

Executive Committee Meeting Minutes

ASLCS Spring Meeting
Alexandria Va.
April 23, 2016

Call to Order

The meeting of the Executive Committee was called to order by Susan Furlong (Nev.), ASLCS President, at 1:45 p.m. EST.

Attendance

The following members of the committee were present: Susan Furlong (Nev.), Susan Kannarr (Kan.), Pat Harris (Ala.), Bernadette McNulty (Calif.), Maryann Horch (Va.), Robert Haney (Texas), Susan Clarke Schaar (Va.), Yolanda Dixon (La.), Janice Gadd (Utah).

Other members/guests in attendance included Jon Griffin (NCSL liaison to ASLCS), Brenda Erickson (NCSL Program Principal), Tricia Simmons (NCSL Senior Meetings Specialist), Ann Cornwell (Ark.), Patsy Spaw (Texas), Brad Young (Ohio), Ali Sagraves (Ohio), and Timothy Sekerak (Ore.).

President Furlong (Nev.) then moved without objection to excuse the following members due to legislative business: Russell Humphrey (Tenn.), Alan Whittington (Tenn.), and Paul Smith (N.H.).

A quorum of committee members was present.

Approval of Minutes

The minutes of the ASLCS Executive Committee meeting on Feb. 5, 2016 via conference call were unanimously approved on motion of Susan Kannarr (Kan.), and then seconded by Bernadette McNulty (Calif.).

Treasurer's Report

Secretary-Treasurer Robert Haney (Texas) then reviewed the treasurer's report for the ASLCS Dues Account. Secretary-Treasurer Robert Haney (Texas) concluded his report stating an ending balance, as of April 18, 2016, for the dues account of \$53,748.13. On a motion of Susan Clarke Schaar (Va.), seconded by Yolanda Dixon (La.), the committee approved the report.

Old Business

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

1. **ASLCS Professional Development Revolving Account (LLCS)** - Jon Griffin (NCSL) reported a beginning balance of \$21,635.04 as of Jan. 30, 2016. This beginning balance had to be adjusted from the amount

originally presented to the Executive Committee during the conference call on Feb. 5, 2016 due to the fact that the original reported funds were \$1500.00 less due to an accidental double subtraction. Also, Mr. Griffin reported that the \$2000.00 Honoraria for the Perfect Workday expenditure during the 2015 PDS had posted and was reflected in the closing balance. As of March 31, 2016, the LLCS account had a closing balance of \$19,635.04.

2. **ASLCS Special Meetings Fund (L190 account) - Jon Griffin (NCSL)** reported on revenues and expenditures to the account since the Feb. 5, 2016 EC conference call. Mr. Griffin reported that revenues were received of \$6,353.93 from International Roll Call (IRC) for their 2015 Summit Sponsorship, and new expenditures were reflected as \$5.15 for FedEx Shipping for contracts, \$4.84 in credit card fees from Feb. 5, 2016, and \$13,463.90 transferred (per ASLCS Executive Committee approval) to cover the 2015 Raleigh PDS shortfall. Other items noted in Mr. Griffin's report were the \$250.00 in total fundraising for the 2016 Fall Development Seminar in Boise, Idaho, and the receipt of \$250.00 from the ASLCS dues account for an incorrect deposit. The current balance of the L190 account as of April 23, 2016 is \$214,273.42.

New Business

1. **Review and Approval of 2016 PDS Meeting Budget - President Furlong (Nev.)** recognized Jon Griffin (NCSL) to report on the 2016 PDS preliminary draft budget. Mr. Griffin identified that the traditional method of handling NCSL staff travel comps in the budget had changed for last year's PDS, but it was their intent to return those expenditures to the traditional budget process for the upcoming 2016 estimated costs. Mr. Griffin (NCSL) reported that the proposed PDS budget had estimated costs similar to past seminars. Notable increases from past PDS budget estimates are \$250.00 for production of a marketing piece to boost attendance, \$250.00 for in-house copying of that piece, and \$60.00 for postage to mail the marketing material. After review of the proposed budget, President Furlong (Nev.) discussed the seminar's meals, menus, and functions, focusing on options to reduce costs. President Furlong then opened the floor to members of the Executive Committee for discussion. Guest Brad Young (Ohio) offered a cost savings suggestion for the new attendee orientation breakfast in that the PDS morning breakfast buffet with normal society attendees could be shared, but the NAO program participants might be sectioned off in an adjacent room. Susan Schaar (Va.) asked about the blank budget entry for the International Reception on Sept. 18, 2016, but NCSL representatives assured members that no function was being planned. The committee openly discussed how the State Dinner budget proposal was relatively expensive, but Jon Griffin (NCSL) assured members that food costs in Boise, Idaho would most likely be cheaper than usual PDS state dinner functions. Mr. Griffin

