wells Fargo Bank location in Montgomery which has made depositing the checks easy. Pat also mentioned that when we receive dues with member updates, etc., it helps with updating the ASLCS Roster. There was discussion as to how to be able to ensure that the address information is accurate for mailing out the statements. It was suggested that if the roster were to go online, that an option would be to have an online database attached to it. It would be the responsibility of the Principal to make sure that the information is updated and correct for their chamber. This would alleviate the problem of statements being mailed to incorrect addresses. This idea would be forwarded to the Strategic Planning Committee for discussion. Paul Smith (N.H.) questioned if there is a policy prohibiting individuals who change from being parliamentary legislative employees to being employees of a political staff (such as a Leadership staff) from continuing to be members of ASLCS. It was concluded that even though there are other staff sections within NCSL that may be more appropriate for the individual, there is not a restriction within the ASLCS rules that would prevent that member from continuing to be a dues-paying member of ASLCS. A motion to approve the Treasurer's Report as written and presented was made by Yolanda Dixon (La.) and seconded by Paul Smith (N.H.). The motion was unanimously approved.

Angela introduced Holly South to the Executive Committee as the new NSCL Liaison to ASLCS. Angela stated that she was excited to have Holly take on this role and will be working closely with her and mentoring her for the next 6 months to ensure that this is a successful transition. Angela will be in both Boston and Phoenix and will also accompany Holly to the Executive Committee meetings.

Old Business

Angela Andrews briefly explained about the four different ASLCS Financial Accounts. The first account she gave a status report was the Society fundraising account known as the ASLCS Special Meetings Fund (L190). The Report dated March 31, 2017 showed the 2016 Beginning Balance at \$214,023.42. Angela outlined the contributions received since the last report. Those included interest income for October – December 2016 of \$263.00 and a reimbursement of \$90.40 from the Grove Hotel (Boise). Further revenue shown on the report was generated by Arizona Fundraising in 2017. Those contributions include \$1000 from Veridus LLC, \$1000 from Willetta Partners, and \$500 from Copper State Consulting Group, LLC. Angela then outlined the expenditures made since the last report. Under miscellaneous expenditures a credit card fee of \$5.34 for the period of 1/1/2017–3/31/2017 was shown. This being the only expenditure, the closing/current balance as of March 31, 2017 is \$181,992.64. Angela noted that there are three pending deposits generated by 2017 Arizona Fundraising. Those include \$750.00 from Fennemore & Craig, P.C., \$1000.00 from Isaacson & Walsh, P.C., and \$500.00 from First Strategic.

Angela reported the status of the ALSCS Professional Development Revolving Account (LLCS). This account pays for the professional development expenses of the society. The Closing Balance as of December 12, 2016, was \$1635.04. In late December, there were 2 deposits made into the account. The first was for an Executive Committee-approved transfer (Boise) of \$10,000 from the Dues account and the second deposit in the amount of 12,158.62 was the profit from the Fall 2016 PDS in Boise. The total deposits for 2016 were \$123,677.03. It was noted that the profit made from the Boise PDS was very good and considered above the normal profit average of \$6,000.00–\$8,000.00. In 2017, a deposit was made for \$157.07 which was a refund for overpayment of Scott Christopher's hotel room in Boise. There were no expenditures during the period of 1/1/2017–3/31/2017. The report showed two pending expenditures: Both were 50% down payments to secure the Plenary Speakers for the 2017 Fall PDS (\$4750.00 for Christine Cashen and \$1500.00 for Paul Chabot). The closing balance as of 3/31/2017 is \$23,950.73 (excluding the pending expenditures).

