

Executive Committee Meeting Minutes

ASLCS Executive Committee Meeting
Fall Professional Development Seminar
Boise, Idaho
Sunday, Sept. 18, 2016

Call to Order

The meeting of the Executive Committee was called to order by Susan Furlong (Nev.), ASLCS President, at 4:20 p.m. MST.

Attendance

The following members of the committee were present: Susan Furlong (Nev.), Susan Kannarr (Kan.), Pat Harris (Ala.), Paul Smith (N.H.), Bernadette McNulty (Calif.), Russell Humphrey (Tenn.), 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), Raúl E. Burciaga (N.M., LSCC Chair), Laura Rose (NCSL LSCC Liaison), Patsy Spaw (Texas), Claire Clift (Nev.), Jim Drake (Ariz.), Norma Chastain (Ariz.), Susan Aceves (Ariz.), Steve Marshall (Vt.) and Lindsey Vroegindewey (Mont.).

A quorum of committee members was present.

Approval of Minutes

Russell Humphrey (Tenn.) moved, seconded by Pat Harris (Ala.), that the Executive Committee approve the minutes from the Aug. 10, 2016 Executive Committee meeting at the Legislative Summit in Chicago, Ill. The motion was unanimously approved.

Approval of the Treasurer's Report

President Furlong (Nev.) recognized Robert Haney (Texas), ASLCS Secretary-Treasurer, to present the most recent ASLCS Treasurer's Report. Susan Kannarr (Kan.) moved, seconded by Paul Smith (N.H.), to approve the most recent ASLCS Treasurer's Report. The motion was unanimously approved.

President Furlong (Nev.) then recognized guests Raúl E. Burciaga, Chairman of the LSCC and Director of the New Mexico Legislative Council Service, Laura Rose, LSCC Liaison, and Susan Aceves, the new Secretary of the Senate in Arizona.

President Furlong (Nev.) then announced that the Technology Committee reported that Mick Bullock from NCSL had a last-minute family emergency and could not attend the Boise PDS to film promotional video for ASLCS. The President asked Susan Schaar (Va.) if the Technology Committee Chair Michael Adams or Executive Committee member Maryann Horch (Va.) could fill in as interviewer for the video production. Ms. Schaar had no objections. President Furlong (Nev.) also inquired to the committee as to

whether Idaho legislative personnel could provide the video equipment for filming. Jon Griffin (NCSL Liaison) agreed to check on these possibilities.

Old Business

The president recognized Jon Griffin (NCSL) to report on the fundraising efforts for the Boise PDS. Jon reviewed the information from the Host State and from Virginia-based contributors. Jon stated that currently outstanding were a \$500.00 contribution from the Gardner Company, and an estimated \$3,630.00 from International Roll Call and that each had not yet been received and/or invoiced as of the EC meeting. Jon was going to display the detailed fundraising numbers in his L190 report. Including those two expected contributions, the total fundraising for the event was \$24,880.00 as of Sept. 12, 2016.

Susan Schaar (Va.) stated that she would check to see if all Virginia-based donors were listed in Jon's report, as she thought some others might be forthcoming. President Furlong (Nev.) then asked how the amount listed for IRC and their sponsorship of the luncheon was calculated. The president mentioned that in the original proposed budget, the luncheon contribution was \$4000.00 more than the contribution shown on the current report. Ms. Furlong's main concern was whether the reduced contribution would affect the bottom line of the original proposed PDS budget. Jon (NCSL) stated that he would review the issue.

