

**MINUTES OF THE
NCSL UTAH HOST COMMITTEE**
September 29, 2003 – 3:00 p.m. – Senate Caucus Room

Members Present:

Sen. Peter C. Knudson, Co-Chair
Rep. Greg J. Curtis, Co-Chair
Sen. Paula F. Julander
Sen. Michael G. Waddoups
Sen. Carlene W. Walker
Rep. Marda Dillree
Rep. Brent H. Goodfellow
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
Rep. Wayne A. Harper
Rep. LaWanna Shurtliff

Staff Present:

Mr. Stewart E. Smith, Policy An/Sp Proj Mngr
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
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 meeting of September 15, 2003. The motion passed unanimously. Sen. Knudson, Sen. Julander, and Rep. McCartney were absent for the vote.

2. Contract with Conference Direct/Eventiv

Mr. John Fellows, Associate General Counsel, indicated that a draft contract has been mailed to the Events Coordinator and has been reviewed. He said that staff met with the Events Coordinator before this meeting to negotiate the contract and will continue the negotiations after the meeting. He stated that there are a few points they are still working out and a little more information that is needed, but they are close to having the contract completed.

3. Events Coordinator Presentation

Events Coordinator Recommended Time Line for 2004 NCSL Annual Meeting

Ms. Deborah Borak distributed and reviewed an NCSL Annual Meeting Working Time Line. She indicated that a status report will be given on the Time Line at future meetings.

Transportation RFP

Ms. Cynthia Mitchell distributed the Transportation RFP and a Transportation Grid and told the committee that the RFP has not changed a lot since their first proposal to the committee, but the scope of services has been added to the RFP.

Rep. Dillree suggested that the committee needs to make sure NCSL attendees are aware that TRAX is available and how convenient it is to ride.

Ms. Mitchell indicated that the committee could consider having an ADA bus or shuttle available for Route 1 in the Transportation RFP as that is supposed to be provided. She suggested having an ADA shuttle that would run every 15 minutes past all the hotels. Ms. Taylor suggested having the shuttle run on an as-needed basis.

Rep. Curtis stated that it might be a good idea to indicate in the registration packet which hotels will have bus service and which hotels are within one block of the Salt Palace and will not have bus service.

Rep. Dillree said that there will be large numbers of attendees coming from the airport on the first and second day and she feels the committee needs to raise the money to have transportation from the airport to the hotels.

Ms. Mitchell said one option that could be considered is to have a coupon to negotiate with the shuttle company for \$2.00 off for transportation from the airport that could be downloaded off the registration site.

Rep. Goodfellow suggested having a billboard welcoming NCSL attendees to Salt Lake City along the freeway from the airport into the city.

Social Event Options

Ms. Mitchell distributed a cost quotation for the opening reception to be held at the State Capitol Plaza and Temple Square. She indicated that there will be tents set up in the plaza for food venues and that there will be a stage set up at one end of the plaza for the entertainment.

Sen. Walker suggested having plenty of shade and possibly some misters to keep the attendees cool while they are at the State Capitol Plaza.

Ms. Mitchell said an Americana theme for the Opening Reception has been discussed, with the Osmonds, the 2nd Generation, as the entertainment. The Osmonds have an Americana CD and Sen. Hatch has done a lot of the vocals and the writing of the lyrics for that CD.

Ms. Mitchell stated that if the committee members would rather have a western barbeque for the Opening Social rather than the hors doeuvres, that could be done.

Rep. Dillree asked if the committee members could get a menu for the barbeque and the hors doeuvres before making a decision. Ms. Mitchell said the events coordinators could provide those menus.

MOTION: Sen. Julander moved that the liquid refreshments for the Opening Social consist of beer, wine, soft drinks, and other non-alcoholic beverages. The motion passed unanimously.

MOTION: Rep. McGee moved that the Opening Social be held at the Capitol Plaza and Temple Square with the Tabernacle Choir performance. The motion passed unanimously.

Ms. Mitchell distributed and discussed quotations for the Closing Social for the Utah Cultural Celebration Center, the Olympic Oval, and the Hogle Zoo.

Rep. Curtis moved that the committee take a tour of the Olympic Oval, the Utah Cultural Celebration Center, and the USANA Ampitheater. The motion passed unanimously.

The committee set the date for the tour of the venues for Monday, October 20, at 1:30 p.m.

Estimated Costs on a Monthly Basis

Ms. Borak distributed and discussed the NCSL Salt Lake City 2004 Operating Budget. She said the information in the operating budget is based on previous conferences and is just an estimate. She stated that the operating budget will give committee members an idea of what they will need as far as deposits and actual costs for the overall budget.

Rep. Dillre said that because 2004 is an election year, the committee should focus on fundraising before the General Session starts in January.

Rep. Dillre said she feels that the letter that is being sent out to different corporations for financial support should be put on letterhead with the committee membership beside it and to indicate that a committee member will be contacting them personally.

Ms. Taylor said that one of the things staff discussed after this mailing went out was the possibility of creating more of a peer relationship where a nonlegislator who is a specialist in that area is put in charge and a liaison from this committee will work with them. She indicated that staff will be working with the chairs and the speaker and the president to make a proposal along those lines and will bring that proposal back to the committee at another meeting.

Rep. Curtis said he struggles personally with the concept of asking lobbyists to go out and do this for the Legislature.

Ms. Mitchell asked that research be done on whether alcohol can be served on the State Capitol grounds. Mr. Fellows indicated that staff will research this issue.

Rep. Goodfellow said that if the committee is going to ask corporations to help with funding, it will need to be put in their budgets, so it should be done now rather than waiting until next year.

4. Other Items/Adjourn

MOTION: Rep. McCartney moved to adjourn. The motion passed unanimously. Sen. Julander was

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absent for the vote.

Sen. Knudson adjourned the meeting at 4:45 p.m.