New Business

Review and Approval of the 2017 PDS Budget

Discussion regarding the 2017 PDS and establishing the budget for the meeting was first on the agenda. The meeting budget is based from registrations fees and contributions received. Angela and Holly are currently in the process of reaching out to various companies regarding sponsorship. A proposed budget was presented to the Committee. The summary of expenses on the proposed budget include \$1838.00 for Staff Travel (Holly and the Meeting Planner for 6 days) and \$4848.85 to cover plenary speaker fees (2 nights) and international guests (CATTS, ANZACATT, ANOMAC, ATELCA, SALSA) (5 nights). Per the Standing Orders, ASLCS pays for 5 nights' accommodations for the President or his/her designee of each international society

to attend the Fall PDS. Room comps earned (1 per 45) will be applied to help to offset this expense. Side note: The fees for Paul Chabot and Christine Cashen included their airfare in their rate, which helps in reducing the budget along with the room comps. The proposed budget showed an amount of \$450 for Printing & Design (which includes a Save-The-Date postcard), \$190 for Postage, \$550 for Shipping and Freight (all supplies from NCSL including signage, agendas, etc.), \$10,169.69 for Audio Visual expenses (AV equipment rental, wi-fi for meeting rooms, Legislative Expo room and table top expenses, etc.), and \$2600.00 for Miscellaneous Expenses (credit card fees, ribbons, award, new attendee orientation, and a site visit). Angela indicated that a site visit is a great opportunity and very helpful for the ASLCS President and Liaison to meet with the host state on site, tour the hotel, meet with the hotel staff, see the venues, etc. A motion was made and seconded to approve travel for Susan Kannarr to Phoenix for an onsite visit to be paid out of the L190 account. The motion was approved unanimously. The proposed budget also included \$60,821.40 for meals provided during the meeting, including breakfast each morning, the business meeting lunch, the President's reception and the State Dinner, gratuities and taxes (10% discount will be applied when \$30,000 is applied to Food and Beverage). It was noted that NCSL is not tax—exempt for charges incurred in the State of Arizona. \$145.48 was budgeted for meeting badges and lanyards and \$7,870 for NCSL's Overhead Allocation. The NCSL Overhead Allocation is for expenses and costs to administer the meeting. It helps to offset the cost for the meeting planner who does a large amount of work ahead of time and on the backend of the meeting. The cost is figured on a base amount of \$2500.00 plus the number of registrations. (\$35.00 per full registration for the first 150 attendees; \$10.00 per full registration after the first 150). All staff sections are required to pay the NCSL Overhead Allocation. A question arose about Conference Direct and if their expense was shown within the budget. Angela explained that Conference Direct receives their net commission off the rooms and is part of the hotel contract. ASLCS does not pay Conference Direct. The proposed budget is for 160 full paid attendees at the Fall meeting. The total anticipated expenses for the 2017 Fall PDS are \$89,483.42.

The estimated total of legislative staff attendees is 160 paying a \$325 registration fee which would generate an estimated revenue of \$52,000.00. 12 guest registrations at \$195.00 each are anticipated to generate a revenue of \$2340.00 and 2 business registrations at \$500 each would bring in \$1000.00. The proposed budget shows a 4% rebate of \$2,372.69 off the hotel master bill which was received because the hotel contract was signed prior to the end of 2016. Estimated contributions (based on what has been given in the past) from National Sponsors (Tallan, Ross Video, Thompson Reuters, Sliq, Propylon, International Roll Call, and Lexis Nexis) totals \$16,500. Total estimated revenue for the 2017 Fall PDS is \$71,840.00. The current Budget as proposed shows a loss of \$17,643.42. It was noted that Arizona fundraising is for Host State Activities and not for the meeting budget. Discussion focused on the need to generate revenue, cut costs, or a combination of the two. One option for increasing revenue would be to raise the registration fee. Susan made the point that the registration fee was set in 2003 and that the cost of holding meetings has gone up but registration fee of \$325 has not been raised since that time. The Committee reviewed current registration fees from the other staff section meetings and it was determined that ASLCS has the lowest fee. NLSSA just this year raised their fee to \$425 for early bird registrations. LINCOS and NALFO currently charge \$375 and are contemplating raising their fee to \$400 for early bird. Angela stated that there is no early bird registration for ASLCS and that the deadline for registration is typically two weeks prior to the start of the meeting. The deadline is stated to give the staff the opportunity to get ahead on the internal planning, creating badges, etc. Anyone can register onsite and pay the same fee of \$325. Discussion took place as to how much to raise the fee to a reasonable amount to generate the needed revenue. It was noted