Jon Griffin (NCSL) then reported on the status of the ASLCS Special Meetings Fund (L190). Jon outlined all of the newly received contributions for the Boise PDS since the last report. New contributions generated by the Idaho host group were from Monsanto (\$2,500.00), Couer D'Alene Tribe (\$500.00), Idaho Potato Commission (\$250.00), Idaho Power Company (\$1,000.00), the Honorable Brent Hill (\$1,000.00), and the Honorable Bart Davis (\$500.00). New contributions generated by the Virginia delegation were from the Virginia Beer Wholesalers Association (\$250.00), Williams, Mullen, Clark, and Dobbins (\$700.00), Easter Associates (\$250.00), Old Dominion Electric Cooperative (\$500.00), the Virginia Cable Telecommunications Association (\$250.00), Dominion Resources (\$2000.00), and Kerr Government Strategies (\$100.00). Jon reported that total revenues for the L190 account for 2016 were \$13,514.00. Expenditures reported for this period were Boise PDS costs for Matt Short Jazz Band (\$400.00 Opening Reception), Big Wow Band (\$1,900.00 State Dinner), Johnny Urrutia Band (\$500.00 BSU Event), and University Dining Services (\$5,039.55 BSU Event). Jon also reported that 2016 Legislative Summit expenditures were \$5,736.39 for the Business Luncheon. Total expenditures as of Sept. 14, 2016 were \$25,214.75 leaving an ending balance for the ASLCS Special Meetings Fund (L190) of \$202,572.67.

President Furlong (Nev.) inquired to Jon Griffin (NCSL) why the previously reported PDS fundraising amount of \$250.00 from Rich Pisa was not reflected on the L190 report, but the previously reported \$300.00 from Chuck Winder for Senate was being reflected on the report. Jon reported that the contribution was provided in Feb. 2016 and then reported at a previous Executive Committee meeting. Not reflecting the amount on this latest report was an attempt to keep fund amounts consistent. Susan Schaar (Va.)

suggested that in the future all fundraising should be reflected in each report to give the Executive Committee an overall perspective of giving.

Jon (NCSL) then reported on the ASLCS Professional Development Revolving Account (LLCS). Jon stated that there were no deposits during this period, but had expenditures of \$7,500.00 for speaker Dave Weber and \$6,000.00 for speaker Scott Christopher. Jon reported that as of July 28, 2016 the closing balance of the account was \$5,135.04.

President Furlong (Nev.) stated that it was appropriate for the Executive Committee to entertain making a funds transfer to the LLCS per Section I of the *Standing Orders* since the closing balance was below \$15,000.00. Yolanda Dixon (La.) moved, seconded by Paul Smith (N.H.), to transfer \$10,000.00 from the ASLCS Dues Account to increase the balance for the ASLCS Professional Development Revolving Account (LLCS).

Jon (NCSL) then reviewed the ASLCS 2016 Professional Development Seminar preliminary draft budget for Boise, Idaho. Highlights of Mr. Griffin's report include budget savings with one of the plenary speakers only staying one hotel night, and a reduction of airfare cost for Jon Griffin (NCSL Liaison) and Tricia Simmons (NCSL meeting planner) to attend the seminar. President Furlong (Nev.) questioned why the current PDS budget report contains a statement on page one indicating that international guests' rooms are paid from the L190 account. She noted that in the past, the international guests' rooms were charged to the meeting budget, providing the Executive Committee with a broader view of the overall cost of the PDS. Jon indicated that he had not moved the reference to the proper account paperwork yet, but would do so. Russell Humphrey (Tenn.) inquired about the highlighted budget items on Jon's handout noting a Mon., Sept. 19 lunch and a Wed., Sept. 21 breakfast. Jon indicated that the highlighted budget items were not going to be implemented for the Boise seminar, thus providing cost savings in the budget. Jon reported that registration indicated the Boise seminar would have 169 regular attendees with 5 or 6 new attendees registering this day. These attendance numbers were recognized to be well over the expected contractual attrition rates. President Furlong (Nev.) then asked about the effect to fundraising for the Boise PDS with International Roll Call's (IRC) contribution being \$4000.00 less than originally expected, and the lack of sponsorship from Sliq Media this year. After discussion, it was recognized that ASLCS should reach out to Sliq Media to see if they have any concerns to keep the relationship intact, and also to identify any issues associated with lower than expected fundraising in these areas. President Furlong (Nev.) identified that these issues are examples of the confusion associated with the various ASLCS financial accounts. She reminded Executive Committee members that the Strategic Planning Committee had recommended financial account consolidation and it was noted that the Executive Committee had voted to move \$35,000.00 from the ASLCS dues account earlier in the year to fully fund the Boise PDS, and that if the seminar shows a profit then those extra funds would be split with NCSL.

