



The Legislative Administrator

Fall 2018



Downtown Los Angeles Convention Center

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 Dana Rademan Miller, Missouri House of Representatives,
 and Adriane Crouse, Missouri Senate.

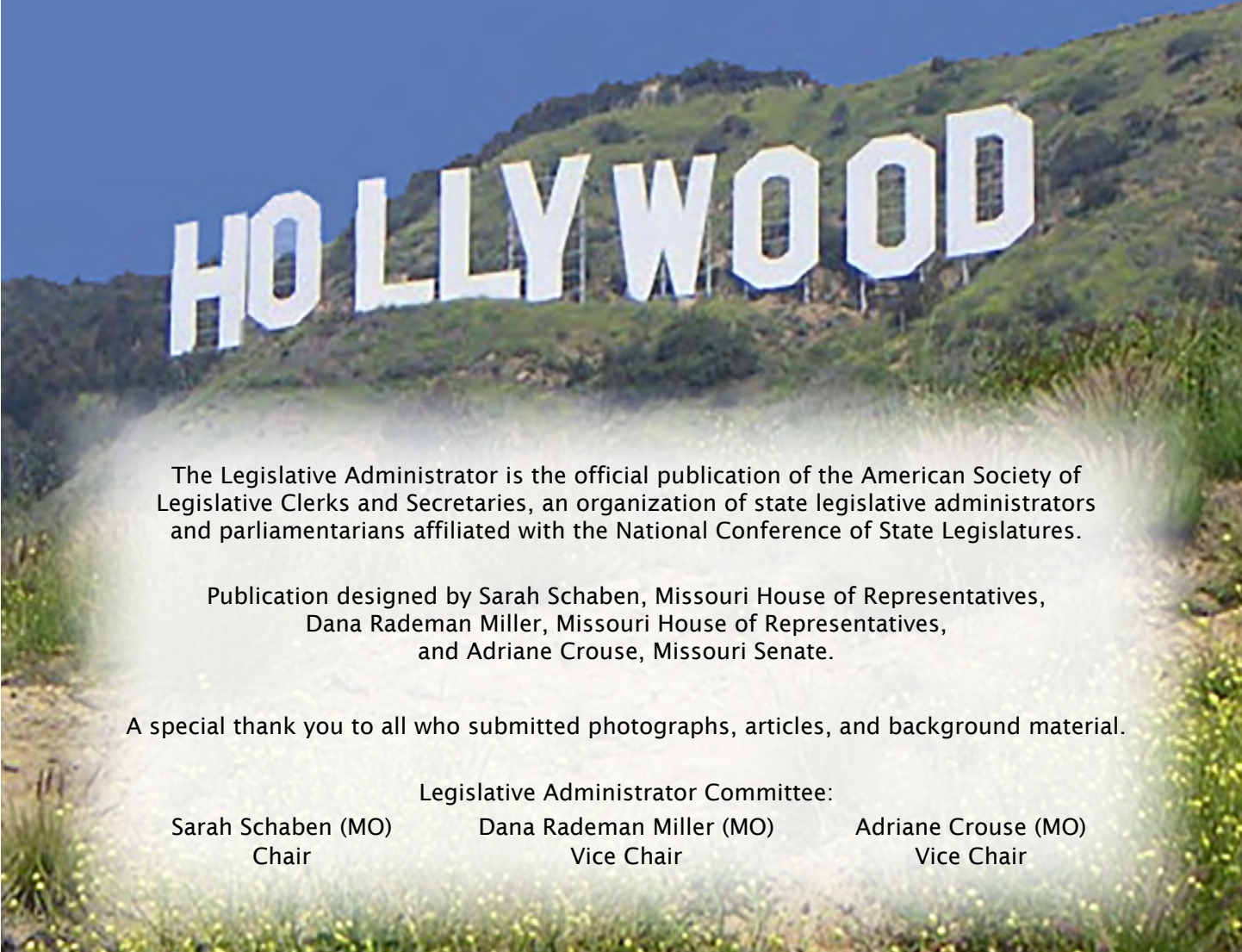
A special thank you to all who submitted photographs, articles, and background material.

Legislative Administrator Committee:

Sarah Schaben (MO)
 Chair

Dana Rademan Miller (MO)
 Vice Chair

Adriane Crouse (MO)
 Vice Chair



President's Message



Dear Friends,

Firstly, thanks so much to those who attended the NCSL Summit in Los Angeles, California this year. It was a great meeting and certainly I would be amiss if I did not once again applaud the efforts of Holly South from NCSL in regards to ensuring a successful program for ASLCS members. Holly has continued to serve ASLCS at the highest level and I certainly appreciate her. Please take a moment at the fall Professional Development Seminar in Madison to personally thank her for all of her efforts this year. One of the highlights for the Summit was certainly our business luncheon at the City Club Los Angeles on the 51st floor of the building. ASLCS members certainly enjoyed the view for miles and it was the perfect backdrop for a productive meeting and meal. Special thanks to Bernadette McNulty of the California Senate for her efforts to secure space for the event at this prestigious club.