that ASLCS is the only staff section that has the registration fee set in its Standing Orders. Paul Smith (N.H.) suggested that the Standing Orders be amended to remove the monetary stipulation so that the rate could be adjusted as needed. The Executive Committee would ask the Bylaws and Standing Orders Committee to draft an amendment to remove the existing registration fee requirement and have new language added giving the ALSCS Executive Committee the authority to determine the registration fee. The idea of reducing the conference by one day was brought up and it was determined that there would be some cost savings. It was further noted that when a meeting is being held in a costlier location that meeting length and programs and meals, etc. offered need to be taken into account when determining the budget. And that it would be helpful to have a proposed PDS budget available based on the cost of the location that is being considered and approved. However, the contract is in place for the 2017 meeting and so the length cannot be adjusted. Angela stated that she and Holly could begin working on the budget for the 2018 PDS in Madison to have more information available when making the fiscal decisions prior to signing the contract. Pat Harris (Ala.) made a motion seconded by Jay Braxton (Va.) that the registration fee for legislative staff be raised to \$375 and the guest fee to \$200. The motion carried. Several committee members stated that they felt the fee should have been raised to \$400. Angela also reminded the members that additional costs would be incurred if the Food and Beverage minimum is not met or if the ALSCS room block at the hotel is not met. She stated that cutting 1 or 2 meals would not affect that F & B minimum and that traditionally the room block gets sold out so there has not been a problem with hotel attrition. Paul Smith (N.H.) pointed out that cutting out the breakfast on the day of the business luncheon would be a savings of \$4060.00. Robert Haney (Texas) asked about the possibility of data existing to support NCSL's Overhead Allocation. He asked if there is data to show if the amount paid is valid for what is actually needed for the services that are being provided. Angela explained that she is not aware of data that exists to answer the question and that the amount was established in 2007 or 2008 by the Legislative Staff Coordinating Committee. The Overhead Allocation covers the cost of administrative support for the meeting (meeting planner's time). She reiterated that all staff sections pay a minimum of \$2500.00. It was agreed by the Executive Committee that the NCSL Overhead Allocation was a non-negotiable item in the proposed budget. The discussion of having breakfast offered each day of the meeting was discussed. The case was made that some of the attendees don't have a generous per diem and that offering breakfasts was a part of the registration fee and a benefit. A suggestion was made to have a continental-style breakfast instead of a plated breakfast on one or two of the days. Angela stated that this type of breakfast has received negative feedback in the past for various reasons. It was stated that the survey showed that people liked the breakfast when it was held in conjunction with the Expo. Robert Haney (Texas) suggested that money could be saved to change the Expo breakfast to a continental breakfast. Angela made the point to the committee that none of the breakfasts at \$29 pp on the proposed budget were full hot plate breakfasts with eggs, etc. and that it wouldn't work to change them to continental-style breakfasts. The decision about the breakfasts would have to be whether to eliminate them rather than to downsize them. Angela asked the committee to consider the fact that the Legislative Expo has seemed to have poor attendance in recent years and to eliminate the breakfast would possibly negatively impact attendance even more. It would be unfair to sponsors and exhibitors who use that time to get in front of the group to showcase their goods and services. The Committee agreed with her point. A motion to eliminate the breakfast on Tuesday and Thursday morning of the PDS was made by Paul Smith (N.H.) and was seconded by Bernadette McNulty (Calif.). The motion carried. Having voted on the prevailing side, Bernadette McNulty (Calif.) moved to reconsider the vote passed to increase the registration fee for legislative staff to \$375 and the guest fee to \$200. The motion to reconsider was seconded by Yolanda Dixon (La.). The motion carried. Bernadette McNulty (Calif.) made a

motion seconded by Yolanda Dixon (La.) that the registration fee for legislative staff be raised to \$400 and the guest fee to \$200. The motion carried. A motion to approve the 2017 PDS Budget as amended was made by Paul Smith (N.H.) and seconded by Maryann Horch (Va.). The motion carried.

