



The Legislative Administrator

Indiana 2023



An Official Publication of the American Society of Legislative Clerks and Secretaries

The logo for the NCSL Legislative Summit Indy 2023. It features a stylized graphic of blue and white squares on the right side, resembling a checkered flag or a map. The text "NCSL LEGISLATIVE" is in black, with "SUMMIT" in large yellow letters and "INDY 2023" in purple below it. A small icon of a legislative building is to the left of "NCSL".

 **NCSL** LEGISLATIVE
SUMMIT
INDY 2023



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and background material.



President's Message

Greetings legislative colleagues:



As my term as President of the Society comes to a conclusion, I reflect back with pride on the energy and productivity of our Society during the past year. We've tackled difficult and persistent organizational issues with creativity and collaboration, we've seen participation in Society events quickly grow to historic levels, and we've welcomed new members from the ranks of associates and principles from many states. It has been a rewarding career peak to climb, and I will be forever grateful to all who have been a part of it.

I need to take a moment and point out a historical trend involving the Oregon delegation and the PDS. This year's conference keeps the Oregon tradition alive of hosting a PDS with an Oregon principal clerk or secretary as ASLCS President, as the last time the PDS was held in Oregon Judy Hall was the Secretary of the Oregon Senate and ASLCS President. I am delighted that Judy is in Eugene with us this year still contributing to the health of the Society.

I'm delighted by the work of the Program Development Committee in putting together an agenda that all of us will benefit from. Our guest speakers are renowned in their field and the topics are timely and directly applicable to our daily work. Please take a moment to thank Sarah Bannister, Chair of the committee, as you see her.

The Oregon Host Committee has been equally diligent at putting together hospitality programs and events that exemplify and honor the many facets of Oregon. Hours of planning and implementation have gone into the events we will all get to enjoy. Please thank Obie, Lacy, Mandi, Sarah and Brian when you get the chance.

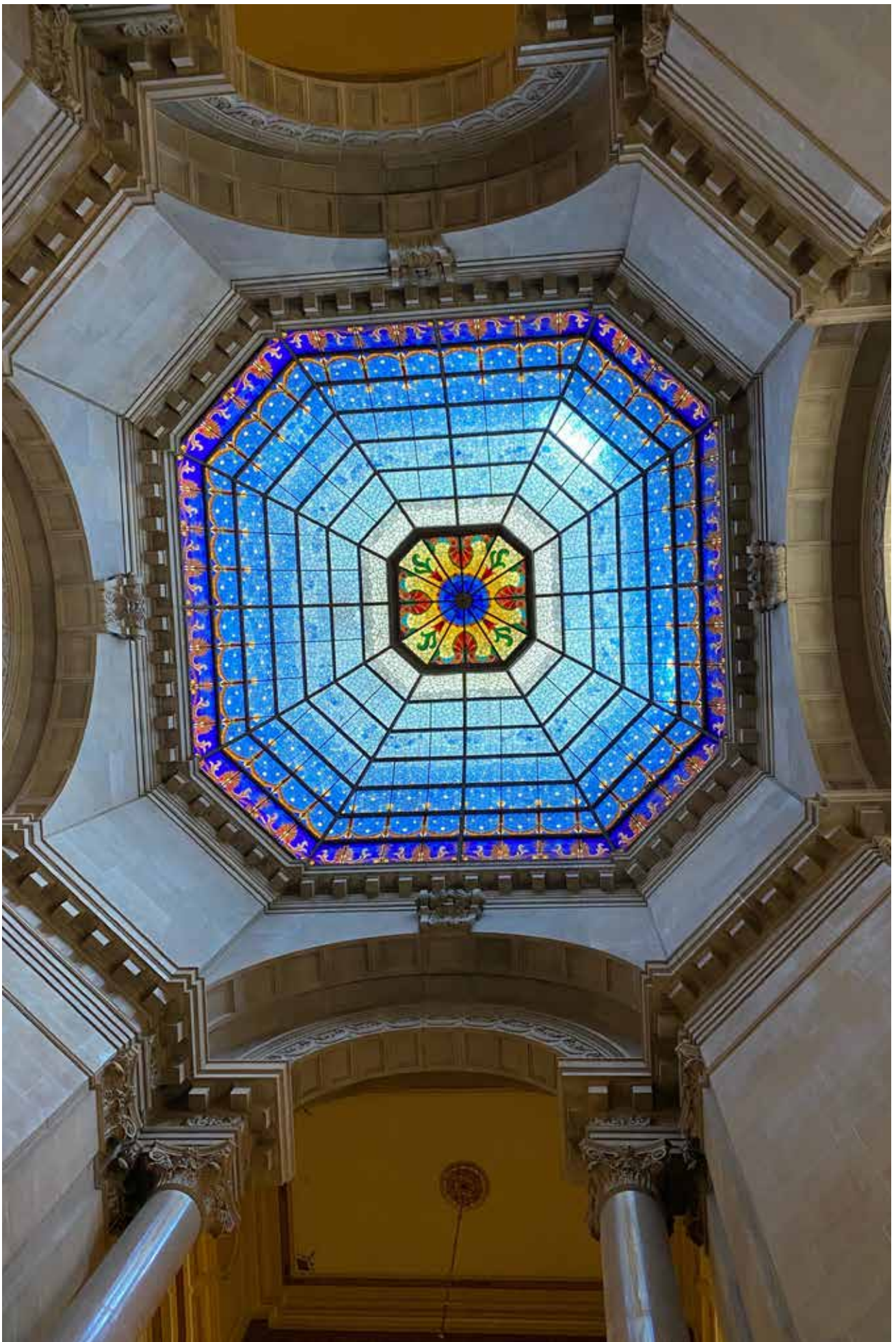
Lastly, I'm so appreciative of the support the PDS has received from my legislative assembly and lobby. We could not have held this conference without their support, financially as well as with in-kind contributions from many crucial Oregon leaders. This has truly been a statewide effort.

I will soon happily take the position as first in line to support our new President, Yolanda Dixson of Louisiana, as she assumes the role I have been the steward of for the past 12 months. I wish her all the best and will work alongside her to achieve the goals she has for our Society in the coming year. I know from my experience all of us will do the same.

Warmest regards,

Timothy G. Sekerak
Chief Clerk of the Oregon House
ASLCS President





2022-2023 Executive Committee



PRESIDENT
TIM SEKERAK
Clerk
Oregon House of
Representatives



PRESIDENT-ELECT
YOLANDA DIXON
Secretary
Louisiana Senate



SECRETARY-TREASURER
ROB HUNT
Clerk
Maine House of
Representatives



**ASSOCIATE
VICE-PRESIDENT**
RON SMITH, II
Assistant Clerk
Louisiana House of
Representatives



**ELECTED
PRINCIPAL MEMBER**
**DONNA ROBINSON
HOLIDAY**
Chief Clerk
of the Kentucky Senate



**ELECTED
ASSOCIATE MEMBER**
JOSHUA BABEL
Assistant Chief Clerk
Arizona House of
Representatives



**APPOINTED
PRINCIPAL MEMBER**
LEE CASSIS
West Virginia Senate,
Clerk



**APPOINTED
PRINCIPAL MEMBER**
JOHN HOLLMAN
Illinois
House of Representatives,
Clerk



**APPOINTED
ASSOCIATE MEMBER**
JAMIE OSWALT
Alabama Senate,
Journal Supervisor



**APPOINTED
ASSOCIATE MEMBER**
MEGGAN FOESCH
Senate Business Opera-
tions Manager, Wisconsin



**IMMEDIATE PAST
PRESIDENT**
BRAD YOUNG
Clerk
Ohio House of
Representatives



**IMMEDIATE PAST
ASSOCIATE
VICE-PRESIDENT**
ALI SAGRAVES
Assistant Clerk
/Committee Clerk
Ohio House of
Representatives

Bylaws and Standing Orders Committee

Meeting Minutes

2023 NCSL Summit Meeting
Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting of the Bylaws and Standing Orders Committee was called to order by the Chair, Obie Rutledge (OR), at 1:04 p.m.

Attendance

The following members of the committee were present: Obie Rutledge, Chair (OR), Patience Worrel (TX), John Hollman (IL), Yolanda Dixon (LA), Tara Perkinson (VA), Michael Adams (VA), Jeff Takacs (FL), Ann Cornwell (AR), Jen Novak (ID), Bo Hoover (WV), Donna Holiday (KY), Jeff Beighley (WI), Margaret O'Brien (MI), Brendan Bucy (NV), Brad Young (OH), Ali Sagraves (OH), Josh Babel (AZ).

Also in attendance was Tim Sekerak, ASLCS President (OR).

Approval of Minutes

Upon a motion by Jen Novak (ID), seconded by Yolanda Dixon, President-Elect, (LA), the minutes of the last meeting, held Saturday, May 6, 2023, at the Spring Meeting in Palm Springs, California, were approved.

Old Business

The Committee discussed a formerly proposed revision to the Bylaws and Standing Orders regarding Associate Vice President-Elect language (Section III.C.2, ASLCS Standing Orders). A subcommittee was previously formed to develop language to add a new associate member position to the Executive Committee as an Associate Vice President-Elect, who would assist the Secretary-Treasurer in their duties. The subcommittee has reviewed the current draft and approved it. An open discussion proceeded, wherein it was suggested that there should be an addition to the language;

the addition would clarify that the new position could assist the Secretary-Treasurer in his or her duties at their request, so long as the new officer did not undertake any financially related duties. Jen Novak (ID) suggested some language to reflect this change. Yolanda Dixon (LA) moved to amend the proposed language as suggested, and Ali Sagraves (OH) seconded this motion. The committee adopted the motion; the chair and others worked together to create a new draft with the added language to be presented to the Executive Committee for their consideration at their meeting on Tuesday, August 15, 2023. Brad Young (OH) moved, and Ali Sagraves (OH) seconded a motion to present the amended language to the Executive Committee. The committee adopted the motion.

There was a brief discussion about the recently adopted Standing Orders provision (added Section XIII, ASLCS Standing Orders) providing that ASLCS would make available two parliamentarians for the NCSL Legislative Summit business meeting.

New Business

President Tim Sekerak (OR) presented a proposal to add a standing committee to ASLCS regarding civics education. The committee would, among other educational endeavors, share best practices among the chambers and compile information about educational efforts in various chambers. The committee discussed the proposal, but a full discussion of the issue was not possible in the time remaining and the issue will be revisited at the PDS in Eugene, Oregon.