President Furlong (Nev.) then recognized Jim Drake (Ariz.), Norma Chastain (Ariz.), and Susan Aceves (Ariz.) to update the Executive Committee on the 2017 Professional Development Seminar to be held in Phoenix, Ariz. Norma presented the preliminary

planning information that was available. The delegation recommended Sept. 24, 2017 – Sept. 29, 2017 as proposed dates for the seminar, but alternate dates to be considered could be Oct. 1, 2017 – Oct. 6, 2017. The recommended host hotel in Phoenix would be the Renaissance Phoenix Downtown Hotel. The cost for the proposed dates in September would be \$189.00 a night, and for the week in October would be just under \$200.00 per night. Norma Chastain (Ariz.) indicated that the location of the hotel would provide many viable downtown transportation choices from the airport such as the Valley Metro Rail for \$2.00 and Uber for around \$5.00. Also, it would be recommended that if renting a car, it should be done through the rental car agency across from the hotel, since airport rentals were much more expensive. Norma cited average temperatures for Phoenix during this time of year as in the 90s, with cooler temperatures in the evenings. She also suggested several available local events would be accessible, such as attending an Arizona Diamondbacks baseball game. Susan Schaar (Va.) inquired if the Phoenix delegation had contacted NCSL's conference director vendor for any of the negotiations, and whether or not the Conference Direct vendor usually utilized by NCSL had been discussed. The committee questioned whether Conference Direct offered the most affordable rates and if it provided the most bang for the buck. The Conference Direct vendor had already contacted the hotels via NCSL's direction, so the delegation and Executive Committee would have to navigate that existing agreement. Russell Humphrey (Tenn.) thanked the members of the Arizona delegation for graciously volunteering to host the seminar next year, but requested that they not contact or use the Conference Direct vendor directly until the Executive Committee asked for their participation. Pat Harris (Ala.) moved, seconded by Paul Smith (N.H.), that the Executive Committee accept the recommended Professional Development Seminar dates of Sept. 24, 2017 through Sept. 29, 2017 to be held in Phoenix, Ariz. The motion was unanimously adopted. President Furlong (Nev.) stated that the committee normally receives an overview of hotel costs associated with hosting the seminar, and was wondering if it would be okay to share the spreadsheet that they had supplied to her prior to the meeting. Norma Chastain (Ariz.), speaking for the Arizona delegation, approved the distribution of the information to the Executive Committee.

New Business

President Furlong (Nev.) recognized Claire Clift (Nev.), Chair of the Bylaws and Standing Orders Committee, to report on modifications to the ASLCS *Standing Orders* Section II, VI, and VIII. Chair Clift stated that the committee considered the following changes to the *Standing Orders*:

- Adding language in Section II.C.2 to allow the chair of the Budget and Financial Review Committee to access current information regarding the PDS when reviewing the budget;
- Adding language to Section VI.D to reflect current practice for the President's discretion in use of the Strategic Planning Committee;
- Updating language to Section VI.D.1 establishing membership and purpose for the Budget and Financial Review Committee;
- Adding a conforming change to VIII.A.2 to reflect the changes to the committee that were approved by the Executive Committee in Chicago at the NCSL Annual Summit; and

- Adding language to Section VIII.C to address the Secretary-Treasurer's status as an ex officio member of the Budget and Financial Review Committee.

