

**MINUTES OF THE
NCSL PLANNING COMMITTEE**

June 30, 2003 – 3:00 p.m. – Senate Majority Caucus Room

Members Present:

Sen. Peter C. Knudson, Co-Chair
Rep. Greg J. Curtis, Co-Chair
Rep. Wayne A. Harper
Sen. Paula F. Julander
Sen. Michael G. Waddoups
Rep. David L. Hogue
Rep. Ty McCartney
Rep. Roz McGee
Rep. Carol Spackman Moss
Rep. Merlynn T. Newbold

Members Absent:

Sen. Gene Davis
Sen. Dan R. Eastman
Sen. Carlene W. Walker
Rep. Marda Dillree
Rep. Brent H. Goodfellow
Rep. LaWanna Shurtliff

Staff Present:

Mr. Stewart E. Smith, Policy Analyst
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

Sen. Knudson called the meeting to order at 3: 20 p.m.

MOTION: Sen. Waddoups moved to approve the minutes of the June 16, 2003 meeting. The motion passed unanimously. Rep. McCartney was absent for the vote.

2. Report on Organizational Structure and Tax Implications

Ms. Gay Taylor stated that staff has done further research on this issue by contacting the last ten states who have hosted NCSL to find out what their experience was in terms of organizational structure. Some of the states created a 501(c)(3), charitable organization, and some of them went under the umbrella of NCSL's organizational structure, a 170(c) status, which is also charitable. She indicated that staff would like the permission of this committee to work with the two chairs and the Speaker and President to get final approval of the final organizational structure. Some individuals or entities providing funds have liked the charitable deduction because it has more flexibility in terms of its tax deductibility. She said that staff is working toward a closure on this issue, but does not have a final report or recommendation at this point.

Rep. Hogue asked if the committee would have any issues with the State Tax Commission on the sales tax exemption in either structure. Ms. Taylor said that the committee might have concerns under 170(c) status so that is one of the questions staff needs to work through. It is possible that staff may start down one path, for instance the 170(c) path, assuming the committee can get sales tax exemption, and then if they are denied the sales tax exemption, then staff can move to a 501(c)(3) structure. Ms. Taylor stated that there is a lot more expense involved in a 501(c)(3) and when you have a corporate structure such as that, there will need to be a separate board of directors and a separate organization that would take the filings about 90 days to create, whereas the NCSL 170(c) already exists. She also said that in a 501(c)(3),

Minutes of the NCSL Planning Committee

June 30, 2003

Page 2

any monies remaining would need to go to a charitable organization and are not available as free revenue.

MOTION: Sen. Julander moved to authorize the chairs to work with the Speaker and the President to pursue the best option on organizational structure. This action would be reported back to the committee. The motion passed unanimously. Rep. McCartney was absent for the vote.

Mr. Stewart Smith distributed a chart showing the economic impact on the NCSL Annual Meeting Host city. He said that when economic impact is estimated, a modifier of three is often used by scientists to accurately reflect the true boost to the economy. The chart he has prepared reflects only direct expenditures without the multiplier based on records of NCSL over the past eight years. The supporting data was attached to the chart.

3. Subcommittee Reports for the NCSL Annual Meeting in San Francisco

Fund-Raising Subcommittee

Rep. Hogue said the Fund-Raising Subcommittee is waiting for solicitation of funds outside the city until after the July NCSL Annual Meeting, but some contributions in-kind are coming in now.

Brochure and Logo

Sen. Waddoups indicated that Stewart Smith and Eric Isom have worked with the Salt Lake Convention Bureau as well as the State Travel Council and have put together several things that the Bureau and the Council have used and are willing to pass along and actually ship them to San Francisco for the 2003 NCSL Annual Meeting. He showed committee members the following brochures: the Salt Lake Visitors Guide, the Official Travel Guide, the tour planner for the next two years, Utah Connect Brochure put out by the Travel Council, and several bookmarks. He said that the subcommittee is looking at sending about 3,000 copies of each brochure to San Francisco.

Mr. Smith updated the committee on the logo by saying that after the committee members were polled, the chairmen made the decision to use the first edition of the arch logos, but to change the word "Salt Lake" to "Utah!." He said that NCSL will be making some minor modifications to the arch logo. Rep. Hogue indicated that at the June 2nd meeting the committee discussed this logo and sent it back to NCSL because it felt that the arch was not very clear and had jagged edges. He said he feels that the edges of the arch need to be smoothed out as it looks different than the logo portrays.