The ASLCS Technology Initiative is almost ready to be released into production and I know the leadership of ASLCS is excited to see the updated technology that will provide much needed modernization of the society's business processes. The technology created by the initiative will provide a tool for leadership to improve the management of the society and help ensure ASLCS stays one of the country's top professional organizations. Over the coming weeks after some testing we expect that the program will be released into production just in time for the next Secretary/Treasurer and the new relevant committee chairs. Once again, I must offer thanks to NCSL Chief Information Officer, Feray Baytok, and her capable team for their work on the application.

The Fall Professional Development Seminar in Madison, Wisconsin is now upon us and we are certainly excited for the program that has been organized by Chair Jen Novak of the Idaho Senate and her Professional Development committee. I appreciate their dedicated work in providing ASLCS members with meaningful content and topics that will certainly help develop fresh ideas and improvements that can be enacted in their respective chambers. I am always excited to attend the fall meeting in order to gain a fresh reboot for my upcoming legislative session.

Recently I attended the XXVIII" ASAMBLEA INTERNACIONAL DE LA ANOMAC(28th International Assembly) hosted by ANOMAC(Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico) in Toluca, México. This was a fantastic meeting that focused on the use of technology in parliamentary systems to create a more transparent and open government that invites its citizens into the legislative process. The international delegations were hopeful that these initiatives would create trust and pride in their legislative institutions. I provided a report on the many amazing developments by U.S. States in their legislative institutions regarding transparency and communication tools developed for elected representatives. I would highly encourage all the members of ASLCS to attend a meeting of ANOMAC. It was a great experience and they encourage attendance from the states.

Thank you again for allowing me the opportunity to serve as your president. It has been a very rewarding experience.

Sincerely,

A handwritten signature in black ink that reads "Robert Haney". The signature is written in a cursive, flowing style.

Robert Haney
Chief Clerk
Texas House of Representatives
ASLCS President



2017-2018 Executive Committee



Robert Haney (TX)
President



Pat Harris (AL)
President-Elect



Paul Smith (NH)
Secretary-Treasurer



Yolanda Dixon (LA)
Associate Vice-President



Brad Young (OH)
Elected Principal



Bernadette McNulty (CA)
Elected Associate



Bill McGill (VT)
Appointed Principal



Tim Sekerak (OR)
Appointed Principal



Jay Braxton (VA)
Appointed Associate



Sabrina Lewellen (AR)
Appointed Associate



Susan Kannarr (KS)
Immediate Past President



Alan Whittington (TN)
Immediate Past Associate
Vice-President

Executive Committee Meeting Minutes

NCSL Legislative Summit
Los Angeles, California
Wednesday, August 1, 2018

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Robert Haney at 9:06 a.m. (Pacific).

Attendance

A quorum of the executive committee was present with the following members in attendance: Robert Haney (TX), president; Yolanda Dixon (LA), associate vice-president; Pat Harris (AL), president-elect; Paul Smith (NH), secretary-treasurer; Brad Young (OH); William McGill (VT); Tim Sekerak (OR); Jay Braxton (VA); Sabrina Lewellen (AR); Susan Kannarr (KS).

Also present from NCSL were Holly South, Angela Andrews, and Feray Baytok. ASLCS members in attendance were Jeryn Vesperat, Jeff Renk, Claire Clift, Jeanine Wittenberg, Maryann Horch, Janice Gadd, Patsy Spaw, Sherry Rodriguez, Obie Rutledge, Mandi McGowan, Susan Furlong, Ali Sagraves, Jennifer Novak, Ann Cornwell, Sarah Burhop, Carrie Maulin, and Sarah Schaben.

Demonstration of ASLCS e-Roster Prototype

Feray Baytok, CIO of NCSL presented an overview of the prototype she has been working on with respect to an e-roster database, in conjunction with the Strategic Planning committee.

Approval of Minutes

The minutes of the April 21, 2018 Executive Committee Meeting in Charleston were presented. The minutes of the May 1, 2018 and June 26, 2018 Executive Committee Meeting Conference Calls were also presented. Holly noted there was a change to the May 1 meeting minutes in that there was a 1% increase in the service charge. Susan Kannarr moved and Jay Braxton seconded the adoption of the minutes with the change.

2018 PDS Presentation

Jeff Renk and Jeryn Vesperat presented an update on the upcoming PDS in Madison, Wisconsin. Jeff thanked the Executive Committee for approval of monies to assist in the development of the meeting. Jeryn presented a brief overview of the social events planned for Wisconsin.

Approval of Treasurer's Report

President Haney recognized Paul Smith to present the Treasurer's Report for the dues account. The report showed an ending balance, as of July 23, 2018, of \$57,086.78. Bill McGill moved the adoption of the report, Susan Kannarr seconded, and it was adopted.

Old Business

Holly South (NCSL) started with a review of the ASLCS financial accounts. Holly began with the LLCs Account: As of June 30, 2018, the ending balance in this fund is currently \$24,837.56. She next discussed L190 and presented numbers as of June 30, 2018, which included both donations and expenditures since the spring meeting in Charleston. The ending balance in this fund is currently \$186,057.97. Holly discussed the PDS budget; projected expenses are set at \$69,620.60. The projected revenues have been reduced as IRC will be making a smaller contribution this year and Lexis Nexis will not be sponsoring this year; projected revenue expected at \$78,900.00 for a projected net gain of \$9,279.40.