(NCSL) was asked whether or not Sliq Media had indicated plans to sponsor some of the costs associated with the State Dinner in Boise as they had done in previous years. Mr. Griffin stated he would contact the company to verify. Susan Schaar (Va.) stated that the fundraising letter that is sent out for sponsorship was still in ethics review, but would be completed soon. The committee then discussed the idea of mailing out a marketing card for the fall PDS. Tricia Simmons (NCSL meeting planner) recommended this course of action due to the positive results of past meetings when a card was mailed. Bernadette McNulty (Calif.) offered that she did not believe it would boost attendance, while Pat Harris (Ala.) noted that he supported the idea since the card provided a great reminder on your desk. Janice Gadd (Utah) asked if Idaho would be producing the card, or would NCSL be creating it and Tricia Simmons (NCSL) indicated that NCSL would create the marketing piece. President Furlong (Nev.) asked generally if successful use of the card had been mentioned in previous post-seminar surveys where it was utilized and those results were unavailable to verify at this time. The committee generally agreed that the marketing piece should be sent out for the 2016 PDS. President Furlong (Nev.) then asked Jon Griffin (NCSL) to add the marketing piece question to the post-seminar survey for Boise so results could be quantified. Pat Harris (Ala.) moved, then seconded by Maryann Horch (Va.), that the committee approve the proposed budget for the Boise, Idaho Professional Development Seminar. The motion carried without objection.

2. **Discussion of Financial and Other Reporting** - President Furlong (Nev.) addressed committee members on inconsistencies in society funding mechanisms. In reviewing many past budgets, several inconsistencies were identified: conference comps were credited in various sections of the budget, costs for international guests have been charged to L190, and funds were distributed out of four possible budgets for meetings in an inconsistent way from year to year. President Furlong (Nev.) noted that it was really difficult to determine how budget funds were being spent from year to year. President Furlong then proposed the following suggestions to be implemented: Install some uniform reporting categories to install confidence in spending, add reporting and commenting to the budgets, and provide cost per person analysis in pertinent categories as last shown in the Reno, Nev. fall seminar. President Furlong (Nev.) mentioned that some of this discussion had been facilitated by the losses incurred from the Raleigh PDS. Typical examples in question were items such as gratuities and taxes on services and how they could not be matched up appropriately in the existing budget. Tricia Simmons (NCSL) informed the committee that she would be available to discuss the most recent completed contract for the seminar, and that NCSL mostly uses standard contract logic for these events. President Furlong (Nev.) informed the committee that the contract contained many details that helped her understand how funds were spent such as the room and registration costs for international

attendees, complementary room costs for the meeting planner, and other items in regards to choosing the host hotel and its negotiations. Yolanda Dixon (La.) asked for more information regarding the gratuities from the Raleigh conference. Ms. Simmons (NCSL) recalled the original percentage of gratuity being 25 percent, but was then negotiated to 24 percent, plus tax, prior to executing the agreement. Guest Patsy Spaw (Texas) stated that the committee should be aware of the costs ahead of time from the contracts, and asked why costs for international guests were not listed in the budget. Susan Schaar (Va.) added that, historically speaking, the L190 account could only incur new expenses if given permission by the ASLCS Executive Committee. Ms. Schaar (Va.) supported the President's idea of defining all accounts and how each can be used by NCSL and the Executive Committee for expenses. Janice Gadd (Utah) supported this statement, and offered that each budget could possibly include a description for proper use at the top of the first page of each budget. Ms. Schaar (Va.) further stated that future fees for international guests should not be coming from the L190 account since that use was only authorized for a one-time expenditure years ago. Yolanda Dixon (La.) moved, seconded by Pat Harris (Ala.), that President Furlong (Nev.) be authorized to work with NCSL staff to streamline budget accounts. The motion prevailed without objection.

3. **NCSL Legislative Summit Schedule** - Jon Griffin (NCSL) stated that May 10, 2016 was the deadline for program development submissions when publishing the online agenda for the NCSL Legislative Summit. Tricia Simmons (NCSL) offered that a marketing brochure and conference web application were to be distributed soon. Yolanda Dixon (La.) asked when the Executive Committee would be meeting at the annual conference in Chicago. Brenda Erickson (NCSL) provided insight to planning the annual meeting by mentioning how the conference is held in August due to availability of most hotels or venues and addressing member election date concerns, as well considering reviews from last year's summit and available slots for section meetings. The committee came to a general consensus was that the meeting should be held on Wed., Aug. 10, 2016 in the afternoon, similar to last year's program.
4. **Discussion of Charitable Donation to North Carolina-Based Veterans' Charity** - The committee deferred this discussion to the next meeting of the ASLCS Executive Committee at the Legislative Summit.
5. **Clarification Regarding Reimbursement for Travel Expenses for Attendance at Joint Canadian-American Meetings** - President Furlong (Nev.) opened the discussion by stating that for the last joint meeting she paid her own expenses, and then appointed Lee Cassis (W.Va.) to attend the conference as Vice-Chair of the Canadian-American Relations standing committee. President Furlong (Nev.) proposed to change the

standing orders to allow for the President and the Chair of the Canadian-American Relations committee to be reimbursed to attend the joint meetings. Pat Harris (Ala.) suggested that the society should only reimburse the Canadian-American Relations chair for attending either the annual CATTs meeting, or for the Joint Canadian-American Meeting. Susan Schaar (Va.) agreed with this sentiment. Brenda Erickson (NCSL) stated that historically the society reimbursed for travel to the CATTs meeting since most legislatures would not pay for international travel. The question before the committee was whether this change in the standing orders was in the best interest of ASLCS. Pat Harris (Ala.) suggested that the discussion on this issue be postponed to the next Executive Committee meeting. There was no objection to this request.

