

**MINUTES OF THE
NCSL UTAH HOST COMMITTEE**

January 12, 2004 – 3:00 p.m. – Senate Majority Caucus Room

Members Present:

Sen. Peter C. Knudson, Co-Chair
Rep. Greg J. Curtis, Co-Chair
Sen. Dan R. Eastman
Sen. Michael G. Waddoups
Sen. Carlene W. Walker
Rep. Marda Dillree
Rep. Wayne A. Harper
Rep. David L. Hogue
Rep. Roz McGee
Rep. Carol Spackman Moss
Rep. Merlynn T. Newbold
Rep. LaWanna Shurtliff

Members Absent:

Sen. Gene Davis
Sen. Paula F. Julander
Rep. Brent H. Goodfellow
Rep. Ty McCartney

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
Ms. Carole Peterson, Chief Clerk

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

The minutes were not approved because of lack of a quorum.

2. Events Coordinators Progress Report

a. Childcare and Youth Programs

Ms. Priscilla Life distributed a Childcare RFP Evaluation Score Sheet and asked the committee members to review it. She indicated that the event coordinators will go back to each of the providers listed on the summary table and get the additional information needed to provide fair comparisons of their proposals. Some of the things that need to be confirmed as part of their contract are staff training, child proofing of the area, menus, first aid kits, and diverse supplies.

Mr. Stewart Smith said that space has been made available for the children's program in the Salt Palace as requested by the Host Committee .

Ms. Cynthia Mitchell distributed the Spouse, Youth and Pre and Post Tours Responses from the RFP that was sent on December 11, 2003 and indicated that the RFP was sent out to three companies, but one company did not want to be considered because it was too much for them to handle. Ms. Mitchell

reviewed the tours with the committee members and indicated that the Homestead and Snowbird were also discussed as possible tours. She said that the events coordinators could contact the Homestead and Snowbird directly and book with them and there would be a 1-800 number which the attendees could call to receive a discount for being with the NCSL conference; or, they could have the Homestead and Snowbird do an advertisement in the activity guide so they can be readily looked at.

MOTION: Sen. Walker moved that the committee give the bid for the Spouse, Youth, and Pre and Post Tours to Western Leisure. The motion passed unanimously.

b. Catering

Ms. Mitchell distributed a table containing the catering responses from the RFP sent on December 11, 2004 for the opening reception and the closing social and indicated that the RFP was sent out to four different catering companies. Ms. Mitchell recommended that the committee members choose two of the four caterers that have responded to the RFP and she could arrange for a tasting. Substantial discussion followed among Host Committee members.

MOTION: Sen. Eastman moved that the committee recommend Culinary Crafts as the caterer for both the opening and closing socials.

SUBSTITUTE MOTION: Sen. Walker moved that the committee choose Culinary Crafts and Utah Foods as choices for the opening and closing socials and to have them give the committee members samples of their food. The motion passed with Rep. Harper voting in the negative.

c. Host Committee Gifts

Ms. Life distributed samples of gifts which could be given to the NCSL attendees to the committee members for their review. The majority of the committee members were in favor of giving the attendees a fold-up stool which would hold six cans of soda pop.

Rep. Harper suggested giving backpacks containing bottled water to the children to take with them on their youth activities.

d. Volunteers

Ms. Life said the event coordinators are looking at needing 265 to 300 volunteers for the annual meeting, depending on how many volunteers are willing to work a shift every day and how long of a shift they will be willing to work. She stated that they are starting to identify where to find those volunteers and have contacted several people. She asked the committee members for ideas of groups who would be willing to volunteer.

Ms. Carole Stephens indicated that she has had many spouses of legislators say they would be willing to volunteer for the annual meeting.

Mr. Wayne Welsh suggested that they could advertise for volunteers.

Sen. Walker indicated that most of the session staff has already volunteered to help with the annual meeting.

Rep. Shurtliff suggested using the interns as volunteers.

Sen. Walker suggested asking the Professional Republican Women to be volunteers.

Rep. Shurtliff suggested asking the Professional Democratic Women to be volunteers.

Sen. Waddoups suggested announcing the need for volunteers at the upcoming spring precinct meetings.

Rep. Dillree suggested having it announced at caucuses and conventions in April and to have events coordinator put something together regarding the need for volunteers.

e. Activities Guide

Ms. Life told the committee that the activities guide will be done by the first part of February.

