

**MINUTES OF THE  
NCSL PLANNING COMMITTEE**

June 2, 2003 – 3:00 p.m. – Senate Majority Caucus Room

**Members Present:**

Sen. Dan R. Eastman  
Sen. Carlene W. Walker  
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

**Members Absent:**

Sen. Peter C. Knudson, Co-Chair  
Rep. Greg J. Curtis, Co-Chair  
Sen. Gene Davis  
Sen. Paula F. Julander  
Sen. Michael G. Waddoups  
Rep. LaWanna Shurtliff

**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**

Sen. Eastman called the meeting to order at 3:10 p.m.

**MOTION:** Rep. Goodfellow moved to approve the minutes of the May 20, 2003 meeting.

**2. Committee Procedures**

Mr. Christensen stated that the committee needs to decide what the policies should be for approving committee. He asked if a subcommittee needs to be created that would deal with these issues or if the committee would like to have the two chairs be responsible for approving expenditures.

Mr. Bleazard said that the Office of Legislative Fiscal Analyst (OLFA) is waiting for information from NCSL for permission to open an account and how NCSL would require them to do that.

Sen. Eastman suggested that the chairs initially take responsibility for approving expenditures until the committee knows exactly what the budget is and then it could be passed on to a subcommittee or sent to whoever does purchasing for the Legislature.

Sen. Walker stated that she is concerned with the immediacy of any deposits or any other expenditures that need to be dealt with for the booth before the NCSL Annual Meeting in July.

Mr. Massey said that OLFA has been designated as the treasurer and it will be having some purchase orders prepared. He indicated that whoever is authorized to sign the purchase orders would come to

(OLFA) to have payment made on the purchase order. He stated that checks will require two signatures and one of those signatures would be one of the chairs of the committee.

Ms. Annette Moore said that the Legislature does not require purchase orders.

Rep. Eastman suggested that whether the Legislature has a purchase order requirement or not, it is always good to have a paper trail.

### **3. RFP Update**

Mr. John Fellows walked the committee through the Request for Proposals for the Events Coordinator and indicated that the Request was put together from three basic resources: 1) request for proposals that Denver used when it was soliciting an events coordinator; 2) State Division of Purchasing; and 3) additional information provided by Linda Worrell, NCSL, with the kinds of things that the state will be responsible for.

Mr. Fellows said there is usually four types of procurement in the state: 1) requests for bids; 2) requests for proposals; 3) emergency procurement; and 4) sole source contract.

Mr. Fellows said the RFP is structured as a whole package with all coordinating responsibilities given to the events coordinator with the exception of fund-raising.

**MOTION:** Rep. Dillree moved that the committee accept the Request for Proposal for the Events Coordinator with the exception of fund-raising and in-kind fund raising. The motion passed unanimously.

Mr. Christensen told the committee that the only fund raising the committee can do until after the San Francisco NCSL Annual Meeting is within the state of Utah. He stated that Ms. Worrell has indicated that NCSL will provide lists of corporations, etc. that they use annually.

The committee agreed to add the language "related to responsibilities of the events coordinator" to items 4 and 5 on page 3 of the RFP.

**MOTION:** Sen. Walker moved to take out the language "designing, writing, and printing invitations and a website promoting the annual meeting" on the top of page 4 of the RFP and to create a website in-house under the direction of the Department of Community and Economic Development. The motion passed unanimously.

**MOTION:** Rep. Dillree moved that with the economy the way it is and the fact that fund raising is challenging, that there should only be one big social event at the 2004 NCSL Annual Meeting.

**SUBSTITUTE MOTION:** Rep. Moss moved to sponsor the opening reception on Tuesday night, July 21, 2004 and to hold a major social event on Thursday night, July 23, 2004. The motion passed unanimously.

Mr. Fellows indicated that some cities have done a separate youth program and a separate children's

program and others have combined them into one program.

**MOTION:** Rep. Eastman moved to leave the Guest, Youth, and Children Programs in the RFP and let the event coordinator decide whether to separate them and give the committee a recommendation. The motion passed unanimously.

Mr. Fellows asked the committee when it would like the deadline to be in submitting the RFP. Rep. Eastman said it needs to be submitted as soon as possible. Rep. Dillree suggested that the events coordinator be hired before the San Francisco Annual Meeting so they could attend that event.

Mr. Fellows said he is hearing that the committee would like the RFP released as soon as possible with a 30-day deadline and, if possible, ensure that there is enough time to evaluate proposals, make a selection, and negotiate contracts. The committee agreed.

Mr. Fellows said that under the Evaluation of Proposals the way it is drafted now states that the host committee will evaluate each proposal based upon four factors without limitation, which are not listed in relative order or importance. Mr. Fellows stated that Doug Richins from State Purchasing strongly suggested that the committee not do it that way, but that it should list those four factors in order of importance and also attach a weighting to each item.

**MOTION:** Rep. Hogue moved to weigh Item #1 at 20%; Item #2 at 20% on a, b, and c combined; and 20% on d and e combined; and 40% on Item #3. The motion passed unanimously.

Mr. Fellows discussed the sample terms and conditions of the contract. He specifically highlighted “termination” and asked what kinds of terminations and conditions the committee would be comfortable with.

**MOTION:** Rep. Harper moved to allow ten days with or without cause and the identification of payment based on work performed up to that point. The motion passed unanimously.

Rep. Dillree suggested that the committee begin work on an RFP for a fund-raiser before the San Francisco NCSL Annual Meeting so that after it is over the committee can begin raising funds.

Ms. Moore indicated that Sen. Davis would like to know whether to go ahead and prepare a letter for raising funds and have the Speaker and the President sign it. Rep. Eastman asked that a draft letter be prepared for the next meeting as an item on the agenda.

#### **4. Subcommittee Reports**

##### **Social Events**

Rep. Dillree distributed a handout on the budget from the Social Events Subcommittee and discussed with the committee some of the things they have been working on since the last meeting.

**MOTION:** Rep. Hogue moved to order an additional 500 pins. The motion passed unanimously.

**Booth**

Sen. Walker discussed with the committee some of the things the Booth Subcommittee has been working on since the last meeting.

**Brochure and Logo**

Rep. Eastman distributed some pin logos for the committee to look at and some free bags that will have the logo silk screened on them. He indicated that it will cost \$1.38 to do the silk screening on each bag. The committee agreed on putting the word "UTAH!" on the top line of the pin; "2004" on the second line; and "NCSL" on the bottom line .

**MOTION:** Rep. Goodfellow moved that the committee use the free bags, order 2,500 pins, and do silk screening of the logo on the bags. The motion passed unanimously. Rep. Harper was absent for the vote.

**5. Report on Sales Tax Exemption** - There was no report on this.

**6. Next Meeting/Adjourn**

The committee set the next meeting for Monday, June 16, at 3:00 p.m.

Rep. Goodfellow suggested having someone look into the possibility of purchasing CD's of the Tabernacle Choir. Mr. Massey said he would check into the CD's.

**MOTION:** Sen. Walker moved to adjourn. The motion passed unanimously. Rep. Harper was absent for the vote.

The meeting adjourned at 5:00 p.m.

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