

# National Legislative Program Evaluation Society

## Executive Committee Meeting Minutes

April 21, 2006 Denver, Colorado

The Executive Committee convened at 8:30 a.m. on Friday, April 21, 2006 in the NCSL main conference room. Copies of handouts discussed during the meeting are kept on file with the NLPES secretary.

**Attendance:** Committee Members - Wade Melton (Chair), Ken Levine (Vice Chair), Tim Osterstock (Secretary), Trish Bishop, Martha Carter, Steve Hendrickson, Joe Lawhon, Leslie McGuire, Rakesh Mohan, Gerry Schwandt, Jan Yamane, and Ethel Detch; NCSL - Bob Boerner, Bill Pound, Kristin Shassetz, Erica Fox, Douglas Sacarto, and Brian Weberg; Guests- Wayne Kidd (Utah).

**Introduction:** Wade Melton, executive committee chair, opened the meeting and turned some time over to Bill Pound, NCSL for an introduction to the NCSL program and its offices. This meeting was a diversion from the normal meeting held in conjunction with NCSL's spring conference in Washington, D.C. Wade asked that each committee member contact Ken Levine to determine if we should keep this meeting separate from the Spring Forum to allow the committee more discussion time. Time was then turned over to the individual sub-committees. The committee, as a whole, reconvened at 10:35 a.m.

### Committee Reports:

**Elections** (Martha Carter, Chair) - This year's committee elections have had a problem with the wrong NCSL mailing address being given to some states. As a result there is a question as to how the situation can be addressed to maintain a fair and equitable election process.

Motion to send two different e-mails with attached ballots to the key contacts in each state explaining the problem and extending the postmark deadline to May 15<sup>th</sup>. Motion seconded by Ken Levine and passed unanimously (Those involved in the election decided to recuse themselves from the vote). Drafting of the e-mails was assigned to Martha and Bob.

**Annual Meeting** (Ken Levine, Acting Chair) - Priscilla Anderson has resigned from the executive committee and Ken, with the help of Ethel Detch, will be taking her place. There are two primary time slots available for NLPES at the Nashville Annual meeting. The first session will address "Meeting Legislative Needs" or a similar topic. Three of the four speaking slots have been filled and they are looking for a Legislator to fill the last slot. The second session is not yet finalized but will

probably address some educational issue, possibly ESL or Charter Schools. They are still working on speakers.

**Awards** (Joe Lawhon, Chair) - All award notifications are out and judges have been selected. Submission are due by May 19<sup>th</sup> and reviewers should be finished by June 15<sup>th</sup>. The sub-committee is working on redefining all awards for the future. The sub-committee will meet in Park City before the Fall Conference for at least ½ day to work out details. Ken will work with the Utah host committee to fit the meeting into the conference schedule. Any outstanding achievement award nominations need to be sent to Wade as quickly as possible.

**Communications and Technology** (Rakesh Mohan, Chair) - the communications sub-committee has been working primarily on the NLPES website. One concern is that there are too many links on the website making it difficult to do updates. In addition, there has not been a clear determination of update needs or when updates should be performed. The sub-committee will be compiling a website review that should be sent to NCSL and the exec. Committee in about 1 month. The discussion turned to Wikipedia ( a blog-type internet site) and its use for the “Question of the Month”. We have been experimenting the use of this technology rather than solely using the NCSL website. We may need to go this way in the future as LSCC is encouraging the use of blog sites for all the staff sections as a way of stimulating discussions.

**Professional Development and Training** (Jan Yamane, Chair) - NCSL and Utah are finalizing the budget for the fall conference. The conference’s sessions will be shortened by 15 minutes and overall appears to be coming along. The sub-committee believes that we should be directing some of our attention to West Virginia to ensure a strong training emphasis. We will be contacting West Virginia’s point man, John Silvia to aid where necessary.

**Break for Lunch** (12:00 to 1:30)

NCSL Section Presentations - The afternoon was turned over to NCSL staff for presentations and discussion on NCSL and NLPES relations.

**Marketing and Meetings** (Kristin Shassetz and Erica Fox) - Kristin stated that NCSL is committed to improving its meeting support program and customer service. To date, there have been a number of positive reorganization related changes within NCSL. Wade pointed out the executive committee’s goal was to get to the point where the executive committee can make decisions beyond the fixed budget. Kristin said that with the direct contact now between NLPES and the

meetings staff should reduce problems. The meetings staff will work with Utah to help with the web page development and brochures. West Virginia's 2007 conference does have a holiday conflict. Currently, the only time open for the selected hotel is Sept 18 - 22, this period conflicts with a religious holiday.

**Information Technology** (Doug Sacarto) - NCSL has been in the process of installing a new management software program that should address a number of frequent, past problems. The system, called TIMS, is a associated management applications operating system that came on line in December 2005. NCSL staff has been working through conversion issues and as such has had reduced efficiencies while in the changeover process. They believe that they have now turned the corner and efficiency is now improving. Doug believes that once completely up and running, the new system should eliminate a number of NLPES concerns.

**Standing Committees** (Brian Weberg) - NCSL's standing committees are looking for staff from all staff sections to apply for standing committee staff positions. NLPES has had a number of highly successful staff members in the standing committees. We were asked to see if anyone in our states would be interested in applying.

Meeting adjourned at 3:30 p.m. All committee members are invited to attend tomorrow's executive committee work session running from 8:00 a.m. to 11:00 a.m. The next meeting is tentatively scheduled for Monday, August 14, 2006 from 3:45 p.m. to 5:30 p.m. at the Gaylord Opryland Resort and Convention Center (room to be determined) in Nashville, Tennessee.

Submitted by Tim Osterstock, Secretary