



STATE OF CALIFORNIA
CALIFORNIA SENIOR LEGISLATURE

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**SESSION PLANNING SUB-COMMITTEE
MEETING MINUTES**

**Legislative Office Building
1020 N Street, #169, Sacramento, CA 95814**

Tuesday, March 13, 2012, 1:00 p.m. to 4:00 p.m.
Wednesday, March 14, 2012, 9:00 a.m. to 11:00 a.m.

Chair: Senior Senator Joe Cox
Co-Chair: Senior Assembly Member Evelyn Tom

I. Call to Order

The meeting was called to order by Chair, Senior Senator, Joseph Cox

II. Roll Call

Present: Senior Senator: Joe Cox

Senior Assembly Member Evelyn Tom

Staff: Clare Smith, Elizabeth Thorstad and Janice Bailey

Guest: MaryAnne Miller (Volunteer Coordinator)

Excused: Lola Young

III. Introductions

Clare Smith introduced Janice Bailey as the new Office Technician.

IV. Public Comments

No public comments.

V. October Session Planning Task List

A. CSL Session Task List (Revised January 15, 2012) was reviewed and office and session tasks were defined.

B. Responsibilities and due dates were assigned/revised on the task list. A revised list is attached for reference.

DISCUSSION/ACTION ITEMS

- VI.** Discussed Pre-October Session Requirements and updated assignments on attached session task list.
- A. Clare Smith, Consulting Executive Director, suggested the group send emails and conduct personal phone calls instead of corporate donor letters.
 - B. Required Documents to CSL Members and volunteers to include emergency contact information sheet.
 - C. CSL office to inventory current supplies, including, "give-aways" that were left over from previous years.
 - D. Senior Senator, Joseph Cox, will contact Senior Assemblymember, Julia Rosenberg, to coordinate the entertainment to be scheduled after the recognition of the CSL members.
 - E. Consulting Executive Director, Clare Smith, noted that CSL must add educational speakers to the agenda due to state requirements.
 - F. CSL office to contact Bill Hollabaugh for suggestion on advertising prices and to present a lump sum proposal for the 2012 Program Book.
 - G. MaryAnne Miller was appointed as the 2012 Session Volunteer Coordinator.
 - H. CSL office to contact local Indian Tribe for the Invocation.
 - I. Senior Assemblymember, Evelyn Tom, will email Janice Bailey information on names and number of Color Guards and flagpoles for coordination with the Ways and Means Committee and the Highway Patrol.
 - J. Senior Senator, Joseph Cox, requested all Legislators that authored a CSL proposal be personally invited to the session.
 - K. Senior Senator, Joseph Cox, requested that the office distribute the photos from 2011 Session and utilize the photos to publicize CSL.
 - L. Senior Assemblymember, Evelyn Tom, requested the CSL newsletter be utilized to communicate as much session information as possible.
 - M. Evelyn Tom, Senior Assemblymember, requested that CSL indicate 8:30am as start time on the agenda provided to the Senate Rules Office. This will allow time for set-up, prior to members arriving at 9:00am.
 - N. Session Planning Committee emphasized that by the June Meeting JRC, Chair, to approve contents of Session folder, to allow CSL office adequate time to complete.

VII. October Session Week Requirements

- A. Committee requests 3 messengers per room (minimum of 2), 1 resource secretary and 1 legislative counsel.
- B. CSL needs a media sign-in sheet and press releases submitted prior to Session.
- C. Staff room needs to be made available to all CSL members.

Meeting Adjourned at 4 p.m.

Meeting Reconvened at 9:00 a.m. March 14, 2012

VIII. Other Discussions

- A. Hotel Transportation to and from Capital
Packets need to include the local bus schedule, airport shuttle information and hotel shuttle information.
- B. The committee requested that CSL utilize electronic mail and newsletter to minimize the number of actual mailings.
- C. A notice needs to be sent requesting ideas for keynote and speakers.

IX. Miscellaneous Discussions

- A. CSL office to contact MMP regarding availability of menu selection for JRC April meeting approval.
- B. Senior Senator, Joseph Cox, noted Governor Brown had requested the State not spend funds on novelty "give-away" items and the CSL should take this into consideration when making decisions for purchases for session.

Meeting Adjourned at 11:00 a.m.