2017 Phoenix PDS Update

Holly South updated the Committee on the Phoenix PDS. She stated that Norma Chastain was sorry that no one from Arizona could attend the Spring meeting to tell about the Fall PDS in person. She asked that Holly convey how excited they are to host and that they are working hard to make this a great event. Holly distributed the page from the letter that is being sent from the Host State Committee to potential contributors outlining the budget for the PDS. They are hoping to raise \$80,000 and have raised \$5,000 to date. They have a number of other contributors in the works. The proposed events and functions with their estimated costs include the State Welcome (\$8,000), the Welcome Reception (\$10,000), Arizona-Specific Events (\$33,000), Entertainment (\$4,000), Transportation (\$5,000), the Hospitality Suite (\$15,000), and the Host State Meeting Expense (\$5,000). The Arizona-Specific Events that have been confirmed include the Social Event at the State Capitol and the Night at the Museum. They are in the process of confirming the Heard Museum and the Diamondbacks and are confident that these events will work out as well. Norma asked Holly to remind everyone not to worry, that Phoenix is a dry heat.

Holly further reported that ASLCS has Christine Cashen and Paul Chabot under contract to be plenary speakers at the Phoenix PDS. Holly saw Christine recently at a convention and stated that she was very energized, funny, and entertaining. The audience loved her. She talks about how to inspire employees, to work through conflict, and to manage change. Her two proposed topics are “Stop Global Whining” and “Why Can’t Everybody Just get Along.” Paul Chabot is a more serious speaker who is an Iraq war veteran (Navy) and a former White House Senior Advisor to two Presidents. He is a motivational speaker who talks a lot about organizational change and management. He has political experience that will be interesting to the group. Both speakers will separately meet with the Program Development Committee ahead of time to make sure each understands what ASLCS does and what the Society wants out of the plenary session.

NCSL Preliminary Meeting Schedule

The Committee reviewed the NCSL Legislative Summit preliminary schedule. Holly pointed out that the NCSL At-A-Glance preliminary schedule had quite a few time blocks Sunday through Wednesday reserved for Staff Sections meetings. The ASLCS Business Luncheon will be held on Monday, August 7 from 12:15–2:00 pm. The ASLCS A, B, and C Committee meetings will be held on Sunday afternoon, August 6, and the ASLCS Executive Committee is scheduled to meet on Wednesday, August 9, from 9:30–11:30 am. She also pointed out several programs that are being offered by NCSL that are available for ASLCS to co-sponsor. The Program Development Committee is currently working on that now. Susan suggested that ASLCS Co-Sponsor all the Programs that are listed unless any of the Committee members had an objection or a concern. The topics are “Expecting the Unexpected,” “Inquiring Minds Want to Know,” “Media Credentialing: A Modern Change” (LINCS), “Captioning Legislative Webcasts” (NAILIT), and “Cybersecurity Preparedness and Response” (NAILIT). Seeing no objections, Susan recognized Tim Sekerak, Program Development Chair, and stated officially the Committee’s support to co-sponsor all the listed programs.

Memorial Contributions

Discussion took place about Memorial Contributions and if one should be made for a person who is not a dues-paying member of ASLCS. It was pointed out that Principals are automatically members of ASLCS whether or not they pay dues. Bernadette McNulty (Calif.) made the point that the Society was created for all Legislative Clerks and Secretaries and that to honor and memorialize those who do what we do is appropriate whether they are a dues-paying member or not. The normal contribution is \$100 unless the individual was a past president, for whom the amount is \$500. Contributions for \$100 generally happen about once or twice a year and the those in the amount of \$500 are rare. The Committee members agreed that more thought and dialogue was needed on this topic and motion was made by Yolanda Dixon (La.) and seconded by Pat Harris (Ala.) to defer the discussion to the next Executive Committee meeting. The motion carried.

ASLCS Archives at NCSL Update

Angela reported that Alan Whittington (Tenn.) travelled to Denver in late January and took an inventory of the ASLCS archives at NCSL. It was reported from NCSL staffers that he was very efficient in his work. Alan is currently working on a report to submit to the Committee at a later date.