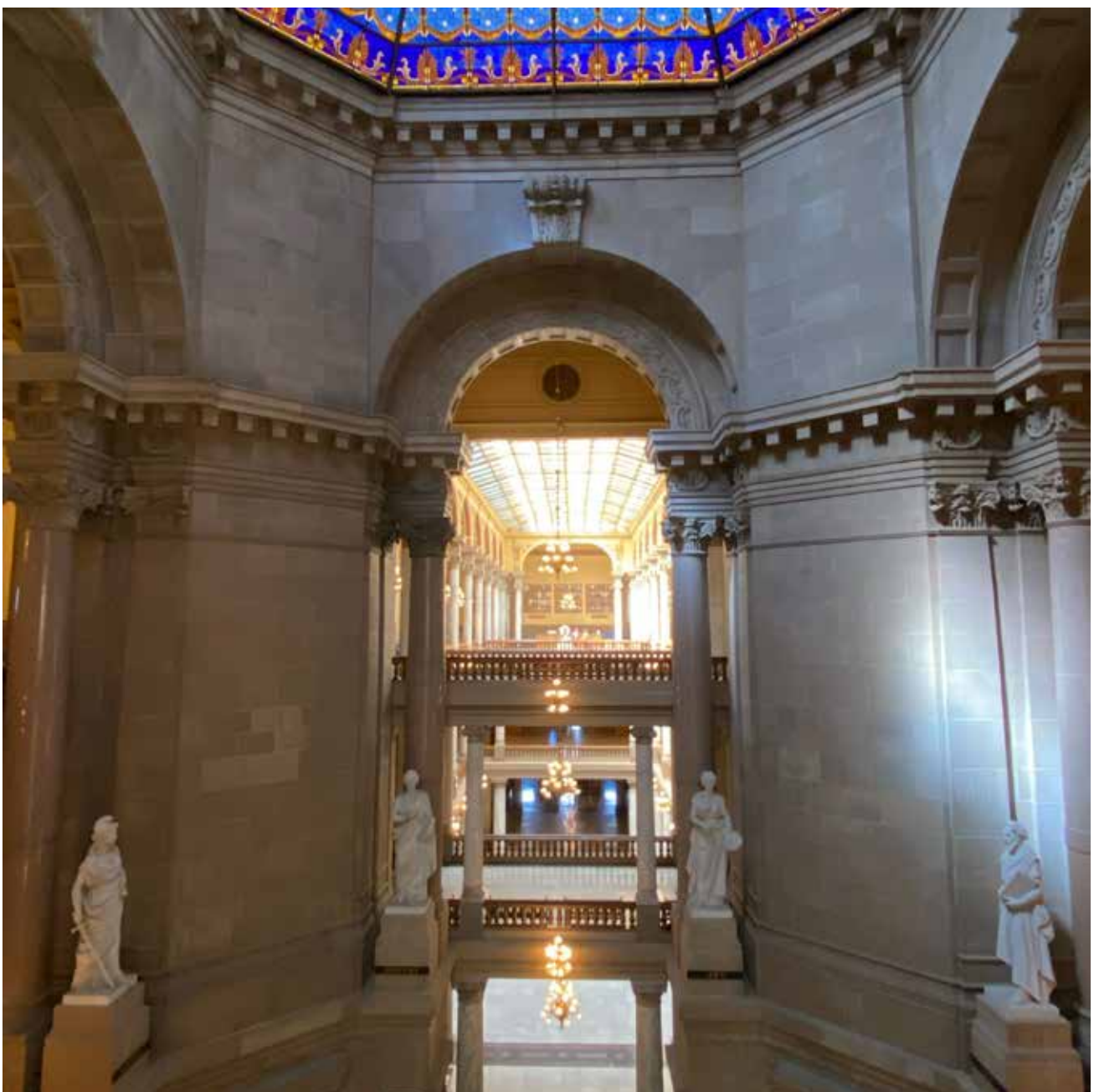
President Sekerak revisited an ongoing discussion of the status of the Inside the Legislative Process committee. The question of whether the committee should be reformed or eliminated and how either process might work is underway among the Society and the Executive Committee. Points were made about how to preserve and better utilize the information compiled by the Inside the

Legislative Process committee and about how the NCSL is updating its website to utilize software that might make the information more accessible. A comment was made about the possible role of the Legislative Information and Communications Staff (LINCS) association in a civics education role as opposed to an ASCLS civics committee.

Adjournment

Chair Rutledge confirmed that the charges of the committee had been completed and thanked everyone who contributed to the success of the committee. Upon a motion by Ann Cornwell (AR), seconded by Jen Novak (ID), the meeting was adjourned at 1:45 p.m.

Respectfully submitted,
Patience Worrel (TX)



Professional Journal Committee

Meeting Minutes

The *Journal of the American Society of Legislative Clerks and Secretaries*, known as the *Journal* or the *Professional Journal*, publishes articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff.

2023 Zoom Meeting
August 18, 2023

Call to Order

The meeting of the Professional Journal Committee was called to order by Chair Heshani Wijemanne (CA) at 10:08 a.m. PST

Attendance

The following members of the committee were present: Megan Selin Allen (UT), Morgan Barton (MO), Sarah Curry (OR), Jeff Hedges (TX), Heshani Wijemanne (CA).

Approval of Minutes

Upon a motion by Morgan Barton (MO), seconded by Sarah Curry (OR), the minutes from the 2023 Spring Business Meeting in Palm Springs, California were adopted.

Old Business

Heshani Wijemanne (CA), Chair, shared that John Treadwell, Clerk of the Alabama House, has summarized some case law which will make up two articles for the upcoming publication. She will send first drafts of these articles to the committee for review and editing soon. Heshani is still looking for one more piece for publication in the 2023 Professional Journal. Jeff Hedges (TX) is working on a piece, but it will not be ready for this year's publication. The Chair asked committee members to continue reaching out to other ASLCS members to see if they would be interested in contributing to this year's publication.

New Business

Jeff Hedges (TX) shared that he was the only attendee of the Professional Journal Committee meeting at the NCSL Summit in Indianapolis, Indiana, but he did take a selfie for the record. Chair Heshani suggested putting out feelers for a writer of the third article during the Eugene, Oregon PDS. She is looking forward to the PDS Professional Journal meeting because it tends to be the most attended and productive meeting. The PDS is also a good time to connect with potential writers for the Professional Journal. The committee will also talk with Bernadette McNulty (CA) at the PDS about a COVID-19 edition concept for the Professional Journal.

Adjournment

Upon a motion by Bernadette McNulty (CA), seconded by Megan Allen (UT), the meeting was adjourned at 11:30 a.m.

Respectfully submitted, Sarah Curry (OR)



Technology Committee

Meeting Minutes

NCSL Legislative Summit
Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting of the Technology Committee was called to order by Chair, Lacy Ramirez (OR) at 1:07 p.m.

Attendance

The following members of the committee were present: Chair, Lacy Ramirez (OR); Mandi McGowan (OR), Jeff Hedges (TX), Cheri Lujan (NM), Meggan Foesch (WI), Russell Humphrey (TN) and Crystaline Jones (AK)

Other attendees: Thomas Collins, policy advisor for the Michigan House of Representatives; Sarian Scott, fiscal analyst for the Washington Legislature.

Approval of Minutes

Upon a motion by Meggan Foesch (WI), seconded by Jeff Hedges (TX), the minutes of the last meeting held Saturday, May 6, 2023 at the ASLCS Spring Business Meeting in Palm Spring, California, were approved.

Old Business

Jeff Hedges (TX) continues to have difficulty navigating and locating the minutes. Meggan Foesch (WI) agreed that the minutes are very difficult to find. The Chair told the group she would reach back out to the individuals who are supposed to be working on the website.

New Business

The Chair announced the recipient of the David A. Ward Scholarship, Alona Tate from Vermont. The Chair also passed around the endorsement letter that Alona had received from her Clerk in Vermont and encouraged everyone to find some time to introduce themselves to Alona throughout the week. The Chair also informed the group that she planned to do an interview with Alona that could go on the Facebook group and possibly in the Legislative Administrator. The Chair provided the group with an update regarding Oregon's upcoming

PDS concurrent session. The name of the session will be titled "From Chaos to Calm: Strategies for Social Media," and updated the group of the name of the presenters. The Chair informed the committee that the ASLCS Facebook group now has 190 members. Meggan Foesch (WI) wondered if there was a way she could get first time attendees information prior to when Holly South releases it for the Roster. She also posed the idea that new members could be featured on the Facebook group when they join ASLCS. The Chair will ask Holly South about getting new member information throughout the year.

The group started a discussion on the social media platform, "LinkedIn" and how it could be a bridge between social media and a professional page. The Chair encouraged the group to look at the ASLCS LinkedIn page so that the next meeting, they could start talking about whether ASLCS should consider creating a LinkedIn. Jeff Hedges (TX) felt LinkedIn would be a great pathway to get more members involved. The group discussed how job opportunities could potentially be posted on the LinkedIn page. If a LinkedIn page is created, it would require adding management of the LinkedIn page to the responsibilities for the future Chair of the Technology Committee.

Adjournment

Motion to adjourn was made by Crystaline Jones (AK) and seconded by Thomas Collins (MI). Without objection, the Technology meeting adjourned at 1:40 p.m.

Respectfully submitted by Mandi McGowan (OR)

Inside the Legislative Process Committee

Meeting Minutes

2023 NCLS Summit Meeting
Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting of Inside the Legislative Process Committee was called to order at 1:03 p.m. by Erin Gillitzer (WI), Chair.

Attendance

The following members of the committee were present: Chair, Erin Gillitzer (WI), Tom Bottern (MN), and Malisha Straw (AR).

Approval of Minutes

Upon a motion by Malisha Straw (AR) and seconded by Tom Bottern (MN), the minutes of the 2022 PDS and 2023 Spring Meeting were approved.

Old Business

Erin Gillitzer, Chair (WI) gave an update on the poll that went out to committee members about a new survey topic. The committee chose Committee Tasks as the new topic. Erin Gillitzer, Chair (WI) talked about conversations that have been had with ASLCS President Tim Sekerak (OR) about the functions and future of the committee. President Tim Sekerak (OR) stopped in and gave the committee an update on his conversations he has had with the Executive Committee and how he sees the Society moving forward with Inside the Legislative Process. President Tim Sekerak (OR) noted that the Executive Committee would be meeting this week to discuss their options.

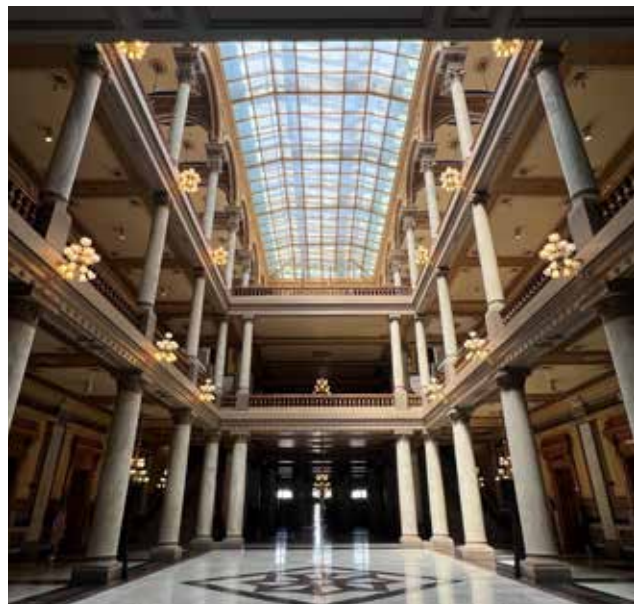
New Business

Tom Bottern (MN) talked about how he was a new member of ASLCS and had no idea what Inside the Legislative Process was or the history behind it. Erin Gillitzer, Chair (WI) mentioned there are many members in the Society that were not around when the last survey was done. Erin Gillitzer, Chair (WI)

also talked about how education on the value of the ILP will be very important going forward to increase engagement. Malisha Straw (AR) gave the suggestion of having the surveys available at the ASLCS meetings for people to fill out when they are away from work and work distractions, so they may have more time to complete the survey. The survey could be at the registration table. Erin Gillitzer, Chair (WI) noted that having the survey available at meetings could serve as an additional reminder to members to fill the survey out when they get back home, if they don't have time to complete it at the meeting. Malisha Straw (AR) asked if the committee could turn the survey into a sort of competition. People could win prizes for turning the completed survey in quickly. Tom Bottern (MN) questioned if the low response rate was attributed to people being busy or not wanting their answers published online.