New Business

2018 Associate Exchange Program

Brittany Yunker Carlson (Wash.) submitted her report and it was printed in the Legislative Administrator.

Legislative Administrator: Budget and Production

Sarah Schaben (Mo.) presented information regarding historical cost and mailing information, as well as quotes she obtained in terms of printing and postage. The recent mailing was done on her own credit card, for which she's asking reimbursement. It looks as though the appropriated amount of \$10,000 is about \$2,000 short of projected yearly printing and mailing costs. Historically the printing and postage has been absorbed by many chambers, and costs have gone up over the years while our budget line has remained fairly consistent. Pat Harris (AL) moved to expend a further for printing for the year by \$5,000; the motion was seconded by Paul Smith (NH) and it was adopted. Further discussion ensued regarding the future of the publication and whether or not to continue printing, and a note was made that standing orders would need to be changed before changes were made.

Report from the Budget and Financial Review Special Committee

Patsy Spaw presented a handout to the committee titled "2017 Annual Financial Review," the committee's first report in this regard. It explains the four accounts that ASLCS is responsible for, as well as an in-depth analysis of PDS expenses from the Phoenix PDS; a fuller report including further past seminars will be presented in Madison to the Executive Committee. The total cost of the PDS in Phoenix (in its entirety) shows that it cost \$146,260.24. There was a real concern by the committee in the change in the gratuity tax rate and how the contract allowed for that change and that the Executive Committee was not informed of said change.

Report from the Strategic Planning Special Committee

Claire Clift presented a report of her committee. She mentioned that the 2017 committee utilized the work of the 2016 committee in preparing the survey and sent it out to all 111 Principal members of the Society. By June there were approximately 40 responses, Claire followed up with the outstanding by phone. That outreach gained a further 30 responses. Holly provided the written analysis of the results for presentation to the Executive Committee. Claire suggested that personal contact has contributed to further responses and we as a Society really need to follow up. Several members commented on the feedback and its effectiveness on the future of the organization.

ASLCS Dues Memo

There was a presentation by NCSL that we move our ASLCS Dues Account bank from Wells Fargo to Key Bank via a memo emailed to President Haney by NCSL Executive Director Bill Pound. Several questions arose as to online access, fees, and NCSL being signatories on the account (three persons named) that were addressed in the memo. Pat Harris moved and Paul Smith seconded to accept the proposal with the proviso that NCSL serving as a signatory be removed; the motion was adopted.

Travel Approval

Susan Kannarr moved and Jay Braxton seconded the motion to adopt CATTs travel for Brad Young and Emily White; the motion was adopted. Sabrina Lewellen moved to approve Fall LSCC travel for the President and President-Elect; Susan Kannarr seconded the motion, which was adopted.

Betty King Scholarship

One applicant from the California Senate, Heshani Wijemanne, who had the endorsement of her principal, applied for the scholarship. Paul Smith moved approval, Susan Kannarr seconded, and it was adopted.

Edward Burdick Scholarship

Two applicants: Anabel Urbina of California, who had the endorsement of her principal; and Patty Moore of Washington, who had the endorsement of her principal, applied for the scholarship. Paul Smith moved approval, Jay Braxton seconded; the motion was adopted.

Millicent "Millie" MacFarland Scholarship

One applicant, Paul Smith from New Hampshire, applied for the scholarship. Pat Harris moved approval of the scholarship, and Yolanda Dixon seconded. The motion was adopted with Paul Smith abstaining.

Scholarship Outreach Discussion

Deferred to Madison.

Other Business

Ali Segraves asked for Executive Committee participation at the Legislative Expo in Madison; the EC is willing to participate.

Jennifer Novak would like to suggest we cover the travel of a prospective speaker from Puerto Rico for a session. Yolanda Dixon moved that an appropriation be made to cover the hotel and travel for our guest. Pat Harris seconded the motion, which was adopted.

Adjournment

Pat Harris moved, and Susan Kannarr seconded, that the meeting stand adjourned; hearing no objection, the President declared the meeting adjourned at 11:10 a.m. (Pacific).

Respectfully submitted,

Paul C. Smith

ASLCS Secretary-Treasurer

Bylaws and Standing Orders Committee Meeting Minutes



Tim Sekerak (OR)
Vice Chair



Buddy Johnson (AR)
Chair



Corey Carnahan (KS)
Vice Chair

The Bylaws and Standing Orders Committee is charged with reviewing all suggested changes to the Society's Bylaws and Standing Orders. The committee recommends for adoption only those changes that are absolutely necessary to improve the function of the Society.

**NCSL Legislative Summit
Los Angeles, California
Monday, July 30, 2018**

Call to Order

The meeting of the Bylaws and Standing Orders Committee was called to order by Buddy Johnson (AR), chair.