Susan Kannarr (Kan.) offered an amendment to the proposal for Section VI.D.1(b) to add flexibility for the President by changing the number to a minimum of seven members and allowing the composition to be any member of the society instead of just former Executive Committee members. Patsy Spaw (Texas) stated that the committee chose seven because of their experience on the Executive Committee, but had no objection to amending the proposal with the requirement that two of the seven were former Executive Committee members per Section VI.D.1.b. Susan Kannarr (Kan.) moved, seconded by Susan Schaar (Va.), that the Executive Committee adopt the amendment to Section VI.D.1.b to modify the membership of the Budget and Financial Review Committee to be at least seven members, with a minimum of two of those members being former Executive Committee members. The motion prevailed without objection. Paul Smith (N.H.) asked the Executive Committee to recognize out-going chair Claire Clift (Nev.) for her dedication and work on the Strategic Planning Committee.

President Furlong (Nev.) then recognized Paul Smith (N.H.) to provide a report on the state of the society's archives. Paul offered two recommendations based on his visit to Boston to inspect ASLCS records. The first recommendation being that the archives need to officially be organized. Paul stated that photos and outdated video media should be digitized and catalogued. Also as an example of items stored, the records contained a lifetime achievement plaque for Paul Mason that he recommended should properly be displayed with the California Legislature. President Furlong (Nev.) stated that the cost and scope of this effort is unknown at this time and would need to be explored. President-elect Kannarr (Kan.) echoed that the committee may need to allocate funds for digital services in order to properly organize these archives. Susan Kannarr suggested that this item be added to the Executive Committee's Friday agenda for further consideration. Alan Whittington (Tenn.) asked what archive differences existed between the items in Boston under Archivist Steven James purview and the files located in Denver at NCSL headquarters. The Executive Committee agreed that it would have to send someone to review the files in Denver in the coming days to really assess the situation. Paul Smith (N.H.) offered a second recommendation that the society's hand seal and dues cards that reside with the President should most likely be in the hands of the Secretary-Treasurer. The committee agreed to consider these recommendations. Russell Humphrey (Tenn.) suggested that with whatever decisions that were made by the committee, we have a responsibility to get our house in order with respects to the archives. Alan Whittington (Tenn.) graciously offered to travel to Denver to inspect the files and that the Tennessee Senate could scan available records for the society. President Furlong (Nev.) then asked that if all items would be placed online within the society's website, and would program packets and manuals in paper from still go to the ASLCS Archivist. Also, would the society consider an electronic filing system for such items. Russell Humphrey (Tenn.) then recommended that a subcommittee on the issue should be appointed. The Executive Committee agreed to reconvene on the issue later in the week.

President Furlong (Nev.) then recognized Russell Humphrey (Tenn.) on the issue of the proposed charitable donation to the North Carolina-based veterans' charity that had been deferred. Russell outlined that when he was serving as ASLCS President, under the ASLCS *Standing Orders*, the President was entitled to utilize up to \$1000.00 from the ASLCS Dues account for expenses related to the PDS, and most would purchase gifts for members of the Executive Committee that served during the past year. Russell decided to instead use the amount to provide a charitable donation to the charity receiving benefit from the charitable service project for the Raleigh PDS. The question before the committee is whether an official approval should be obtained from the Executive Committee when the President chooses to use the funds in this manner. Bernadette McNulty (Calif.) and Paul Smith (N.H.) offered their opinions that the Executive Committee should give an official approval with this type use of the funds. The members of the Executive Committee echoed this sentiment. Susan Schaar (Va.) moved, seconded by Pat Harris (Ala.), the Executive Committee approve the President spending the sum of \$1000.00 from the ASLCS Dues account for a charitable donation to the North Carolina USO Charity that was being benefited by the Raleigh PDS charitable service project. Claire Clift (Nev.) suggested that the Bylaws Committee should review changes to the *Standing Orders* to allow the President the flexibility to do this and provide an official process for Executive Committee approval of such charitable donations in the future. This recommendation was deferred at this time, but may be considered at a future meeting.

President Furlong (Nev.) then announced that Greg Schmidt, former Secretary of the California Senate had passed away recently. Susan Schaar (Va.) moved, seconded by Susan Kannarr (Kan.), that a memorial contribution of \$100.00 be sent to the charity of his family's choosing. The motion prevailed without objection. Bernadette McNulty (Calif.) was asked by the President to inquire about the family's charity of choice.