Adjournment

Upon a motion from Tom Bottern (MN), seconded by Malisha Straw (AR), the meeting adjourned at 1:40 p.m.



Canadian-American Relations Committee

Meeting Minutes

2023 NCSL Summit
Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting of the Canadian-American Relations Committee was called to order by Yolanda Dixon (LA), Chair, at 2:30 p.m. (ET).

Attendance

The following members of the committee were present: Yolanda Dixon (LA), Chair, Mike Queensland (WI), Vice Chair, Michael Adams (VA), Felicia Brown (MS), Ann Cornwell (AR), Bernard Dean (WA), Susan Furlong (NV), Jason Hataway (NV), Donna Holiday (KY), Bo Hoover (WV), Bill Horn (AL), Crystaline Jones (AK), Nanette Mitchell (TN), Obie Rutledge (OR), Ali Sagraeves (OH), Tammy Wehrle (WI), Joyce Wright (AL), and Brad Young (OH). Other guests included Tim Sekerak (OR), President, Brendan Bucy (NV), Lee Cassis (WV), Liz Clark (AK), John Hollman (IL), and Lacy Ramirez (OR).

Approval of Minutes

Upon a motion by Susan Furlong (NV), seconded by Mike Queensland (WI), the minutes of the last meeting held Saturday, May 6, 2023 at the ASLCS Spring Meeting in Palm Springs, CA, were unanimously approved.

CATTs Meeting Update

The Chair announced that the meeting of the Clerks-at-the-Table Association in Canada (CATTs) was held in Whitehorse, Yukon, July 31-August 4, 2023. ASLCS President, Tim Sekerak (OR), Pat Harris (AL), Lacy Ramirez (OR), and Obie Rutledge (OR) attended this meeting. The President informed the committee that it is his goal to revitalize an exchange program between ASLCS members and CATTs members. The Chair reminded the committee that the Jane Richards scholarship is available to help defray the costs of participating in an exchange.

Joint Canadian-American Meeting Update

The Chair announced that the Joint Canadian-American meeting will be held in Ottawa, October 10-13, 2023. The Chair and the President encouraged committee members to attend this meeting – and to participate in the volleyball match between ASLCS and CATTs members. The cost to attend the meeting is \$230.

The Chair announced the following topics for the sessions that will be held at the Joint Canadian-American meeting: Canada – U.S. 101; Technology in the Legislature; Mental Health and Wellbeing of Legislative Staff; Jurisdictional Updates; Major Renovations of a Legislative Building; Artificial Intelligence at the Legislature; Remote Participation of Legislators and Staff; Security & Cybersecurity; and Decorum in the Modern Context. The format for these sessions will include at least one presenter from ASLCS and at least one presenter from CATTs. The Chair sought volunteers from the committee and will continue to put together a roster of presenters from ASLCS members.

Joint Canadian-American Meeting Host State Manual

Brad Young (OH) and Ali Sagraeves (OH) passed along the Joint Canadian-American Meeting Host State Manual to the Chair. The Chair provided this manual to Nanette Mitchell (TN). Nashville, Tennessee, will be the host city for the Joint Canadian-American meeting in 2025. The Chair stated that the committee will work with the Tennessee Legislature on updating the manual.

PDS Session

The Chair announced that the Canadian-American Relations Committee will again organize a session for the annual ASLCS PDS in conjunction with the International Communication and Development Committee. Like in years past, this session will feature international guests at the PDS who will provide a session that includes a jurisdictional update. This year, the focus of the jurisdictional update will be decorum in legislative proceedings.

Other Business

No other business was discussed.

Adjournment

Upon a motion by Liz Clark (AK), seconded by Ann Cornwell (AR), the meeting was adjourned at 2:55 p.m. (ET).

Respectfully submitted,
Mike Queensland (WI)



International Communication & Development Committee

Meeting Minutes

2023 NCSL Legislative Meeting
Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting of the International Communication & Development Committee was called to order by Chair, José Rodríguez-Amorós (PR) at 1:45 p.m.

Attendance

The following members of the committee were present: Michael Adams (VA), Nicole Albers (TX), Brendan Bucy (NV), Lee Cassis (WV), Liz Clark (AK), Ann Cornwall (AR), Yolanda Dixon (LA), Susan Furlong (NV), Jeff Hedges (TX), Michelle Hill (TX), Donna Holiday (KY), Bo Hoover (WV), Bill Horn (AL), Crystaline Jones (AK), Brian McKinley (OR), Nanette Mitchell (TN), Jen Novak (ID), Mike Queensland (WI), Lacy Ramirez (OR), José Rodríguez Amorós (PR), Obie Rutledge (OR), Dr. Tammy Wehrle (WI), Joyce Wright (AL), and Brad Young (OH).

Approval of Minutes

Upon a motion by Nanette Mitchell (TN), seconded by Bo Hoover (WV), the minutes of the last meeting held Saturday, May 6, 2023, at the ASLCS Spring Meeting in Palm Springs, were approved.

Old Business

The Chair updated the committee on the status on the International Directory and informed that the French and Spanish versions have been completed and were submitted to Holly South to put on the website, alongside the English version. The Chair thanked Lacy Ramirez (OR), the team in Puerto Rico, and the team of translators in Canada who assisted in getting this Directory completed.

The discussion then turned to the theme for the International concurrent session that will be held

at the upcoming PDS in Oregon. Yolanda Dixon (LA), Chair of the Canadian-American Relations Committee, informed that the concurrent session will entail of legislative updates from the international participants with a focus on decorum in their legislative bodies and chambers. She also informed the committee that there will be two Canadian attendees at the PDS. The Chair also announced that a large delegation from Puerto Rico will be attending but was unsure about the delegation from the U.S. Virgin Islands.

New Business

The Chair asked Brad Young (OH) for an update on his outreach with the Israeli Government. Brad informed the committee that both the House and Senate leadership from Ohio are in the process of making connections with the Israeli Secretariat and the hope is that they will also provide those contacts with ASLCS.

The Chair opened a discussion on the idea of collaborating with non-English speaking countries. Lacy Ramirez (OR) said that the language would not necessarily need to be a barrier as ASLCS could provide interpreters, such as they do at the CATTs conferences. Michael Adams (VA) reminded the committee that there was a large international delegation present at the NCSL summit and encouraged members to connect with them and talk to them about our concurrent sessions. The Chair informed the committee that legislators from Puerto Rico were planning to visit with the delegation from Brazil. The Chair also let the committee know about the International Reception happening that night at the Historical Society and encouraged members to attend and make connections. Mike Queensland (WI) asked if any written documentation that members of the committee had made with International contacts was kept on record, so that committee members could know what delegations had been reached out to, and what was said

in those conversations. A discussion on how the committee could create connections with other delegations long term ensued.

The Chair brought up the idea of making a Portuguese translation of the International Directory. The idea had a good response, and the Chair will proceed with looking into the process of adding that to the bylaws.

Adjournment

A motion to adjourn was made by Liz Clark (AK) and seconded by Ann Cornwall (AK). Without objection, the meeting of the International Communication and Development Committee adjourned at 2:18 p.m.

Respectfully submitted by Lacy Ramirez (OR)



Legislative Administrator Committee

Meeting Minutes

2023 NCSL Legislative Summit
Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting of the Legislative Administrator Committee was called to order by the Chair, Jamie Oswalt (AL) at 1:53 p.m.

Attendance

The following members of the committee were present:

Jamie Oswalt (AL), Chair; Sarah Bannister (WA), Vice Chair; Scott Kaiser (IL); Mandy McGowan (OR); John Hollam (IL); Tom Bottern (MN); Malisha Straw (AR); Lourdes Litchfield TX).

Approval of Minutes

Upon a motion by Scott Kaiser, (IL), seconded by Mandy McGowan (OR), the minutes from the 2023 meeting held on Saturday, May 6, 2023, at the ASLCS Spring Meeting in Palm Springs, California were approved

Old Business

Chair Oswalt (AL) shared that the most recent edition from the Spring Meeting in Palm Springs has been mailed.

Chair Oswalt (AL) shared that she will be submitting a request to the Executive Committee to make one of the three Legislative Administrators a digital version only. Content for the summer issue between the Summit and Fall PDS is a challenging turnaround with the printing and mailing time involved.

New Business

Content ideas for the next two issues were discussed. Mandy McGowan (OR) suggested that there be a full page dedicated to the 80th Anniversary. Mandy has collected pictures from past PDSs that she will share.

Additional ideas for the upcoming issues include, following the celebration of 80 years and adding a fold out page featuring presidents of the society for the last 10 years, distinguished service awards, update on the new Secretary of the Senates and Chief Clerks, articles to include building on various capitol campuses. Washington and Illinois offered to write an article about their building projects.

It was suggested to change the cover title of the issues to numbers instead of Spring/Summer/Fall, which is difficult to track since the Spring edition comes out in the Summer and the Summer edition comes out in the Fall etc. The committee agreed to change the title of the editions to Spring Meeting, Summit and Fall PDS.

Adjournment

Upon a motion by Mandi McGowan (OR), seconded by Lourdes Litchfield (TX), the meeting was adjourned at 2:21 p.m.

Respectfully Submitted,
Sarah Bannister (WA)



Membership & Communications Committee

Meeting Minutes

Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting of the Membership and Communication Committee was called to order by Colleen Rust, Vice Chair (WA), at 1:45 pm EDT.

Attendance

The following members of the committee were present: Colleen Rust, Vice Chair (WA), Felisha Brown (MS), Erica McGinnis (ID), Erin Gillitzer (WI), Meggan Foesch (WI), Patience Worrel (TX), and Jeff Takacs (FL). The committee was joined by Tim Sekerak, President (OR).

Approval of Minutes

Upon a motion by Erin Gillitzer (WI), seconded by Felisha Brown (MS), the minutes from the 2023 ASLCS Spring Meeting, held on Saturday, May 6, 2023, in Palm Springs, CA, were approved.