Attendance

The following committee members were present: Buddy Johnson (AR), chair, Tim Sekerak (OR), vice chair, Corey Carnahan (KS), vice chair, Liz Clark (AK), Claire Clift (NV), Susan Furlong (NV), Janice Gadd (UT), Maryann Horch (VA), Martha L. Jarrow (AR), Susan Kannarr (KS), Sabrina NeKay Lewellen (AR), Neva Parker (CA), Tyler Peavler (KY), Paul Smith (NH), Patsy Spaw (TX), Alfred W. Speer (LA), Malisha Straw (AR).

Approval of Minutes

Upon a motion by Paul Smith (NH), seconded by Butch Speer (LA), the minutes of the last meeting held Saturday, April 21, 2018 at the ASLCS Spring Business Meeting in Charleston, South Carolina, were approved.

Old Business

There was no discussion of old business.

New Business

There was no discussion of new business.

Adjournment

Upon a motion by Tyler Peavler (KY), seconded by Claire Clift (NV), the meeting was adjourned.

Respectfully submitted,
Buddy Johnson (AR), Chair

Inside the Legislative Process Committee Meeting Minutes



Lisa Davis (MS)
Vice Chair



Donna Holiday Robinson (KY)
Chair



Barrett Dudley (AR)
Vice Chair

The Inside the Legislative Process Committee reviews and produces *Inside the Legislative Process*, an online research tool that is published biennially to the Society's website. This informational reference document is based on comprehensive surveys of legislative clerks and secretaries. The committee works closely with NCSL to develop the survey questions and to record responses to the survey in an easily usable format that reflects current legislative process.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of Inside the Legislative Process was called to order by Donna Robinson Holiday (KY), chair.

Attendance

The following members were present: Lisa Davis, vice chair (MS), Jay Braxton (VA), Mollie Melton (NC), Heshani Wijemanne (CA), Lisa Ortiz (NM), Erin Gillitzer (WI), and Ann-Marie Sweeney (PA).

Guests in attendance were: Angela Andrews, NCSL.

Approval of Minutes

Upon a motion by Lisa Davis (MS), seconded by Jay Braxton (VA), the minutes of the last meeting held at the Spring Business Meeting in Charleston, South Carolina, were approved.

Old Business

The chair discussed topics that were discussed at the previous meeting for the Inside the Legislative Process survey and website. The goal is to have recommendations for the future of Inside the Legislative Process ready to be submitted to President Haney at the Professional Development Seminar in Madison, Wisconsin in September.

New Business

Committee members discussed visual changes to the website, as well as possibly cleaning up listserv questions and answers and posting them online by topic to make the site more user-friendly for clerk staff, as well as others, to search. Angela Andrews was in attendance and told the committee that questions are currently gathered but could be analyzed and displayed in the future.

The committee suggested:

- Easily searchable database;
- Visually appealing site;
- Information first, by topic; and
- Highlight items most searched

Surveys were also discussed. It was agreed that long surveys usually get a low response rate. Members suggested shorter surveys with no more than 10 questions, on only one topic at a time. Multiple choice options would also speed up response time.

Several other ideas for the proposed revised web page were: to shine a light on an individual state and add a "Did you know?" section to highlight historical information.

The committee also suggested a social media presence for Inside the Legislative Process as well. Those in attendance suggested we prepare a web site mock-up of proposed ideas for the web site to present to President Haney at the ASLCS PDS in Madison, Wisconsin.

Adjournment

Upon a motion by Heshani Wijemanne (CA), seconded by Erin Gillitzer (WI), the meeting was adjourned.

Respectfully submitted,
Donna Robinson Holiday (KY), Chair



Site Selection Committee Meeting Minutes



Ron L. Smith II (LA)
Vice Chair



Sarah Armistead (VA)
Chair



Melissa Bybee-Fields (KY)
Vice Chair

The Site Selection Committee investigates and selects a host city for the ASLCS Professional Development Seminar. The committee submits a formal recommendation to the Executive Committee, which has final authority over the selection of the host city.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of the Site Selection Committee was called to order at 3:21 p.m. by Sarah Armistead, chair.

Attendance

The following members of the committee were present: Sarah Armistead (VA), Ron Smith (LA), Ann Cornwell (AR), Tara Parkinson (VA), Jeannine Layell (VA), Cathy Hooe (VA), Ann Luck (NC), Brad Hendrickson (WA), Jeryn Vesperat (WI), Jackie Scott (VA), Sarah Bannister (WA), Laura Bell (WA), Anabel Urbina (CA), Angela Smith (LA), Kay Inabnet (WI), Polly Emerson (TX), Tracy Ortiz (TX), Yolanda Dixon (LA), Sarah Burhop (WI), Jen Novak (ID), Steve Marshall (VT), Jim Drake (AZ), Obie Rutledge (OR), Mandi McGowan (OR), Joyce Wright (AL), and Gina Shaffer (AL).

Approval of Minutes

Upon a motion by Jen Novak (Idaho) and seconded by Ann Cornwall (AR), the minutes of the last meeting held during the 2018 Spring Business Meeting in Charleston, South Carolina, were approved.

Old Business

Jeryn Vesperat (WI) gave the committee an update on the 2018 PDS that will be held in Madison, Wisconsin.