6. **Criteria for the Selection of Scholarship Recipients** - The President recognized Maryann Horch (Va.) to present a report on criteria for consideration of the Edward A. Burdick Memorial Scholarship. Ms. Horch distributed proposed criteria to the committee for discussion. The committee reviewed the recommendations. Bernadette McNulty (Calif.) suggested that this issue be moved to the next meeting of the ASLCS Executive Committee, and pledged to work with Maryann Horch (Va.) to incorporate the committee's suggestions for presentation at that time. There was no objection to this request.
7. **Approval of Travel Reimbursement for Susan Furlong and Susan Kannarr, or Designees, or Their Designees, to Attend the Aug. 7 LSCC Summer Meeting in Chicago** - Bernadette McNulty (Calif.) moved, seconded by Maryann Horch (Va.), that the committee approve the proposed reimbursements. The motion prevailed without objection.
8. **Approval of Travel Reimbursement for Susan Furlong, Maryann Horch, and Ann Cornwell, or Their Designees, to Attend the Aug. 1-5, 2016 CATTs Meeting in Toronto** - Bernadette McNulty (Calif.) moved, seconded by Susan Kannarr (Kan.), that the committee approve the proposed reimbursements. The motion prevailed without objection.

Other Business

The President recognized Ann Cornwell (Ark.), chair of the Joint Canadian-American Relations committee to discuss a standing order repeal. Chair Cornwell petitioned the Executive Committee to repeal the prohibition for any associate members to freely attend the Joint Canadian-American Meeting. Pat Harris (Ala.) also mentioned that the Canadian clerks had no objections to having more ASLCS members attend the meeting. Yolanda Dixon therefore moved, seconded by Bernadette McNulty (Calif.), to repeal the standing order that prohibits associate members from freely attending the Joint Canadian-American Meeting. The motion prevailed without objection.

The President proposed a site selection trip for the chair of the Boise site selection committee and essential NCSL personnel. Susan Schaar (Va.) moved, seconded by Bernadette McNulty (Calif.), that the committee approve reimbursement from the fall meeting budget for a site selection trip for Yolanda Dixon (La.), Tricia Simmons (NCSL), and Jon Griffin (NCSL). The motion prevailed without objection.

President Furlong (Nev.) then publicly congratulated Brad Young (Ohio) for his successful hosting of the 2015 Joint Canadian-American Meeting in Columbus, Ohio, and invited him to address the committee. Mr. Young thanked the committee members for all of their work and support, especially recognizing the contributions of Susan Schaar (Va.), Tricia Simmons (NCSL), and Ali Sagraves (Ohio). Mr. Young notified the committee that the joint manual was still in his possession and he would ask the committee's permission to update relevant items prior to passing it to the next state to host the event. There was no objection from the membership of the Executive Committee.

Susan Schaar (Va.) mentioned to President Furlong (Nev.) that she had two outstanding items for the committee to consider. Firstly, Ms. Schaar suggested that a formal budget should be created to support the Joint Canadian-American Meeting and that planning manuals for the meetings should be placed online and updated. Secondly, Ms. Schaar stated that as with past historical examples, the society should bestow honorary ASLCS membership to Deborah Deller, Clerk of the House for the Ontario Legislative Assembly, due to her continued support and attendance of ASLCS meetings. Susan Schaar (Va.) moved, and Pat Harris (Ala.) seconded, that the Executive Committee adopt these recommendations. The motions prevailed without objection.

Robert Haney (Texas) recognized the recent passing of George Williams, Chief Deputy Clerk of the Virginia House of Delegates. Susan Schaar (Va.) moved, seconded by Maryann Horch (Va.), that a \$100.00 donation be sent to the Craig Springs Camp and Retreat in the name of George Williams. The motion was unanimously approved.

Robert Haney (Texas) also mentioned that Michael Adams, Chair of the ASLCS Technology committee, proposed to petition the Executive Committee to give permission to share the ASLCS member roster and dues databases with ASLCS liaison Jon Griffin and appropriate computer professionals at NCSL. The sharing of this information would be for developing a NCSL-hosted secure website that could be utilized to replace the current outdated society database platforms. The updating of these systems would enhance the sharing of data between appropriate ASLCS leadership in the discharge of their duties. Susan Kannarr (Kan.) moved, seconded by Bernadette McNulty (Calif.), that the Executive Committee authorize the sharing of ASLCS member information with NCSL staff.

Announcements

President Furlong (Nev.) mentioned that LSCC had hosted an enlightening presentation on Civil Discourse, and she urged the Executive Committee to do their best to promote

any ideas on how civil discourse can be promoted in society members' legislative environments.

Adjournment

Without objection, President Furlong adjourned the meeting at 3:33 p.m. EST.

Respectfully submitted,
Robert Haney (Texas)
Secretary-Treasurer