Old Business

Colleen Rust, Vice Chair (WA) reviewed ideas to help mentors remain in contact with mentees and asked for volunteers to write notes to new attendees following the PDS. She shared that a QR code would be added to the Quick Guide for New Members and that Meggan Foesch (WI) would have more to share later in the meeting. She noted map mats will be available for purchase, should mentors want to gift one to their mentees; two will also be given as prizes at the New Attendee Mixer. She announced gavel pins have been purchased for the Lasting Impression Awards.

New Business

Colleen Rust, Vice Chair (WA) asked the committee for input on how many people to recognize for Lasting Impressions; following discussion it was agreed to leave the number at 10, the same as in Little Rock. Angela

Smith, Chair (LA) with work with Tim Sekerak, President (OR) to determine who will give the Lasting Impression pins.

The committee heard an update on the space for the New Attendee Mixer in Eugene. It is scheduled for a rooftop patio at the hotel, with an indoor option in case of inclement weather. Colleen Rust, Vice Chair (WA) reminded the committee about wearing fun fact stickers at the Mixer, as a fun icebreaker and an easy way for people to start making connections. The committee concurred with the approach to using the stickers.

Meggan Foesch (WI) and Erin Gillitzer (WI) showed the updated Quick Guides for New Members, which are nearly complete. A visual representation of the path to the Executive Committee was added, along with information about ASLCS meetings throughout the year. She noted a welcome email from the president is in the works, which will have the Quick Guide attached, as well as a link for new members to submit their roster information.

Colleen Rust, Vice Chair (WA) explained how Impact Statements will be introduced at the PDS. She will make a board and display it near the registration table, where people can write down something meaningful they heard in a meeting that week and post it for everyone to see. The committee agreed with the approach for introducing Impact Statements in Eugene.

Holly South (NCSL) explained there are nearly 30 new attendees signed up for the PDS, with slightly fewer mentors currently signed up, so several more mentors are needed. She noted last year there were approximately 40 new attendees, so the numbers for this year are in line with previous years.

The committee approved adding language to the PDS program encouraging sponsors to have lunch with their new attendee during one of the meals on your own. It was agreed to revisit playing games during the Mixer, and the recognition of currently active ASLCS members, at a later date.

The committee agreed that other ideas for Membership & Communication activities such as games at the mixer and recognition awards could be discussed for future PDS meetings.

Tim Sekerak, President (OR) praised the updated Quick Guide and thanked Meggan Foesch (WI) and Erin Gillitzer (WI) for their hard work.

Adjournment

Upon a motion by Meggan Foesch (WI), seconded by Erin Gillitzer (WI), the meeting was adjourned at 2:12 pm EDT by Colleen Rust, Vice Chair (WA).

Respectfully submitted,
Erica McGinnis (ID)



Program Development Committee

Meeting Minutes

2023 NCSL Legislative Summit
Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting of the Program Development Committee was called to order by the Chair, Sarah Bannister (WA) at 2:30 p.m.

Attendance

The following members of the committee were present:

Sarah Bannister (WA), Chair; Jen Novak (ID), Vice Chair; Jamie Oswalt (AL); Malisha Straw (AR); Josh Babel (AZ); Jeff Takacs (FL); Erica McGinnis (ID); Scott Kaiser (IL); Brian McKinley (OR); Mandi McGowan (OR); Jose Rodriguez-Amorós (PR); Lourdes Litchfield (TX); Michelle Hill (TX); Nicole Albers (TX); Patience Worrel (TX); Scott Caffey (TX); Tara Perkinson (VA); Jennifer Welch (VA); Rose Ramsey (VA); Colleen Rust (WA); Jeff Beighley (WI).

Approval of Minutes

Upon a motion by Jeff Beighley (WI), seconded by Colleen Rust (WA), the minutes from the 2023 meeting held on Saturday, May 6, 2023, at the ASLCS Spring Meeting in Palm Springs, California were approved.

Old Business

Brian McKinley (OR) provided the committee with information regarding what activities the host state is planning and advised members that Lacy Ramirez (OR) has been posting updates on the ASLCS Facebook page. Mandi McGowan (OR) gave updates on the social activity scheduled for Monday evening at Willamette Valley Vineyards and the event scheduled for Tuesday evening at Autzen Stadium.

Colleen Rust (WA) gave an update on the New Attendee Mixer scheduled for Sunday night and advised the committee that we currently have 33 new attendees registered. Jeff Beighley (WI) gave an update

on the Legislative Expo and Reception scheduled for Wednesday late afternoon.

Chair Bannister (WA) provided the first update on the first plenary session, Eric Bailey will cover the topic, "Change vs. The Brain: A New Conversation on Change Management". Tara Perkinson (VA) advised that the Mason's Manual Commission will be presenting Wednesday morning on expulsion and due process. Chair Bannister (WA) informed the committee that Curt Stedron will be our third plenary speaker and will be presenting "Collaborative Problem Solving".

The committee then received updates on the concurrent sessions. Jeff Beighley (WI) advised the committee that we will have two breakout sessions, and that we have expanded the breakouts from seven groups to nine groups.

Jose Rodriguez-Amorós (PR) next provided the committee with an update on the International Clerks. He stated that we are not sure on how many international guests we will have in total; however, Puerto Rico will have three guests in attendance and hopefully Canada and the Virgin Islands will be sending guests. Yolanda Dixon (LA) suggested that the topic should focus on decorum within their chambers.

Jeff Beighley (WI) shared that the support staff have organized a Tuesday morning concurrent session on how your reputation matters and how it affects your office environment. Vice Chair Novak (ID) provided an update on the additional Tuesday morning concurrent session with the U.S. Clerk's office on floor operations for the U.S. House of Representatives. She also informed the committee that they will be sending three individuals to join us for the first couple days of the conference.

Colleen Rust (WA) updated the committee on the Tuesday afternoon concurrent session with Mark Quiner and stated that he will be presenting on focusing on a

solution-oriented lens. She also provided an update on Thursday's afternoon concurrent session with Amy Leneker, a former legislative staffer and current consultant, on authentic leadership and burnout, and how to bring these two things together in order to be successful in the legislative environment.

Chair Bannister (WA) stated that the Technology Committee has planned a concurrent session for Tuesday afternoon, entitled "From Chaos to Calm: Strategies for Social Media". Jeff Tackacs (FL) provided an update on the Tuesday late afternoon session on protests in the legislative environment and share his recent experiences that have occurred over the years and how it affects the legislative process. Chair Bannister (WA) advised the committee that Vice Chair Fontenot (LA) has been successfully organizing the second late afternoon concurrent session on Tuesday, "What's New and What Transcends Time in the Legislature."

Adjournment

Upon a motion by Scott Kaiser (IL), seconded by Josh Babel (AZ), the meeting was adjourned at 3:15 p.m.

Respectfully Submitted,
Jennifer Novak (ID)



Site Selection Committee

Meeting Minutes

2023 NCSL Summit
Indianapolis, IN
Sunday, August 13, 2023

Call to Order and Welcome

The meeting of the Site Selection Committee was called to order by Chair Nanette Mitchell (TN) at 1:00 p.m. EST. The attendees received a warm welcome.

Attendance

The following members of the committee were present: Chair, Nanette Mitchell (TN), Vice Chair, Felisha Brown (MS), José Rodriguez Amorós (PR), Scott Caffey (TX), Jennifer Welch (VA), Rose Ramsey (VA), Bill Horn (AL), Jamie Oswalt (AL), Dr. Tammy Wehrle (WI), Erica McGinnis (ID), Brian McKinley (OR), Colleen Rust (WA), Sarah Bannister (WA), Nicole Albers (TX), Michelle Hill (TX), Lourdes Litchfield (TX), Joyce Wright (AL), Lee Cassis (WV), and Liz Clark (AK).

Approval of Minutes

Upon a motion by Scott Caffey (TX), seconded by José Rodriguez Amorós (PR), the minutes from the ASLCS Spring Meeting, held on May 6, 2023, in Palm Springs, California were unanimously approved. A special thanks was given to Vice Chair Sabrina Lewellen (AR) for chairing the meeting in the absences of the chair and vice chair.

Oregon Update – 2023 PDS

Brian McKinley (OR) stated that this will be a unique conference this year, which equates to more laid back. He informed the committee that all of the venues have been negotiated and reserved. Lunch on your own will be at a large public market in Eugene and everyone should enjoy that. If you are a sports fanatic, you will be really pleased. Brian McKinley (OR) stated that he could not share all of the secrets at this time, but encouraged everyone to attend. As far as fundraising, it is going well. Lacy Ramirez Gruss (OR), spearheaded a social media campaign recently and they received a huge amount of

support from their members. So, everything is on track, including the on-going fundraising.

A question was raised whether or not to stay overnight in Portland if someone arrives the day before the conference and planned on reserving a rental car. Brian advised that if you get there late, you can stay overnight, but the drive is approximately two hours away. Also, there is a train (Amtrak) available if you wish to use their services. The terminal is three blocks away from the hotel in Eugene.

Chair Nanette Mitchell encouraged everyone to register for the conference and book their hotel room.

New Hampshire Update – 2024 PDS

Vice Chair, Felisha Brown (MS), updated the committee with the following information that was shared from Clerk, Paul Smith, (NH): Paul made a site visit to the hotel, and they are in the process of having meetings for fundraisers. They have secured their first thousand and are hoping the process evolves quickly. Also, they are looking forward to seeing everyone in 2024.

Other Business

The Site Selection Committee has been working on a couple of projects.

The first project is updating the Host State Manual to incorporate the budgets from the 2021 (Portland, Maine) and the 2022 (Little Rock, AR) PDSs. Thank you to John Hollman (IL) and Jackie Scott (VA) who are doing a great job. They are also updating information related to hybrid and no-host meetings. The budget numbers are old so the totals will be updated to reflect current dollar amounts. President Sekerak (OR), has requested an on-going project, which entails a group reviewing the PDS hotel contracts from 2019 until present. We do not have control over the negotiations as they are done

by an outside company. A working group is combing through contracts from the last five years to compile information on prices, comps, etc. This information will allow the Executive Committee to compare and contrast hotel contracts from previous years. The members of the working group: Nanette Mitchell (TN), Kristin Jones (WV), and Anne Landgrebe (WV).

Future Business

Unfortunately, we do not have a host for the 2025 PDS. Every state has been contacted who has not been a host in the past ten years. New Mexico is still interested, but it will have to be at a later date. A discussion regarding two states co-hosting a PDS was continued from the last meeting. Hybrid and no-host meetings were also discussed. The Chair will continue asking for hosts.

Point of Discussion

This point of discussion was strictly from the Chair of the Site Selection Committee, Nanette Mitchell (TN). As we all know, Puerto Rico offered to host us and we were unable to accept their offer due to the inability to find a date for 2024, and concerns were raised that Puerto Rico would be viewed as a vacation destination and travel would not be allowed. The “optics” would be bad. This issue prevented further talks about other dates or years. Are other states, such as Florida and California considered vacation destinations? Is it more expensive to travel to these locations compared to others? Is that an issue? Are there other places where we can’t hold meetings according to this line of thinking?