Mr. Smith indicated that NCSL is on the verge of publishing an exhibitor's prospectus and brochure in which they are planning to use this logo. Mr. Smith said that he has asked Ms. Worrell to send the final version of the logo to the committee after the modifications are made and he told Rep. Hogue that he would call Ms. Worrell with his suggestions.

Rep. Newbold suggested putting the word "Utah" in a contrasting color as the focal point so that it stands out more. Mr. Smith said he would pass that suggestion on to Ms. Worrell.

Sen. Julander said that the word "lake" in "Salt Lake" needs to be capitalized. Ms. Smith said that he would pass that on to Ms. Worrell also.

Social Event

Minutes of the NCSL Planning Committee

June 30, 2003

Page 4

Ms. Carole Peterson told the committee that the contract has come back for the breakfast and will be faxed back to San Francisco. She said that all the arrangements to show the DVD have been made and arrangements have been made for the equipment for showing the DVD. She stated that all of the table decorations are in and are ready for transport and the shirts, embroidered with the Delicate Arch, have been ordered and should be delivered in two weeks.

Booth

Ms. Annette Moore reported that all of the audio visual equipment has been ordered for the booth, along with the carpet, furniture, etc. She indicated that Mr. Dean Reeder has completed the process of looping the two videos together that will be shown in the booth and that DCED will be showing another video on the other side of the booth. She said that there will be two separate backdrops, one from DCED and one from the Convention Visitors Bureau. The subcommittee had talked in the past about using the DCED backdrop with two columns, but have since decided not to use the two columns as it will save them money. She stated that the Utah Travel Council has a tower that it is letting the subcommittee use at no charge. She indicated that Mr. Brian Allen is still working with Sweets Candy Company in getting some salt water taffy shipped directly to San Francisco.

Ms. Peterson said that NCSL has asked if the exhibitors will be included in the breakfast on Friday morning. She said she feels that out of good public relations, they should be invited as they will be coming to Salt Lake City next year. Sen. Knudson agreed that the exhibitors should be included in the breakfast. Ms. Peterson said she would find out the number of exhibitors.

Gifts

Mr. Wayne Welsh said the Gifts Subcommittee has discussed increasing the number of pins to order to 6,000 so they can be given out at the booth. He distributed samples of the pins to the committee members.

4. Process for Reviewing and Evaluating Proposals

Sen. Knudson said he met with staff and discussed the process for reviewing and evaluating proposals. He indicated that the big unknown is how many proposals the committee will receive and that will have an impact on how it proceeds with this process.

Mr. Smith indicated that the deadline for the proposals is Monday, July 7, and once staff receives those proposals, they will make sure that the committee members receive copies of those proposals so they can begin reviewing them. He suggested that the committee set aside a half day to review and hear from those people who submit proposals.

Ms. Taylor indicated that once staff has received all of the proposals they will put them together and hand deliver them to the committee members so the committee will have as much time as possible to evaluate them.

MOTION: Rep. Hogue moved that Friday, July 11, at 5:00 p.m. be the deadline for committee members to give staff their recommendations of the proposals. The motion passed unanimously.

5. Potential Venues for the 2004 Social Events

Mr. Smith said that the Mormon Tabernacle Choir has responded and offered their services for the 2004 NCSL Annual Meeting. Mr. Smith said he has also made tentative reservations at the Huntsman Center and has asked for an exception to their alcohol policy which is usually required in using the Huntsman Center. He stated that the Huntsman Center will hold 7,500 if it is set up in a theater fashion. He indicated that one of the things that is uncertain right now are the final dates of the 2004 Annual Meeting. The Speaker has requested a change in dates so instead of ending on Saturday noon, July 24, the 2004 Annual Meeting would end on Friday, July 23, at noon. This would not only facilitate transportation to and from the airport, but also make it easier for the Tabernacle Choir to participate in the closing social since they hold their practices on Thursday evenings.

Rep. Newbold said she has tentatively reserved "This is the Place State Park" facility for the Thursday evening social event in 2004. Rep. Hogue said that a motion was made at the last meeting not to use "This is the Place State Park" because of the weather situation. Rep. Newbold indicated that she would cancel that reservation.

6. Next Meeting/Adjourn

Rep. Hogue stated that the next meeting has been set for Monday, July 14, at 3:00 p.m.

MOTION: Rep. Newbold moved to adjourn. The motion passed unanimously.

Sen. Knudson adjourned the meeting at 4:00 p.m.