Mr. Smith said the first publication that NCSL sends out is going to be coming out in February/March and so the committee's input for that publication will need to be given by the end of this month. He said that, traditionally, there has not been good information go out on the host state in that first mailing, so the events coordinators have been working to produce some good information so that the tours and options will be presented up front in that first mailing. Mr. Smith indicated that the decisions that are made at these meetings will help move that process along.

Ms. Mitchell asked if the committee members would like the Homestead and Snowbird as tours or as an advertisement in the activities guide.

Rep. McGee suggested coming up with a grid of what the time frames and the costs of the tours might be so that the attendees can easily look at their choices, and to encourage the places that are offering pre and post activities to advertise their tours.

Mr. Welsh suggested the Shakespearean Festival as a pre and post conference tour activity.

Sen. Walker suggested Tuacahn, Red Mountain Spa, Homestead, and Sundance as pre and post conference tour activities.

Mr. John Massey suggested golf courses such as Wasatch Mountain and Soldier Hollow.

Rep. Dillree suggested listing the premier golf courses within 30 or 45 minutes driving time.

3. Other Items

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Rep. Hogue told the committee that he and Ms. Mitchell are working with Uintah Brewing Company which has offered to assist the Host Committee with the social events.

Rep. Dillree asked Rep. Hogue to move forward with this issue and report back to the committee at the next meeting.

Rep. Hogue also told the committee that Delta Airlines has offered to give the Legislature \$10,000 in tickets for the annual meeting. He indicated that they are working on receiving cash and there is a question of whether Delta Airlines is cash poor right now.

Ms. Taylor suggested one possibility with regard to the \$10,000 in tickets is to trade those tickets with NCSL who will be flying guests in and receive a credit for the state.

Mr. Smith stated that Delta Airlines is interested in becoming the official airline for the annual meeting this year and may be willing to donate more. He indicated that Linda Worrell said that United Airlines in Chicago donated \$100,000 and that United Airlines in Denver donated around \$25,000 for that honor.

Rep. Dillree said she feels that both United Airlines and Delta Airlines should be contacted to see which one would donate the most.

Rep. Hogue said they are working on that issue now.

f. Catering, continued

Rep. Dillree said that the possible dates the committee could meet to do the taste testing of the two caterers that have been chosen for the opening and closing socials are Friday, February 6; Monday, February 9; or Wednesday, February 18.

The committee decided to hold it on Monday, February 9, from 4:00 to 6:00 p.m.

Sen. Eastman asked that the committee reconsider the action it took earlier regarding the two caterers that were selected for the opening and closing socials. Discussion followed.

MOTION: Sen. Eastman moved to recommend the opening and closing socials be awarded to Culinary Crafts. The motion passed unanimously.

g. Transportation

Mr. Smith indicated that Rep. Curtis had a conference call with the events coordinators regarding transportation at the annual meeting. He said that Rep. Curtis was leaning toward recommending Production Transport, Inc. as the provider of transportation because of their organization and responsiveness and he asked Ms. Mitchell to try and get the amount that they had bid for the contract reduced. In response, Production Transport, Inc. dropped their bid from \$91,300 back to \$85,000 and full service airport transportation would be an additional \$29,205. He indicated that the committee has options of whether or not to provide airport transportation or to provide only one-way transportation.

Ms. Mitchell said they are looking at \$6.00 each way to and from the airport. She asked the committee members how they feel about offering transportation to the attendees when they leave the city.

Rep. Dillree suggested waiting to see how much money the committee is generating, but with the Days of

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47 going on, there could be a lot more transportation use than normal.

Ms. Mitchell said she told Production Transport that it will depend on the sponsorship dollars that are received. She indicated that the committee does not need to make that decision today, but needs to decide on the core transportation.

Rep. Dillree told the committee that the recommendation of the chairs is Production Transport Inc. Sen. Eastman recommended that the committee consider providing transportation from the airport during the peak arrival times, but not to provide transportation for the return trip as the attendees will be leaving at different times.

4. Next Meeting/Adjourn

MOTION: Sen. Walker moved to adjourn. The motion passed unanimously.

Rep. Dillree adjourned the meeting adjourned at 4:42 p.m.

6. Next Meeting/Adjourn

The committee set the next meeting for Monday, January 12, at 3:00 p.m.

MOTION: Sen. Waddoups moved to adjourn. The motion passed unanimously.

Sen. Knudson adjourned the meeting at 4:55 p.m.