A suggestion was made to compare costs of other states and to disregard the idea of a vacation destination.

A member noted that their state leadership had said there would be no problem going to any location as long as it was with a group that they were involved with or a meeting they always attended. Another member noted that if we can’t go to “vacation” destinations, it really limits our options. Other comments included that our meetings are good for the local economy and we should support our members in that, and several members travel long distances for most of our meetings.

A recommendation was made that in the future we should show solidarity with all of our members by allowing them to host if they are willing.

A motion by Sarah Bannister (WA), seconded by Brian McKinley (OR), was adopted requesting the ASLCS Executive Committee issue a ruling on the following question: Are there places where we can’t hold meetings?

Adjournment

Upon a motion by Jamie Oswalt (AL), seconded by Scott Caffey (TX), the meeting was adjourned at 1:35 p.m. EST.

Respectfully submitted,
Felisha Brown, Vice Chair (MS)



Support Staff Committee

Meeting Minutes

NCSL Summit
Indianapolis, IN
Sunday, August 13, 2023

Call to Order

The meeting was called to order by Chair Jeff Beighley (WI) at 1:55 p.m. EST. Jeff welcomed the committee members.

Attendance

The following members of the Committee were present:

Chair Jeff Beighley (WI), Vice Chair Jennifer Welch (VA), Rose Ramsey (VA), Tara Perkinson (VA), Josh Babel (AZ), Scott Caffey (TX), Jay Braxton (VA), Jeffrey Najarro (VA), and Ali Sagraves (OH).

Approval of Minutes

Upon a motion by Josh Babel (AZ) and seconded by Rose Ramsey (VA), the minutes from the 2023 Spring Meeting in Palms Springs, CA were unanimously approved.

Old Business

Chair Beighley gave an update on the Associate Exchange Program. All four applicants have completed their exchanges. Morgan Barton (MO) did hers in Louisiana, Lacy Ramirez (OR) completed hers in Virginia, Frances Canavan (VA) completed hers in Wisconsin and Robert Altmann (WV)) completed his in Arizona.

We next discussed the breakout sessions for the PDS in Eugene. He reminded the committee that we have expanded from seven to nine. We are working to get moderators and only need five more. Based on results of the survey that will be completed after the 2023 PDS, if this concept is successful, it may be continued by the next committee. If not, it can return to the seven.

Next, Chair Beighley gave an update on the progress of the Expo. He advised that a video was produced asking for participation that Holly shared with all members of the society. He shared that it will be held at the same time as last year's since that did so well and was well attended.

New Business

Chair Beighley discussed his idea of creating a one-page help sheet for the moderators to use during the breakouts. This is a result of people asking for ideas on how to run a breakout. He asked that if members had any ideas to guide moderators, please email them to him. Tara Perkinson (VA) felt that something similar already existed, and she would look when she returned home. Ali Sagraves (OH) suggested that the moderators could ask their participants if they have questions. In her session last year, they came with questions that the group discussed. She also suggested that moderators could bring questions based on topics that they are dealing with in their chambers. That could start the dialog. Josh Babel (AZ) suggested that the discussions could be based on topics discussed the previous year. They could follow up to see how it worked out or how it was impacted due to other factors (such as new members, new leadership, etc.). Jay Braxton (VA) shared how he conducted breakouts by going around the room to get people to introduce themselves and share what they do. This usually generates some discussion.

Chair Beighley thanked everyone for serving on the committee and shared that we are pretty much done for this year except for the expo and the breakouts.

Adjournment

Upon a motion by Jay Braxton (VA), and seconded by Scott Caffey (TX), the meeting was adjourned at 2:08 p.m.

Business Committee

Meeting Minutes

ASLCS Spring Business Meeting
Palm Springs, CA
Saturday, May 6, 2023

Call to Order

The meeting of the ASLCS Business Committee was called to order by President Tim Sekerak at 12:30. President Sekerak thanked International Roll Call for their sponsorship of the Business Lunch.

Committee Reports

"A" Committees

Bylaws and Standing Orders: Obie Rutledge reported on the selection process for nominating parliamentarians for the summit and noted there is new language that has been recommended to the Executive Committee to be adopted. New language for the Associate Vice President-Elect duties are still in progress. Obie thanked the entire committee for their support.

Inside the Legislative Process: Erin Gillitzer reported that they completed their survey and also where the future of the committee stands.

Site Selection: Sabrina Lewellen reported that the PDS in Oregon is progressing and coming together. New Hampshire reports a solid start for the 2024 PDS. ASLCS is still searching for a 2025 host state. A subcommittee is going to update the ASLCS Host State Manual to incorporate information from recent PDS Host States. The committee has a new assignment to review the hotel contracts from the past several years to prepare a comparison document that can be used as a tool for future contracts.

Technology: Lacy Ramirez reported that they discussed topic ideas for the PDS including AI, social media and ethics, and cyber security. Lacy reported about Oregon's automatic reader.

"B" Committees

International Communication and Development: Jose Rodriguez-Amoros reported that there was a large turnout. The meeting focused on the International directory and he reported that the directory is ready. There will be new translations for the directory. There was also a discussion regarding the seminar at the PDS.

Legislative Administrator: Jaime Oswald reported that they discussed the Spring Issue and she solicited ideas and pictures for the Administrator.

Membership and Communication: Angela Smith reported that the committee discussed items for the upcoming PDS. The committee is supportive of keeping the Quick Guide. Discussion revolved around the mixer and its format. The hope is to limit the talking, but also include an ice breaker. In addition to lasting impressions, the committee is hoping to put forward another form of recognition highlighting impactful statements. The committee is vetting the idea of having other awards to recognize current members and all that they do.

Support Staff: Jennifer Welch reported that the committee discussed that Associate Exchange Program. 3 of the 4 associates that were approved for the program have completed their exchange. The staff breakouts have been expanded from 7 to 9 groups. The committee discussed the Expo and Jennifer asked all attendees to participate.

"C" Committees

Canadian-American Relations: Mike Queensland reported that they discussed the CATTs meeting in Whitehorse, Yukon. The committee also discussed the Joint Canadian-American meeting. It will take place in Ottawa. Mike is recruiting a volleyball team. The committee talked about topics for the PDS.

Professional Journal: Heshani Wijemanne reported that the Journal was published in the Fall. The committee discussed the next issue and are generating ideas for the next publication. The committee is open to ideas from everyone. They hope to have most first drafts by the Summit and hope to have the Journal mostly ready by the PDS.

Program Development: Sarah Bannister reported that committee focused mostly on the schedule for the PDS. 3 plenary and 8 concurrent sessions are being developed. Some times for the sessions were adjusted. The committee is adding a leadership series this year.

Special Committees

Strategic Planning: Colleen Rust reported that the committee has been researching bringing civics education as a committee to the society. The committee has completed a report and has submitted it the Executive Committee for consideration.

Budget and Financial Review: No report.

Roster: Meggan Foesch reported that there will be emails going out to requesting information about membership changes. They also discussed perhaps getting software to help with creating the register. There was discussion on ways to get updated member photos.

Other Business

Scholarship and Professional Development Opportunities President Sekerak reported that some scholarships were left on the table for the last PDS. Holly South briefly described the scholarships so members can take the information back to their states.

Announcements

The evening's reception is at the Peak Restaurant and Tramway. Buses leave at 5:30. The summit will be August 14-16 in Indianapolis. ASLCS committee meetings will be held Aug. 13 and the Business Lunch on Aug. 14.

The 2023 PDS is September 24-29 in Eugene. Registration will open in the next couple weeks.

Adjournment

There being no further business, the meeting adjourned at 1:15 p.m. PDT.

Respectfully Submitted,
Robert Hunt
ASLCS Secretary-Treasurer



Executive Committee

Meeting Minutes

ASLCS Spring Business Meeting
Palm Springs, CA
Saturday, May 6, 2023

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Tim Sekerak at 1:31 p.m. PDT.

Attendance/Quorum

A quorum of the Executive Committee was present with the following members in attendance: President Tim Sekerak (Ore.), Immediate Past President Brad Young (Ohio), President-Elect Yolanda Dixon (La.), Secretary-Treasurer Rob Hunt (Maine), Josh Babel (Ariz.), Immediate Past Vice President Ali Sagraves (Ohio), Associate Vice-President Ron Smith (La.), John Hollman (Ill.), Lee Cassis (W.Va.), Jamie Oswald (Ala.), Meggan Foesch (Wis.), Donna Holiday (Ky.). Also present were Holly South (NCSL), Paul Smith (N.H.), Susan Furlong (Nev.), Tara Perkinson (Va.), Heshani Wijemanne (Calif.), Sabrina Lewellen (Ark.), Jennifer Novak (Idaho), J.W. Wiley (La.), Erin Gillitzer (Wis.), Obie Rutledge (Ore.), Susan Kannarr (Kan.), Bernie McNulty (Calif.), Lindley Starzer (Va.), Gillian Conway (Va.), Jennifer Welch (Va.), Mike Queensland (Wis.), Michelle Fontenot (La.) and Erika Contreras (Ca.).

Approval of Minutes

President Sekerak entertained a motion to approve the minutes from the December 20, 2022 meeting. John Hollman moved approval and Josh Babel seconded with minor corrections. A voice vote was taken and it was unanimous.

Review of Treasurer's Report

Rob Hunt gave an update about dues. More than half the states have paid to date.

Old Business

ASLCS Professional Development Revolving Account (LLCS) Holly gave an update on the Revolving Account, one deposit and one expenditure.

ASLCS Special Meetings Fund (L190) Holly noted that there have been several transactions.

2022 PDS Final Budget A profit of \$7700 from the PDS will be deposited in LLCS. Sabrina Lewellen asked if everything cleared and Holly verified that it has.

NCSL-ASLCS Memorandum of Understanding on L190 Interest Rate Tim Sekerak has signed to MOU with NCSL CFO Alex Alavi for 2023.

New Business

Budget and Financial Review Committee Paul Smith highlighted the recommendations from the report. One recommendation was the elimination of the Friday morning breakfast at the PDS. The committee will be meeting later today.

Strategic Planning Committee This will be discussed later in this meeting.

2023 Associate Exchange Program Update Three of the 4 participants have completed their exchange. The 4th exchange will be happening in June. Paul Smith asked about the money being used for the program. ASLCS received a donation from NCSL which allowed for a larger reimbursement for each participant. President Sekerak described NCSL's initiative to encourage each professional staff association to establish staff exchanges.

2023 PDS Update a. Registration Fees – The budget proposes to raise the fee for staff by \$25 and \$50 for guests to help cover the rising hotel costs. The proposal is \$450 for staff and \$300 for guests. If one of the breakfasts was eliminated the registration fee would be reduced.