President Furlong (Nev.) then recognized Bernadette McNulty (Calif.) to present a proposal for the ASLCS *Professional Journal*. Bernadette stated that the goal of her proposal is to obtain a steady flow of article submissions for the *Professional Journal*. The proposal before the Executive Committee has three objectives:

- Create an on-line repository portal for authors to submit articles
- Expand outreach to academia to obtain articles
- Publish the *Professional Journal* on-line only

The members of the Executive Committee considered the proposal and decided that the two ideas of on-line publishing of the *Journal* and creation of an on-line portal for submissions were acceptable ideas. The cost savings for providing only on-line content could save the society \$6000.00 worth of postage costs for each mailing. The Executive Committee hesitated to expand the submissions to include academia per the second recommendation and the members agreed to not entertain that suggestion at this time. Paul Smith (N.H.) added that if the submissions were offered externally, then the society could pay up to \$200.00 per submission. The Executive Committee decided to table this recommendation at this time. Russell Humphrey (Tenn.) moved, seconded by Pat Harris (Ala.), to send the two approved recommendations the committee accepted to the Bylaws

committee for further consideration and report on Friday. The motion prevailed without objection. President Furlong (Nev.) moved, seconded by Bernadette McNulty (Calif.), to defer consideration of this issue until the next Executive Committee meeting after being vetted by the Bylaws committee. The motion was unanimously adopted.

Announcements

President Furlong (Nev.) then announced that the Idaho Senate Secretary had requested permission for their President Pro Tempore to attend some of the PDS sessions. Susan Kannarr (Kan.) asked the committee whether this set a bad precedent for future seminars. The Executive Committee discussed the issue and approved permission for the Senate Pro Tempore to attend the Boise PDS plenary sessions if he was inclined to do so. There was no objection to the committee extending this offer.

President Furlong (Nev.) then recognized Russell Humphrey (Tenn.) for his service to the society and noted that this would be his last Executive Committee meeting.

President Furlong (Nev.) also recognized Susan Schaar (Va.) and G. Paul Nardo (Va.) for their continued fundraising efforts for our PDS meetings each year.

President Furlong (Nev.) also recognized Janice Gadd (Utah) for stepping in when the committee experienced a vacancy with the promotion of Bill McGill (Vt.) as a principal in his chamber.

Jon Griffin (NCSL Liaison) then announced that Bob Ward (Fla.) was retiring, and Wendy Harding (Wyo.) was the new Clerk for the Wyoming House. Wendy is attending this year's Boise PDS and replaced Patty Benskin (Wyo.).

Adjournment

Without objection, President Furlong adjourned the meeting at 6:10 pm MST.

Respectfully submitted,
Robert Haney (Texas)
Secretary-Treasurer

Executive Committee Meeting Minutes

ASLCS Executive Committee Meeting
Professional Development Seminar - Boise, Idaho
Lincoln Auditorium, Idaho State Capitol
Mon., Sept. 19, 2016

Call to Order

The meeting of the Executive Committee was called to order by Susan Furlong (Nev.), ASLCS President, at 11:40 a.m. MST.

Attendance

The following members of the committee were present: Susan Furlong (Nev.), Susan Kannarr (Kan.), Paul Smith (N.H.), Bernadette McNulty (Calif.), 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).

A quorum of committee members was present.

Video Production Expenditure

President Furlong (Nev.) explained that the video production currently planned for the Boise PDS had been modified. The President acknowledged that Michael Adams (Va.) would now be interviewing participants with prepared questions during the Legislative Expo, and that the society might incur some expense in regards to accessing video equipment and developing the video production. Susan Schaar (Va.) moved, seconded by Paul Smith (N.H.), that the Executive Committee approve the use of up to \$1000.00 for the video production if those costs were not covered by the previously awarded NCSL E-learning grant. The motion was unanimously approved.

Adjournment

Without objection, President Furlong adjourned the meeting at 11:41am MST.

Respectfully submitted,
Robert Haney (Texas)
Secretary-Treasurer