

**MINUTES OF THE
NCSL PLANNING COMMITTEE**

April 28, 2003 – 3:30 p.m. – Senate Majority Caucus Room

Members Present:

Sen. Peter C. Knudson, Co-Chair
Rep. Greg J. Curtis, Co-Chair
Sen. Gene Davis
Sen. Dan R. Eastman
Sen. Michael G. Waddoups
Sen. Carlene W. Walker
Rep. Marda Dillree
Rep. Ty McCartney
Rep. Carol Spackman Moss
Rep. Merlynn T. Newbold
Rep. LaWanna Shurtliff

Members Absent:

Sen. Paula F. Julander
Rep. Brent H. Goodfellow
Rep. Wayne A. Harper
Rep. David L. Hogue

Staff Present:

Mr. Michael E. Christensen, Director
Ms. Beverlee LeCheminant, Secretary

Note: A list of others present and a copy of materials can be found at <http://www.image.le.state.ut.us/imaging/history.asp> or by contacting the Office of Legislative Research and General Counsel.

1. Committee Business

Chair Knudson called the meeting to order at 3:40 p.m.

2. Host State Responsibilities

Mr. Michael Christensen, distributed and reviewed host state responsibilities. He also introduced Ms. Leslie Clark, who will be working as the Host Committee Planning Coordinator.

Rep. Curtis stated that approximately \$1.5 million will need to be raised for the NCSL Conference. Sen. Gene Davis was assigned to be in charge of fund-raising.

The NCSL Planning Committee (Committee) discussed hiring a professional consultant to help in the planning process and a professional daycare provider.

MOTION: Sen. Waddoups moved that staff prepare an RFP for a professional events consultant and a professional daycare provider. The motion passed unanimously.

Sen. Walker suggested that the Committee determine the major volunteer areas and have a volunteer from each area meet with their counterparts from San Francisco to job shadow and familiarize themselves with the process.

The Committee created the following subcommittees to prepare for the meeting in San Francisco:

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Promotional Booth in San Francisco - Sen. Walker, Rep. Spackman Moss, Rep. Newbold, and Annette Moore as staff

Social Event in San Francisco - Rep. Dillree, Rep. McCartney, Sen. Julander, and Carole Peterson as staff.

Promotional Brochure for San Francisco - Sen. Waddoups, Rep. Hogue, Rep. Goodfellow, and Eric Isom and Stewart Smith as staff.

Promotional Gift for San Francisco - Sen. Eastman, Rep. Harper, Rep. Shurtliff, and Wayne Welsh.

3. Adjourn

MOTION: Sen. Knudson moved to adjourn the meeting. The motion passed unanimously.

Chair Curtis adjourned the meeting at 5:05 p.m.

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