Josh Babel noted that either way the state will be paying for breakfast, either through the registration fee or a reimbursement. Brad Young noted the costs have risen. Yolanda Dixon moved that the registration for staff be set at \$450 and Brad Young seconded. The motion carried (gavel). Yolanda Dixon moved that the guest fee be set at \$300 and Brad Young seconded. The motion carried.

b. Review and Approval of the PDS budget – Holly South pointed out the additional expenses for the plenary speakers and concurrent speaker. She also noted that perhaps international attendees will attend. There are waived registration fees and complimentary hotel rooms for international attendees. There was discussion regarding reciprocity with ANZACATT regarding registration and hotel. Holly noted the high AV costs in hopes that it might actually be less. Holly highlighted that the Membership Committee is requesting to purchase new pins for new attendees. Susan Kannarr asked if the hotel or an independent contractor does the AV. Holly indicated that AV is through an independent contractor that is used by many hotel chains. John Hollman moved acceptance of the budget and Josh Babel seconded. The vote was unanimous.

c. Program Update – Tim Sekerak gave an update of the PDS in Oregon. There are still negotiations with the hotel regarding the hospitality suite. Overall, the schedule is firming up.

NCSL Membership Pins and Awards Holly noted the supply is dwindling. There was discussion regarding the design. Jamie Oswald moved and Meggan Foesch seconded ordering pins. The motion carried.

NCSL Legislative Summit: Preliminary Schedule Holly highlighted the ASLCS schedule at the Summit in Indianapolis.

Travel Approval

- a. Spring LSCC Meeting in Providence, Rhode Island – Tim Sekerak and Yolanda Dixon or designee (Yolanda will not be attending)
- b. Summer LSCC Meeting – Sekerak and Dixon to Indianapolis
- c. CATTs PDS in Whitehorse, Yukon for July 31 to August 4 for Tim Sekerak and Yolanda Dixon – Paul noted the Associate Vice President should be included.

Ron Smith is being added to the motion. John Hollman moves approval of the travel, Josh Babel seconded. The motion carried.

The Committee returned to item 6B, an update from the **Strategic Planning Committee: Establishment of Civics Education Standing Committee**, a possible replacement for Inside the Legislative Process Committee. President Sekerak asked the committee to review the proposal. There was discussion whether to simply add a committee or add a committee and remove another. There was a discussion surrounding civics and what it could add to the Society. Erin Gillitzer shared some of the challenges regarding the Inside the Legislative Process committee. Paul Smith advised having a discussion regarding some of the suggestions that were made for improving the committee before making any decisions. Paul Smith noted the merits of Inside the Legislative Process. Bernie McNulty also noted the value of Inside the Legislative Process. Bernie McNulty also noted that there were recommendations, but also relayed that they were not implemented. President Sekerak proposed separating the topics of establishing a new committee and the organization of the society, regarding the improvement of the Inside the Legislative Process committee. Josh Babel noted that perhaps the importance of the publications in the society may be getting lost. He also noted perhaps civics could be included with the Inside the Legislative Process committee since it is Inside the Legislative Process. Mike Queensland pointed out that the publications can be difficult to find. He also noted that if you don't see the publications, you don't use them. Holly South noted that NCSL is launching a new software platform for the staff sections and it should be out in the Fall. Donna Holiday noted her experience as chair of the Inside the Legislative Process committee. The discussion will continue at subsequent meetings.

Other Business

So far there have been no nominations for Legislative Staff Awards. There is scholarship money still available.

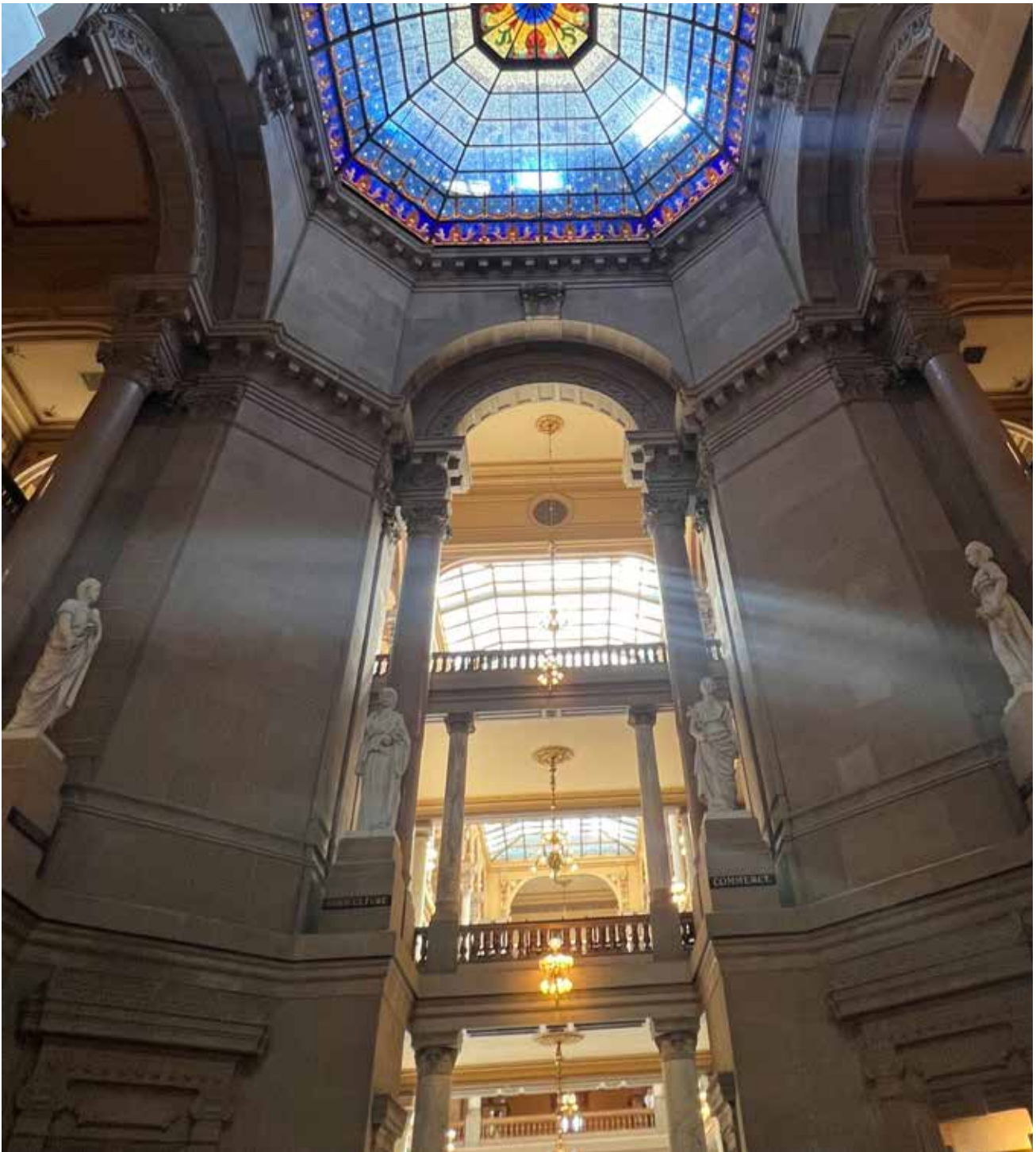
Announcements

Sabrina thanked NCSL for their support for the Arkansas PDS.

Adjournment

There being no further business, Meggan Foesch moved to adjourn the meeting, seconded by Rob Hunt. The motion was adopted by voice vote. The meeting was adjourned at 3:07 p.m. EDT.

Respectfully Submitted,
Robert Hunt
ASLCS Secretary-Treasurer



New Principals

Tom Bottern (MN Senate)

Tom Bottern was elected Secretary of the Minnesota Senate on January 3, 2023. He was the Director of the Minnesota Senate Office of Senate Counsel, Research and Fiscal Analysis from January 2012 until starting work as secretary. He has served the Minnesota Senate since 1997, including assignments as to a variety of committees as senate counsel. Most recently he served as the counsel to the senate Committee on Rules and Administration and the Committee on Finance from 2012-2023. Tom graduated from high school in Shorewood, Wisconsin. He holds a law degree from the University of Wisconsin and a B.A. from Williams College. He and his wife Cathy reside in St. Paul, along with their two dogs. They are empty nesters, with two children in college and one living in New York City.

STEPHEN BROWN, Texas House of Representatives

Stephen Brown was appointed as chief clerk in mid-November 2022. He replaces long time clerk of the house Robert Haney. Brown, who is a native Texan, graduated from Texas State in 2004. He began his career in the Texas House in 2005 in the clerk's office. He was appointed assistant chief clerk in 2015. Brown looks forward to serving in his new position and carrying on the tradition and legacies of his predecessors.

Cheri Lujan (NM Senate)

Selected, mid-July 2022, the New Mexico Leadership hired me as a project coordinator i.e. - (deputy clerk - since the title deputy clerk - does not exist as an official title during the interim) to train to become the next Senate Chief Clerk slated with that title starting January 1, 2023.

November 2, 2022 - Notified that I had begun the position of acting Senate Chief Clerk with the resignation of the Senate Chief Clerk, Lenore Naranjo as she prepared to take leave for the rest of the year.

Worked 13 years as a legislative sessional employee analyst for a senator since 2008 taking off 2 years from the New Mexico Senate. Property Manager for State of NM Property Control Division, GSD for 3 years

District Manager for a Soil and Water Conservation District for 19 years

Mother of 4 children with 6 grandchildren and one on the way due at the end of this year's legislative session.

Love to dance, travel, and married to my work.

Kristina Martin (MO Senate)

Kristina began her career with the Missouri Senate in November 2013, working Mondays and Fridays in the Secretary of Senate's office and Tuesday through Thursday in Journal Production. When not producing the Journal of the Senate, she was learning the wide variety of duties performed by the Secretary's office, earning her a wealth of knowledge and experience. After returning from maternity leave from the birth of her first daughter, Hadley, in 2015, Kristina joined Journal Production full time and also began staffing the Committee on Gubernatorial Appointments. In 2019, she accepted the position of Assistant Secretary of Senate while still retaining her duties for the Gubernatorial Appointments Committee. On January 4, 2023, Kristina was elected as Secretary of the Missouri Senate. Kristina believes her past nine years with the Senate have been a whirlwind of amazing opportunities that, little did she know, were preparing her for her future. Outside of the Capitol, Kristina enjoys traveling, shopping, and spending time with her husband, Jake, and their three beautiful children, Hadley, Rylie, and Bodie.

Erica McGinnis (ID House)

Erica McGinnis was appointed as the Chief Clerk of the Idaho House of Representatives in August 2022. A one day Extraordinary Session on September 1 gave her a crash course on her new role, but she looks forward to a more gradual introduction when the regular session begins in January. She has worked for the House for six legislative sessions, joining the Clerk's Office in 2021 as the Journal Clerk. She is the mother of two energetic kids and an avid runner.

Daniel Oberlin (MI Senate)

I have been working for the Michigan Senate in a variety capacities for 20 years. I started doing constituent relations and policy work for Senator Burton Leland in 2003, upon my graduation from Michigan State University. Eventually, I became a caucus policy analyst for 7 years before becoming a caucus policy director for 5 years. In 2020, I was appointed as Assistant Secretary of the Senate. In 2023, I was elected by the members as the Secretary of the Senate.