She discussed the blocking of overflow hotel rooms in anticipation of a large number of attendees. They are finalizing plans next week for social activities and deciding on a group picture or a state by state picture. She also mentioned a "Taste of Wisconsin" type of event. Brad Hendrickson (WA) informed the committee that Washington is in the early stages of planning, but they have done this before, so they are up for the challenge.

New Business

Heather Priest and Rob Hunt (Maine) were in a special session and have not gotten with the committee as of yet about hosting in 2020. Obie Rutledge (OR) mentioned Oregon's interest in hosting in 2021. If Maine does not host in 2020 then Oregon will ask the committee if they could host. The committee was charged by the Executive Committee with planning at least two years in advance. If Maine agrees, the committee will have planned three years in advance for a PDS Host State, completing the Executive Committee's charge.

Adjournment

There being no further business, upon a motion by Jen Novak (ID) and seconded by Cathy Hooe (VA), the meeting was adjourned at 3:40 p.m.

Respectfully submitted,
Sarah Armistead (VA), Chair
Ron Smith (LA), Vice Chair

Technology Committee Meeting Minutes



Joy Engelby (MO)
Vice Chair



John Hollman (IL)
Vice Chair

The Technology Committee explores new technology and examines its adaptation to state legislative operations. The committee shares information with Society members through reports and programs presented at the NCSL Legislative Summit and the ASLCS Professional Development Seminar. The committee, in accordance with publication standards and subject to Executive Committee approval, provides guidance to the NCSL regarding the design, content, and maintenance of the Society's website. The chair of the committee, or the chair's designee, serves as one of the administrators responsible for monitoring the content and membership of the Society's Facebook group. Each year, the committee reviews the Facebook group and the overall design of the Society's website and recommends changes to the Executive Committee.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of the Technology Committee was called to order by Vice Chair John Hollman (IL) at 3:17 p.m.

Attendance

The following members of the committee were present: Joshua Babel (AZ), Sarah Curry (OR), Robert Haney (TX), John Hollman (IL), Crystalline Jones (AK), Carrie Maulin (ID), Jeff Renk (WI), Patience Worrel (TX), Bernard Dean (WA), and Erica Manson (VA).

Approval of Minutes

Upon a motion by Joshua Babel (AZ) and seconded by Carrie Maulin (ID), the minutes of the last meeting, held during the 2018 Spring Business Meeting in Charleston, South Carolina, were approved.

Old Business

Selection of Topic and Presenters for the PDS in Madison, Wisconsin: A discussion started regarding the three topics that had been placed into consideration: Electronic Sponsorships, Bridging the Information Technology Gap, and Remote/Electronic Testimony. Sarah Curry (OR) explained the electronic sponsorship system that her state is creating, and Robert Haney (TX) said his state had implemented

something similar in an effort to remove the need of data entry by his employees. He mentioned a few bumps that occurred when the practice created a conflict with the rules of the chamber and what was necessary to reconcile it.

Bridging the Information Technology Gap for Workers was discussed on what technological programs older employees might need to learn in order to use the same resources that younger employees may be utilizing on a regular basis. It was pointed out that this could be part of a broader discussion on learning lessons from different generations. It was suggested that perhaps the committee should reach out to the society membership to see what technology the offices currently use to share information (Dropbox, Google Documents, etc.) and to seek input on what the membership may like to see in a training seminar.

Remote/Electronic Testimony was discussed as Jeff Renk (WI) said that his state is building their system for Electronic Witness Slip and could possibly have someone available to present in Madison at the PDS. Robert Haney (TX), Bernard Dean (WA), Joshua Babel (AZ), and John Hollman (IL) said their states have implemented electronic witness slips. For Remote Testimony, Crystalline Jones (AK) stated that her state has allowed it for a while now, while Carrie Maulin (ID) says only the Education Committee has allowed it on a trial basis in her state.

It was decided to combine the Electronic Sponsorship and Remote/Electronic Testimony topics in a general discussion of what states have done for “Outsourcing Your Inputting.” Many of the attendees at the meeting said that they would be willing to join a panel to explain what their states have been doing in order to open a dialogue for the concurrent session. John Hollman (IL) said he would reach out to Joy Engelby (MO) to refine the topic and format and then would reach out to the group for its input in finalizing the topic.

New Business

Potential Updates to the ASLCS Website or Facebook Group: ASLCS President Robert Haney (TX) reminded the group that the Technology Committee is tasked with reviewing the ASLCS Website and Facebook Group for potential policy changes. John Hollman (IL) recalled that the last time there was a change to the Facebook policy was in 2016 so that it was time to consider further changes. Joshua Babel (AZ) pointed out that he just found out about the group; it was

decided that the Technology Committee should have a spot at the Legislative Expo in Madison to encourage members to join the group if they have not done so already. Crys Jones (AK) pointed out that it might be helpful to do this with the Roster Committee table. John Hollman (IL) said he would reach out to Dana Rademan Miller (MO) for advice because he thought she was involved with the Facebook drive at the Baton Rouge PDS in 2014. It was also suggested that the Technology Committee should encourage more posts from states on what is happening in their area—perhaps a mini “State at a Glance” or a monthly “What Does Your State Do?”