Travel Approval

A motion was made by Pat Harris (Ala.) and seconded by Bernadette McNulty (Calif.) to approve travel for the following: Susan Kannarr and Robert Haney, or their designees, to attend the Summer LSCC Meeting on August 5 in Boston; Susan Kannarr, or her designee, to attend the Joint Canadian-American meeting to be held September 5–8 in Regina, Saskatchewan; Susan Kannarr, Alan Whittington, and Ann Cornwell, or their designees, to attend the CATTs meeting to be held July 31–August 4 in Quebec City, Quebec; and Susan Kannarr, Alan Whittington, and Liz Clark, or their designees, to attend the ANOMAC meeting (meeting dates and location TBD). The motion was approved.

Paul Smith (N.H.) asked for clarification regarding the Chair of the Canadian-American Relations Committee being approved to travel to the CATTs meeting and the Joint Canadian-American Meeting. Pat Harris (Ala.) explained that on the years that both meetings occur, the Chair is approved to travel to one of the two meetings at the expense of the Society. The Chair may choose which meeting he/she wants to attend. Because Ann Cornwell (Ark.) was approved to attend the CATTs meeting in the above motion, Paul inquired about the option of her being able to attend the Joint Canadian-American Meeting in the event she was unable to attend the CATTs meeting. The Committee agreed that if Ann cannot attend the CATTs, that approval to make that change could occur at the next Executive Committee Meeting in Boston.

Other Business

Online Roster

Maryann Horch gave a report on the Online Roster project. Rose Ramsey, Erica Manson, and Joanna Bolstad of Virginia have worked on the Roster. They have made a PDF file with enhancements that contains all of the information that is in the hard copy. Maryann demonstrated how the Table of Contents contains hyperlinks that can be clicked on to take one directly to a specific section. Also, there is the option to click on an individual's email address while in the online roster and it will open it up in the email program that one uses. It was determined that the file is too large to email to the ASLCS membership. There was also clarification that the online

roster project was not associated with the database streamlining project that the Strategic Planning Committee is working on. Questions arose as to whether the online roster could be put on the ASLCS page of the NCSL website. Angela explained that the document can be posted online and that NCSL has a public website and a private website for members only and that this document would have be on the private website. However, the private side of the NCSL website is not for ASLCS members only. The fact that personal information is included in the roster was discussed. It was agreed there would not be any problem with putting the document online if the personal information could be removed. The hard copy would continue to list the private information. Robert Haney (Texas) made the point that professionally and advocating the Society forward that it's good to put the Clerks and Secretaries online as members of ASLCS. That ASLCS is a professional organization and there should be a professional staff representation online in a directory. The Committee agreed that pursuing the posting of the roster online without the personal information was the best way to go. An email would be sent to the ALSCS membership to let them know that the document was available for their use. Maryann has the document currently in Dropbox and several of the members inquired about being able to access to the document to download it to their computers.

Bernadette McNulty (Calif.) asked for confirmation from the Committee regarding amending the Standing Orders to allow for the *Professional Journal* to be made available online only for the 2017 edition. Paul Smith (N.H.) stated the discussion took place on this subject during the Bylaws and Standing Orders Committee Meeting and that it was agreed that the publication should be put online, but to have printed copies (50) available at the Legislative Expo as well. The Bylaws Committee felt that the Expo is a good time to highlight the *Journal*. Angela stated that NCSL would like several copies for their Archives. A subcommittee is currently drafting the language to allow for the *Journal* to go online since the Bylaws specifically allow for the *Journal* to be printed. Bernadette McNulty made the point that printing only 50 copies may not be simple or cost-effective for some states. She further stated that if an individual wanted a printed copy that he/she could print a hard copy from the online pdf file. Paul Smith responded that language was going to be drafted to allow for the putting the *Journal* online and would be available for review and approval in August. He further stated that having 50 or so copies would be a huge cost savings in that less copies were being printed and the none were being mailed out.

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

Respectfully Submitted,

Patrick Harris
ALSCS Secretary-Treasurer