Katie Talbott (WY House)

I was born and raised in Cheyenne, WY. Graduated with a B.S. from the University of Wyoming in Political Science. I stayed and worked in Laramie, WY for about 20 years until 2013 when I returned to Cheyenne. I've been at the Wyoming Legislative Service Office since January of 2020. I started as a legislative editor and am now the House Chief Clerk as of 2023. I will resume my duties as a legislative editor in the interim. I'm looking forward to getting my first session as Chief Clerk under my belt and gaining some confidence in my role.



Awards and Scholarships

2023 ASLCS Legislative Staff Achievement Award

Ali Sagraves

Assistant Clerk,
Ohio House of Representatives

Ali Sagraves began her service in the Clerk's Office of the Ohio House of Representatives in December 2012, wearing hats in various roles before becoming the assistant clerk in early 2020.

She has also been an active member of the greatest staff association of NCSL, in her opinion – the American Society of Legislative Clerks and Secretaries (ASLCS), since 2015. She participated in the Associate Exchange Program, assisted with hosting a meeting, served on panels and in committee leadership roles, represented ASLCS to the Society's Canadian counterparts, and serves on the ASLCS Executive Committee, including as the associate vice president from 2021-2022.

She graduated from The University of Findlay in 2010 with a bachelor's degree in political science, international relations, and political communication. Prior to joining the Ohio House Clerk's office, she participated in the Ohio Legislative Service Commission Fellowship Program and assisted with constituent services and legislative affairs for the Ohio Treasurer.

She is a Kentucky transplant to Ohio, and calls Grove City her home where she is involved in her church family and frequents the town's running trails. She never takes it for granted that she gets to serve her state in the "People's House" and play a very small role in "keeping" the Republic. She enjoys working with her team in the House Clerk's Office, helping new House staff grow in their roles, enrolling legislation and handling the changing-of-hands with the Senate, and being a resource to the members and staff on all things committee, session and parliamentary procedure.



Awards and Scholarships

David A. Ward Technology and Innovation Scholarship



Alona Tate

Second Assistant Clerk,
Vermont House of Representatives

David A. Ward (1935-2008) was the president of International Roll-Call Corporation and a dedicated contributor to the work and programs of ASLCS. His experience in the legislative voting system industry improved the operations not only of the Society but also of 73 state legislative chambers and six international parliaments. It is in recognition and honor of Mr. Ward's many contributions to the advancement of the legislative institution and to the Society that this Associate member scholarship is established.



Associate Exchange Program

My Trip to Madison

Frances Canavan, Calendar Clerk of the Virginia House of Delegates



My time visiting the Wisconsin Senate in Madison was nothing short of extraordinary. As Calendar Clerk in the Virginia House of Delegates, I learned more than I thought was possible about the Wisconsin Senate, state legislatures as a whole, and the boundless benefits of the community which ASLCS fosters through opportunities such as the Associate Exchange Program. What follows is my attempt at summarizing an indescribably rich week of professional and personal growth.

The first thing I learned upon landing in Wisconsin—after the fact that March means winter in snowy Wisconsin—was that the Senate, my host chamber, would not actually be in session despite the schedule I had perused before arriving. As a full-time legislature, Wisconsin's legislative schedule is not as compact, nor as concrete, as ours in Virginia. Instead of the predefined, indisputable schedule in Virginia—starting on the second Wednesday of January, stretching over no less than 46 or 60 consecutive days during odd or even years respectively, Wisconsin has certain weeks throughout the year blocked off as potential session days. Apparently, the week of 'potential' session that encompassed my visit was not one where that possibility materialized for the Wisconsin Senate. Fortunately, the Assembly was in session on the Tuesday of my visit, an incredible experience that I will detail shortly.

Only having one day in full session turned out to be a blessing in disguise; I certainly would have liked to see the Wisconsin Senate in action, but instead I got to attend a committee meeting, sit in on a Q&A with various legislative directors and aides, hear from local journalists, meet with the policy advisors to the Senate Majority Leader and Senate President, hear from a Supreme Court Justice, explore Madison's stunning Capitol, tour the Governor's Mansion, and spend one-on-one time with members of the Senate and Assembly Clerk's staffs. A large portion of my week was spent with the Senate Scholars, a group of impressive high school students led by the incomparable Dr. Tammy Wehrle who, over the course of the week, shepherded us through a comprehensive exploration of the state legislature that was equal parts informative and engaging. Seeing Dr. Wehrle's exhaustive knowledge of the Capitol in combination with her firm support of her students left me with a reinvigorated sense of the importance of civics education—and it certainly didn't hurt that she seemed to have the best and brightest cohort of teenagers that I've seen.



Accompanied by the Senate Scholars, I was introduced to Mike Queensland and Tom Engels, Chief Clerk and Sergeant at Arms of the Wisconsin Senate, respectively. After a warm welcome in the awe-inspiring Senate chamber (I will never be able to do Madison's Capitol justice!), my introduction to the significant differences between the Virginia House of Delegates

and Wisconsin Senate truly began. We met with staff from the Legislative Reference Bureau, one of the six service agencies that works collaboratively to keep the Wisconsin legislature running. I was fascinated to learn about how the division of labor within the Clerk's Office, and outside of the Clerk's Office, is different from that in Virginia; a curiosity that only grew when we heard from representatives from all six service agencies (the Legislative Audit Bureau, Legislative Council, Legislative Fiscal Bureau, Legislative Human Resources Office, Legislative Reference Bureau, and Legislative Technology Services Bureau) later that same day. Some of those agencies are similar to separate agencies that we have in Virginia (our Department of Legislative Services and Department of Automated Legislative Services, for example) and some, like Wisconsin's Human Resources Office, are incorporated into the Virginia House Clerk's Office (the Senate of Virginia has its own, distinct Human Resources Department). Over the course of the next few days, I spent time with other members of the Senate Clerk's Office—specifically Erin Gillitzer, Meggan Foesch, Margaux Riewe, Peggy Frain, Gina Ward, and the Senate Chief Clerk himself, Mike Queensland. I spent the majority of my time with my counterpart in the Wisconsin Senate, Erin, who was as generous with her time as with the knowledge that she shared. Seeing the breadth and depth of Erin's day-to-day work was invaluable; some of her tasks (communicating with the Assembly, receiving reports from committees, conferring with the President's Office) were familiar, but only just. In trying to describe "my version" of the tasks that Erin and I ostensibly share, I found myself gaining a deeper understanding of what, and why, I do what I do in my own chamber. This new, broader understanding of the legislative process as a whole, where I fit within it, and how that compares to my peers in other legislative chambers, was easily the most important takeaway from my visit to Madison.

Wisconsin's Capitol is impressive even before you've entered one of its many doors, and it only gets better upon entry. I was lucky enough to take a tour of the Capitol's dome on the first day of my visit; we climbed up a tight, winding staircase to get to the interior of the dome, covered in a gorgeous painting that seems tiny when looking up from the ground floor, but looks huge up close. We then went further up (I didn't know there could be a further up!) and were allowed

to wander around the tight, uppermost exterior of the dome, getting a 360 degree view of the City of Madison in all its snowy glory.



The second day of my trip was spent with the Wisconsin State Assembly and was centered around their aforementioned floor session. I got to watch the Assembly's session from their front desk, sandwiched between the voting board technician and the journal clerk, and I had the added benefit of being present for the State of the Tribes, an annual tradition that platforms a governing member of the Great Lakes Inter-Tribal Council to share updates and perspectives from Wisconsin's Native American tribes. After hearing from Robert Van Zile, chairman of the Sokaogon Chippewa Community, I witnessed a normal session day on the floor of the Assembly. Although I spent a good deal of time, as I did all week, marveling at the differences between their session and my own, the floor actions were perhaps where we had the most in common. The flow of legislative actions was familiar, though the procedural movement was speedier—I was delighted to find out that the Majority Leader had a past in auctioneering—his cadence was hilariously quick, a stark contrast to the beloved southern drawl of the Majority Leader in Virginia's House of Delegates. In terms of cadence, the difference in pace was not singularly defined by the speed at which certain individuals spoke; each bill had a preordained time limit for debate, determined by the chamber's Rules Committee and already printed on the day's calendar, a feature which seemed to give legislators and staff alike a good idea of how long they might be in session for the day. Sitting next to the journal clerk during session, I learned about how the Wisconsin Assembly puts together their journal from a "daily journal,"

something that we don't have in Virginia, as our journal clerk keeps the Virginia House of Delegates' minutes during session, and assembles the House Journal during our interim, which is much lengthier than that of Wisconsin's. I came to realize that the ways the journal clerks of each state's chamber, as well as many other differences we share, are largely due to the inherent differences of a full- or part-time legislature.

It was a treat to witness the Assembly Clerk staff's pre- and post-session routines, including the creation of a calendar and communication (my primary responsibilities in my home chamber) as well as creating the daily journal, processing reports from committees, and managing various financial requests from legislators. I spent most of my time with Jeryn Vesperat, Julie Martyn, Jeff Beighley, Janine Hale, and Assembly Chief Clerk Ted Blazel—all of whom were warm, welcoming, and full of institutional knowledge to share about their specific roles in the legislative process.



Another highlight of my trip was rejoining the Senate Scholars for brunch at the Governor's Mansion. We were greeted by the First Lady of Wisconsin, Kathy Evers, whose good taste shines from every corner of the residence. After a tour and a delicious meal, we were graced with the presence of Governor Tony Evers himself, who made himself available for questions, gave advice, and made us all feel at home with his unmatched hospitality.

After the Governor's Mansion and without a second to spare, we rushed back to the Capitol to visit the Supreme Court of Wisconsin, where we visited with Justice Rebecca Frank Dallet and learned about the inner workings of the court system in Wisconsin. March 2023 was a tumultuous time for the Wisconsin

Supreme Court—my visit was just a few weeks before their most recent, much-talked-about election—and it was an incredible experience to hear the unique and candid perspective of a sitting Justice. I learned about the nuances of running for office while maintaining the non partisanship inherent to the responsibilities of a judicial position; in Virginia our judges are chosen by the legislature, so the concept of public judicial elections was novel to me.

After a long week abundant with shared knowledge, community, and healthy commiseration, I left Wisconsin with my head and heart full. I am so grateful to the Wisconsin Senate for hosting me, the Wisconsin Assembly for sharing in that hospitality, the Virginia House of Delegates for the unending support, and ASLCS for making it all possible.



Legislative Facilities; Investing in the Future

by John Treadwell

In response to accessibility and space issues, aging facilities, technological advances, safety and security concerns, and a host of other contributing factors, some state legislatures have commenced renovation and new construction projects for state capitol buildings and other legislative facilities. The following includes an overview of some of the ongoing renovation and construction projects relating to capitol buildings and legislative facilities around the nation:

Alabama State House

In 2022, the Alabama Legislative Council, a 20-member panel of state lawmakers with oversight over legislative facilities, tasked the Director of the Legislative Services Agency, the Secretary of the Senate, and the Clerk of the House to study current and future needs relating to legislative facilities, including exploration of relocation and construction of a new State House by the Retirement Systems of Alabama ("RSA"). RSA has constructed and maintained several office buildings in Montgomery and throughout Alabama.