Adjournment

There being no further business, upon a motion by Sarah Curry (OR) and seconded by Patience Worrel (TX), the meeting was adjourned.

Respectfully submitted,
John Hollman (IL), Vice Chair



International Communications and Development Committee Meeting Minutes



Jackie Schulz (AK)
Vice Chair



Liz Clark (AK)
Chair



Obie Rutledge (OR)
Vice Chair

The International Communication and Development Committee reviews the Society's relationship with countries other than Canada and the Society's role within NCSL in working with those countries. The committee receives reports from the Legislative Staff Coordinating Committee and works with other NCSL staff sections involved in international relations. The committee annually publishes the International Directory, which includes the objectives and goals of the Society and its foreign partner associations. The chair of the committee, along with the President and Associate Vice President, represent the Society at the annual meeting of ANOMAC.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of the International Communication and Development Committee was called to order at 4:04 p.m. and committee members were welcomed by Vice Chair Obie Rutledge (OR).

Attendance

The following members of the committee were present: Liz Clark, chair (AK), Corey Carnahan (KS), Claire Clift (NV), Ann Cornwell (AR), Bernard Dean (WA), Yolanda Dixon (LA), Polly Emerson (TX), Susan Furlong (NV), Janice Gadd (UT), Robert Haney (TX), Pat Harris (AL), Crys Jones (AK), Susan Kannarr (KS), Marshall Long (AL), Steve Marshall (VT), Jen Novak (ID), Tracy Ortiz (TX), Jeff Renk (WI), Obie Rutledge (OR), Gina Shaffer (AL), Heshani Wijemanne (CA), and Joyce Wright (AL).

Approval of Minutes

Upon a motion by Jen Novak, seconded by Ann Cornwell, the minutes of the last meeting held in April 2018 at the ASLCS Spring Meeting in Charleston, South Carolina were approved.

Old Business

Compilation of the 2018 International Directory was discussed. As always, Chair Clark asked ASLCS

members interested in a hard copy of the International Directory to please let her know and reminded members the document is available online. Claire Clift suggested Chair Clark solicit input from ANOMAC members for either publication in the Legislative Administrator or on our Facebook page. ASLCS President Robert Haney agreed that technology may facilitate connections to the ANOMAC group.

New Business

There was discussion of inviting (and paying for the attendance of) a representative from Puerto Rico to our Madison PDS in order for them to share information about maintaining integrity of the legislative process/ records during a natural disaster. Jen Novak (Program Chair) agreed to follow up with the executive committee. Vice Chair Rutledge acknowledged that Oregon maintains a database of employees with foreign language proficiency and the consensus of committee members was that could be a useful tool for ASLCS and would be worthwhile information to collect (voluntarily from members) and store in a central database.

Adjournment

Upon a motion by Susan Kannarr, seconded by Ann Cornwell, the meeting was adjourned at 4:29 p.m.

Respectfully submitted,
Liz Clark (AK), Chair

Legislative Administrator Committee Meeting Minutes



Dana Rademan Miller (MO)
Vice Chair



Sarah Schaben (MO)
Chair



Adriane Crouse (MO)
Vice Chair

The Legislative Administrator Committee publishes *The Legislative Administrator*, the official Society newsletter, up to three times annually. This publication gives all members an opportunity to share the news of the Society. It contains the minutes from meetings of the Executive Committee, standing committees, and other business meetings, as well as news articles about members and their states. The chair or co-chairs of the committee have final authority over the content of the newsletter.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of the Legislative Administrator Committee was called to order by Sarah Schaben (MO), chair.

Attendance

The following members of the committee were present: Sarah Schaben (MO), chair, Carrie Maulin (ID), Lisa M. Ortiz McCutcheon (NM), Brad Hendrickson (WA), and Donna Holiday (KY).

Approval of Minutes

Upon a motion by Carrie Maulin (ID), seconded by Donna Holiday (KY), the minutes from the meeting held Saturday, April 21 at the 2018 ASLCS Spring Business Meeting in Charleston, South Carolina were approved.

Old Business

Sarah Schaben (MO), chair, stated that members received the summer issue of the Administrator and the process is going well. The committee also discussed the budget for future issues. The chair will meet with the Executive Committee on Wednesday, August 1, to propose an increase to the annual budget to cover all printing and postage costs.

New Business

The committee again discussed the possibility of a questionnaire to see how members would like to receive future issues of the Administrator. There was also a discussion of possibly reaching out to other states to help offset the printing costs. This would be dependent on the decision from the Executive Committee Meeting regarding the annual budget.

Adjournment

Upon a motion by Carrie Maulin (ID), and seconded by Donna Holiday (KY), the meeting was adjourned.

Respectfully submitted,
Sarah Schaben (MO), Chair

Membership and Communication Committee Meeting Minutes



Maryann Horch (VA)
Vice Chair



William "Bill" MaGill (VT)
Chair



Lee Cassis (WV)
Vice Chair

The Membership and Communication Committee works to strengthen the Society's membership and to improve the Society's ability to share information with its members.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of the Membership and Communication Committee was called to order by William MaGill (VT), chair, Membership and Communication Committee.

