

**MINUTES OF THE
NCSL PLANNING COMMITTEE**

July 14, 2003 – 3:00 p.m. – Senate Majority Caucus Room

Members Present:

Rep. Greg J. Curtis, Co-Chair
Sen. Gene Davis
Sen. Dan R. Eastman
Sen. Paula F. Julander
Sen. Michael G. Waddoups
Rep. Marda Dillree
Rep. Brent H. Goodfellow
Rep. Wayne A. Harper
Rep. David L. Hogue
Rep. Ty McCartney
Rep. Roz McGee
Rep. Carol Spackman Moss
Rep. Merlynn T. Newbold
Rep. LaWanna Shurtliff

Members Absent:

Sen. Peter C. Knudson, Co-Chair
Sen. Carlene W. Walker

Staff Present:

Mr. Stewart E. Smith, Policy Analyst
Ms. Beverlee LeCheminant, Secretary
Mr. Michael Christensen, Director
Ms. M. Gay Taylor, General Counsel
Mr. John Fellows, Assoc. Gen. Counsel
Mr. Wayne Welsh, Leg. Auditor General
Mr. John Schaff, Deputy Auditor General
Mr. John Massey, Leg. Fiscal Analyst
Mr. Mark Bleazard, Asst. Deputy
Ms. Carole Peterson, Chief Clerk
Ms. Annette Moore, Senate Secretary
Ms. Sandy Tenney, Senate Services
Mr. Eric Isom, Leg. Administrative Asst.

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

Rep. Curtis called the meeting to order at 3:10 p.m.

MOTION: Rep. Hogue moved to approve the minutes of the June 30, 2003 meeting. The motion passed unanimously. Sen. Eastman was absent for the vote.

Rep. Curtis indicated that NCSL has responded to the committee's change of date request for the 2004 NCSL Annual Meeting. He said that it looks favorable that the dates will be changed from July 20-24 to July 19-23.

2. Organizational Structure and Tax Implications

Ms. Gay Taylor indicated that staff is firming up a recommendation for the Speaker, the President, and the two chairs to move toward a 170(c) status under the umbrella of NCSL. She stated that under a 170(c) status, there is a revenue ruling which provides that any contributions that come in are considered charitable and tax deductible, which makes it friendly to those who are contributing. That is important to those contributing, beyond a business expense, and is another reason they might be willing to give. She said that in terms of control, the money can be earmarked in such a way that if more money is raised than is needed, this NCSL Utah 2004 account can be used to pay for future expenses and registration to NCSL Annual Meetings of Utah legislators and their staff, which is a benefit to the state.

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Ms. Taylor reported that staff is working through the sales tax exemption issue with the state tax commissioners on how to structure it so the state will receive a sales tax exemption. Staff is suggesting that there be an NCSL account and that the committee treasurer, John Massey, work with the committee chairs to be able to make deposits to this NCSL Utah-based account and to be able to pay for expenses with the approval of NCSL. At this point, the idea would be to have the committee treasurer and at least one of the committee chairs as the cosignatory on every check. Ms. Taylor indicated that staff has a meeting with the Speaker and the President on Wednesday, July 16, to discuss this arrangement. She said that if the 170(c) does not appear to be working well at some later point in time, they can move toward creating a charitable organization under 501(c)(3), but the negatives associated with it the 501(c)(3) are: the cost, the time period of at least three months before it will be up and running from an IRS approval standpoint, and after hosting NCSL in 2004, if there is money left over, it must be given to a charitable entity.

3. Request for Proposals Response Update

Rep. Curtis reported that the RFP was sent out that was approved and the proposals were due back last Monday, July 7, by the close of business day. On Tuesday, members of the committee had hand-delivered to them the nine responses to the RFP along with the evaluation packet on how to score and evaluate the RFP's. He indicated that 13 evaluations were received from committee members and were ranked and evaluated. Rep. Curtis said that the top four RFPs, not in any ranking order, are Event West, Event Strategies, Inc., Conference Direct/Inventive, Inc., and Western Leisure. He suggested these entities be interviewed for 30 minutes by the committee on Monday, August 11, 2003.

MOTION: Rep. Harper moved that the committee approve this evaluation process for August 11th by bringing in the four highest scored RFP's and giving them 30 minutes to make their presentation to the committee members. The motion passed unanimously.

4. Subcommittee Reports

Fund-Raising Subcommittee

Sen. Davis said that the Fund-Raising Subcommittee has chosen the letterhead, which has been adopted by the chairs, and the letter is ready to go. He indicated that the letter will go first to corporate sponsors in Utah and then they will expand that list to national corporations. Sen. Davis stated that they will have a meeting in San Francisco with NCSL concerning fund-raising.

Rep. Curtis indicated that the meeting with NCSL regarding fund-raising will be held on Tuesday, July 22, at 3:15 p.m. in Room 114 of the Moscone Center in San Francisco.

Rep. Dillree asked if the committee will be having other meetings with NCSL. Mr. Smith said that the members of the committee that would like to attend are invited to a closing debriefing of the California's Annual Meeting on Friday, July 25, at 1:30 p.m. in Room 135 of the Moscone Center.

Brochure and Logo

Sen. Waddoups stated that the Salt Lake Convention Bureau is sending to San Francisco 120 Convention

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Visitors Guides, some miscellaneous brochures for various sites NCSL attendees can visit while they are in Utah, 1,000 to 1,500 stick on embroidered bees, and 1,500 Rocky Mountain wild flower seed packets. He indicated that the Travel Council is sending 4,000 Utah Connect brochures, 1,500 Travel Guides, 500 Utah Accommodations Guides, and 2,300 Utah Calendars. The Department of Community and Economic Development is sending 100 cubes and the international backdrop and Sweets Candy is sending two large boxes of salt water taffy.

Sen. Waddoups distributed a copy of the logo and indicated that it has been finalized.

Social Events

Rep. Dillree said the Social Events Subcommittee is ready for the Annual Meeting in San Francisco. They have had to cut down the number of attendees from 2,000 to 1,500 for the breakfast which will lower the cost by about \$10,000. She indicated that everything is ready for the drawing for the weekend get-away in Park City, Utah, the gift baskets are ready to give away, staffing at the booth is complete, the table decorations are ready, and the shirts are ordered and will be delivered on Wednesday, July 16.

Ms. Annette Moore suggested having people put their state along with their name on the drawing tickets in case there are duplicate names.

Booth

Ms. Moore indicated that the booth is ready.

Ms. Sandy Tenney said she has distributed the staffing plan for the booth to the legislative offices and there will be copies available at the booth. She encouraged legislators who have not signed up to spend some time at the booth.

Gifts

Sen. Eastman distributed the pins to committee members that will be given out at the NCSL Annual Meeting and indicated that there will be a pin for every attendee as well as salt water taffy.

5. Other Business

Rep. Curtis said that the state will receive 20 floor passes so if any of the RFPs the committee is going to interview are going to send someone to San Francisco, they will have a floor pass available for them.

6. Next Meeting/Adjourn

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

Chair Curtis adjourned the meeting at 4:00 p.m.