RSA agreed to construct a new State House pursuant to a lease-purchase agreement between RSA and the council. Subject to final approval of the agreement by the council, RSA will begin construction of the new State House facility, which will include state-of-the-art Senate and House chambers, legislator and staff offices, expanded and enhanced public space and committee rooms, as well as space for other state offices. Construction is projected to begin next year.

Minnesota State Office Building

Following the completion of a four-year renovation project and comprehensive repair of the State Capitol Building in 2017, the Minnesota House Rules and Legislative Administration Committee approved a plan to renovate the State Office Building. The renovated space will continue to house legislators and staff and will include public conference and hearing rooms, improved access points for the public, as well as space for other state offices and legislative entities. The renovation and addition to the State Office Building is estimated to cost nearly \$500 million and will include a new wing that will house ten legislative hearing rooms designed to enhance public participation. The Revisor of Statutes, Legislative Reference Library, Legislative Coordinating Commission, Legislative Budget Office, Joint Commissions, the Secretary of State and House of Representatives are all tenants of the State Office Building. It is anticipated that the project will be completed by the 2027 legislative session.



Oregon Capitol Renovation

In 2016, major renovations to the Oregon Capitol Building commenced. The first two phases of the project targeted outdated building systems, updated entrances to enhance accessibility for individuals with disabilities, restored some historical elements of the building and included efforts to seismically retrofit the building's office wings which house members of the legislature.

A third phase of renovations was recently approved to secure the "1938 building," the portion of the Capitol that includes public areas for visitors, a gift shop, both House and Senate chambers, offices for the Secretary of State and State Treasurer, and the iconic Capitol rotunda. The 1938 building also houses non-partisan legislative agencies, as well as working areas for journalists and lobbyists. These renovations will include seismic retrofitting, add fire suppression systems, and include other improvements in the building, such as accessible public areas and meeting spaces. The three-phase project is anticipated to be completed in 2025.



Virginia Legislative Office Building

Virginia is nearing completion of construction of a new General Assembly Building ("GAB"). Legislative offices moved out of the original General Assembly Building in 2017 for construction of the new building. Built on the same footprint as the building it replaced, the new GAB will feature 414,000 square feet with 14 stories above grade and one below. The Modern Classical design of the building will incorporate the existing original 1912 facade of the building, which was preserved. The lower four floors include various public functions, including committee rooms, a cafeteria and other useful meeting facilities. Upper floors will house member and staff offices. The building will be connected via tunnels to a newly constructed parking deck and to the Capitol's underground Visitor's Center. Staff anticipate moving into the new GAB by the end of the year.



West Virginia House Chamber

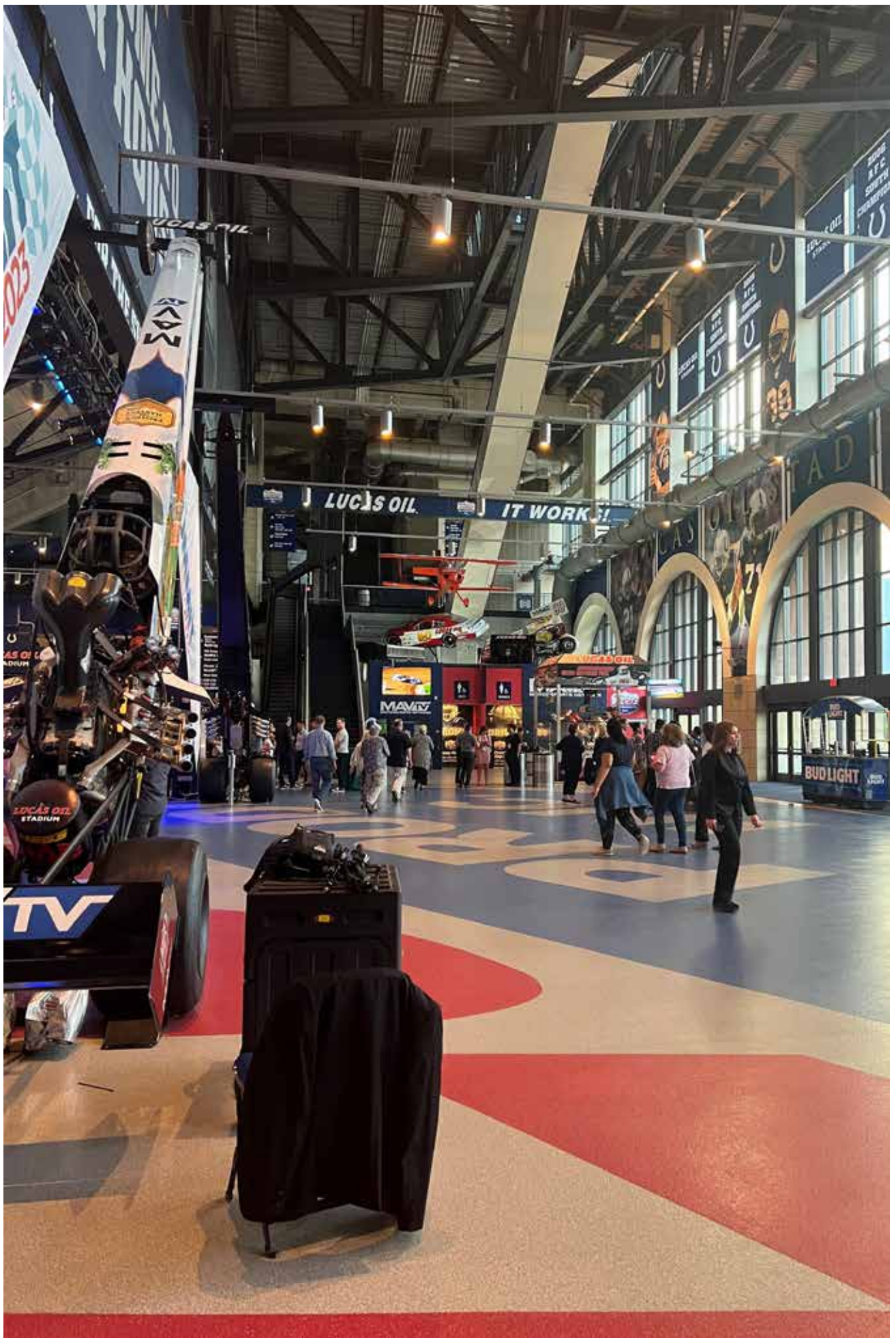
A complete renovation of the West Virginia House of Delegates chamber in the State Capitol Building is currently underway. Designed by legendary capitol architect Cass Gilbert and first used in 1932, the House chamber has not undergone a full renovation since 1995. The renovation project will include fresh paint, new carpeting, new chairs, refinished desks and new cabling and sound equipment. The project will feature modernization of the chamber balanced with maintenance of its traditional elements. The renovation is anticipated to be completed by the end of the year.



Photo Gallery





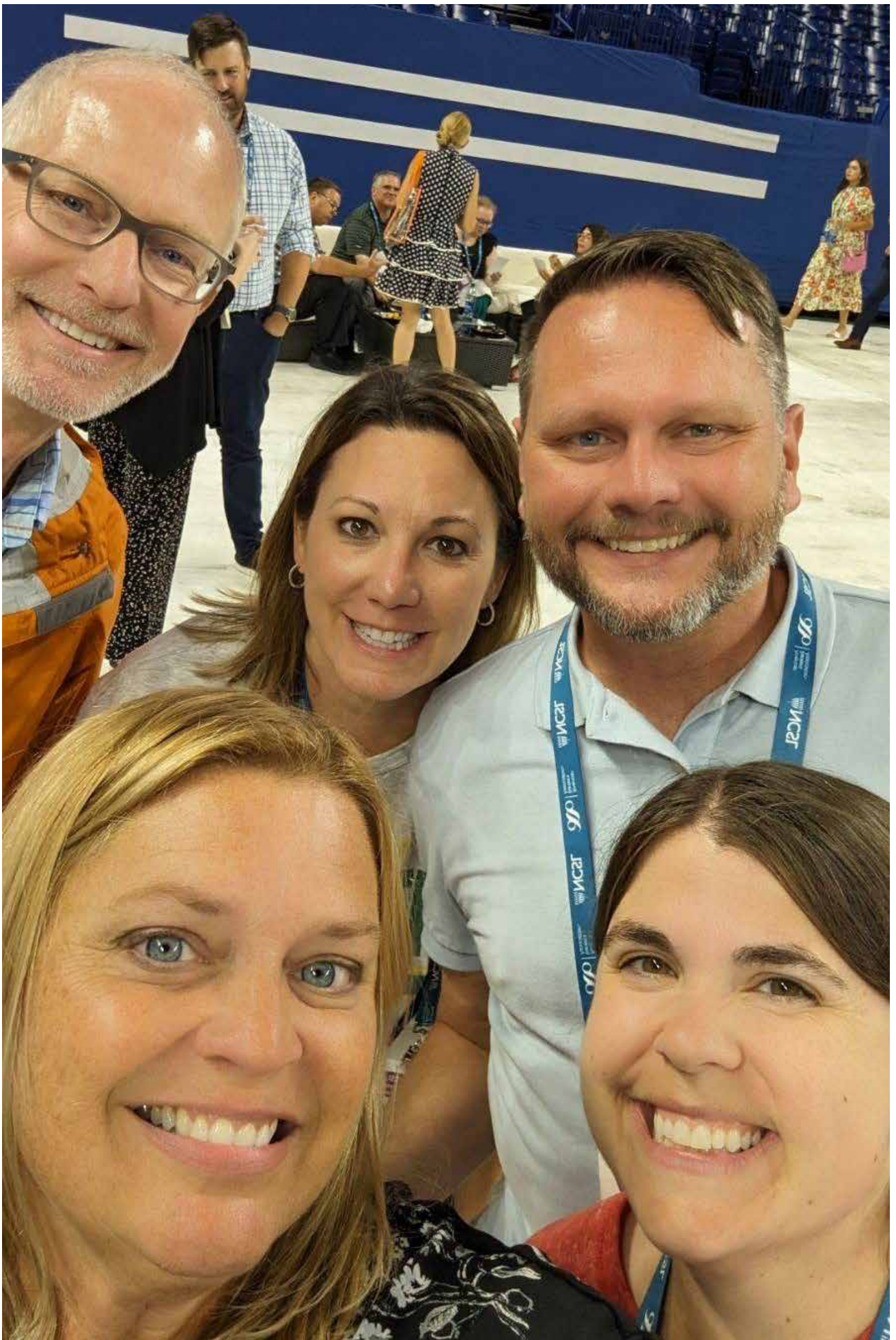


























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