Attendance

The following members of the committee were present: William MaGill (VT), chair; Maryann Horch (VA), vice chair; Barrett Dudley (AR), John Hollman (IL), Jeannine Layell (VA), Ann Luck (NC), Mandi McGowan (OR), Tim Sekerak (OR), Angela Smith (LA), Paul Smith (NH), Patsy Spaw (TX), Anabel Urbina (CA), Jeryn Veserat (WI), and Brad Young (OH).

Approval of Minutes

Upon a motion by Paul Smith (NH), seconded by Anabel Urbina (CA), the minutes of the last meeting held at the 2018 Spring Meeting in Charleston, South Carolina, were approved.

Business

Chair MaGill (VT) mentioned that New Attendee and Sponsor matching was normally done a week or less prior to the meeting, but this year he is hoping to match people up with their new attendee sooner. Paul Smith (NH) mentioned there is a check box when you

register for the conference that asks if you are a New Attendee so that will be helpful in getting the list of names sooner. Once matches are made of Sponsors to New Attendees, the Membership Committee will send emails out (with recommended text/ideas).

As part of the pin contest, Maryann Horch (VA) mentioned her idea of expanding it to include a Passport challenge (brought up during the Spring Meeting). The committee liked the idea and wanted to open it up to returning ASLCS members as well as new members. An example Passport "stamp" could be, for example, "get the signature from a member of the ASLCS Executive Committee." The hope is to increase interaction and engagement, offer people an icebreaker when meeting someone, and learn more about the Society. Patsy Spaw (TX) mentioned that something similar was done in Portland, and another example could be to find a Journal Clerk from a specific state. It was then suggested to maybe open that up so that one person would not be bombarded – perhaps get the signature of a Journal Clerk who has been Journal Clerk for 3 years or more. Anabel Urbina (CA) also recommended that the signature ideally be from someone from a different state than your own.

Jeryn Veserat (WI) said they (host state) would be happy to explain the Passport idea to people when they come to Registration to get their badge and packet.

Paul Smith (NH) then recommended incentivizing the passport idea. So for each person that completes the Passport, they earn a special pin. He has ordered custom pins from someone he recommends; the Committee will follow up with him.

The Membership and Communication Committee has been asked to sponsor a concurrent session. Discussion started on possible ideas and the committee liked the idea of having it revolve around Society trivia and learning more about the Society. Maryann Horch (VA) suggested something like “the Amazing Race” – trivia questions mixed with teambuilding activities/puzzles – but was not sure how it would flow. John Hollman (IL) suggested that if you win the trivia questions then you advance to the activity/puzzle. Another suggestion was to have separate tables or stations set up around the room for the teams to complete the challenge/activity.

Angela Smith (LA) liked that the activities involve tasks to encourage communication and teambuilding and offered to come up with ideas.

Adjournment

Upon a motion by Angela Smith (LA), seconded by Patsy Spaw (TX), the meeting was adjourned.

Respectfully submitted,
Maryann Horch (VA), Vice Chair



Support Staff Committee Meeting Minutes



Sarah Burhop (WI)
Vice Chair



Ali Sagraves (OH)
Chair



Ann-Marie Sweeney (PA)
Vice Chair

The Support Staff Committee represents the Society's Associate members and works to strengthen their participation in the Society and to ensure that Society meetings include programs addressing their interests. The committee administers the Associate Exchange Program, including its nomination process. The committee submits formal recommendations to the Executive Committee, which has final authority over the selection of program participants.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of the Support Staff Committee was called to order by Ali Sagraves, chair.

Attendance

The following members of the committee were present: Ali Sagraves (OH), Sarah Burhop (WI), Ann-Marie Sweeney (PA), Kay Inabnet (WI), Tara Perkinson (VA), Neva Parker (CA), Mollie Melton (NC), Sarah Curry (OR), Erica Manson (VA), Sarah Bannister (WA), Laura Bell (WA), Jeanine Wittenberg (NV), Ron Smith (LA), Josh Babel (AZ), Tyler Peavler (KY), Sabrina Lewellen (AR), Erin Gillitzer (WI), Martha Lynn Jarrow (AR), Malisha Straw (AR), Jay Braxton (VA), Sarah Armistead (VA), Cathy Hooe (VA), Jackie Scott (VA), Tammy Wehrle (WI), Lisa Davis (MS), Patience Worrel (TX). Also present was Holly South (NCSL).

Approval of Minutes

Sarah Burhop (WI) moved to correct the minutes of the last meeting held during the 2018 Spring Business Meeting in Charleston, South Carolina, to read "Dr. Tammy Wehrle" instead of "Professor." Without objection, the motion was approved. Upon a motion by Sarah Bannister (Wash.), and seconded by Tara Perkinson (VA), the minutes, as corrected, were approved.

Old Business

Ali Sagraves (OH), chair, announced that neither Barrett Dudley nor Brittany Yunker Carlson were able to attend the NCSL Summit to give a report on the Associate Exchange Program to the committee; however, Brittany submitted a very thorough written report outlining how informative the experience was and how much she was able to bring back to her state. Barrett's report will be forthcoming. Neva Parker (CA) agreed that it was a great experience also for the host state. The California Senate hosted Brittany the week of May of 7-11, and Barrett the week of May 14-18. There was consideration as to whether it would be more beneficial to both the participant as well as the host state to host them together, if the same state hosts both exchange participants in the future. Also discussed was the idea of having participants ramp up what they bring or present as a part of the exchange. Sarah Bannister (WA) encouraged principals to let their staff apply because the experience is very beneficial to the participant as well as their chamber.

The chair asked the committee to work toward narrowing down two concurrent session topics (with a third session as a back-up), decide on the appropriate format, and identify participants. The committee decided to have a panel discussion on Civic Education with several participants for the first session, along with a second session on cross-training. This session

would be a roundtable discussion with a number of committee members prepared to discuss their team's cross-training tactics and materials. The third (back-up) session would involve a discussion on live-streaming legislative proceedings.

The committee was able to identify moderators or volunteered themselves to lead most of the staff breakout sessions but will still need to fill a few slots before the PDS. The chair discussed that she would connect the moderators for each of the breakout groups for which this committee is responsible (Legislative Operations groups: Journal Staff, Technology, Enrolling/Engrossing, Calendar Staff/Bill Status & History/Committee Staff, and Administrative & Support Services group: Administration/PR Facilities/Safety & Security) before the PDS and assist with discussion starters if needed.

It was discussed that since the Expo flyer was emailed out earlier this summer, several chambers and a vendor have contacted the chair about having a booth

at the "How To" themed Expo. Committee members were encouraged to think about how they do their jobs each day and what their office might be able to display and share at the Expo. What is normal for one chamber may still be "innovative" for another since we perform our duties in different ways. The chair explained that she and the vice chairs would be reaching out to various chambers prior to the PDS regarding hosting a booth.

New Business

There was no new business.

Adjournment

There being no further business, upon a motion by Tara Perkinson (VA), and seconded by Sarah Bannister (WA), the meeting was adjourned.

Respectfully submitted,
Ali Sagraves (OH), Chair
Sarah Burhop (WI), Vice Chair
Ann-Marie Sweeney (PA), Vice Chair



Canadian-American Relations Committee Meeting Minutes



Brad Young (OH)
Vice Chair



Paul Smith (NH)
Chair



Emily White (MO)
Vice Chair

The Canadian-American Relations Committee was established to encourage and maintain a good working relationship with our friends in Canada. The committee works with the Canadian Association of Clerks-at-the-Table (CATTs) in coordinating the biennial Joint Canadian-American Clerks' Conference, held in odd-numbered years and hosted alternately by Canada and the United States. The chair of the committee, along with the President and Associate Vice President, represent the Society at the annual meeting of CATTs.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of the Membership and Communication Committee was called to order by Paul Smith (NH), chair.

Attendance

The following members of the committee were present: Corey Carnahan (KS), Liz Clark (AK), Claire Clift (NV), Ann Cornwell (AR), Sarah Curry (OR), Bernard Dean (WA), Yolanda Dixon (LA), Polly Emerson (TX), Susan Furlong (NV), Janice Gadd (UT), Pat Harris (AL), Crystaline Jones (AK), Susan Kannarr (KS), Marshall Long (AL), William McGill (VT), Steve Marshall (VT), Tracy Ortiz (TX), Obie Rutledge (OR), Gina Shaffer (AL), Paul Smith (NH), Patsy Spaw (TX), Alfred "Butch" Speer (LA), Ann-Marie Sweeney (PA), Joyce Wright (AL), and Brad Young (OH).

Approval of Minutes

Upon a motion by William McGill (VT), seconded by Susan Kannarr (KS), the minutes of the last meeting held Saturday, April 21, 2018 at the ASLCS Spring Business Meeting in Charleston, South Carolina, were approved.

Old Business

The chair reminded the committee that the biennial Joint Canadian-American Clerks Conference will take place September 3-7, 2019, in Concord, New Hampshire. He also stated that he discussed with Francois Arsenault, President of the Association of Clerks-at-the-Table in Canada (CATTs), whether or not the Canadians would like to continue the volleyball match conducted during the Joint Meeting. President Arsenault indicated that they would very much like to continue the match.

New Business

The chair stated that the annual CATTs Professional Development Seminar will take place August 6-10, 2018, in Iqaluit, Nunavut. Brad Young (OH), vice chair, will be attending on behalf of President Robert Haney (TX) and Emily White (MO), vice chair, will be attending on behalf of Chair Smith. He also mentioned that he will be working on a program for the 2019 Joint Meeting and that Brad Young (OH), vice chair, will also be discussing program content with President Arsenault while attending the CATTs PDS.

Paul Smith (NH), chair, concluded his remarks by mentioning that the committee will continue its work with the ASLCS Executive Committee to better promote the Jane Richards Scholarship and increase interest and participation in the Canadian-American Exchange Program.

Obie Rutledge (OR) asked the chair if he had a preliminary agenda for the 2019 Joint Meeting. The chair replied that he was in the process of receiving ethical clearance for fundraising and then would be able to discuss activities in further detail. The chair said that a room block would be made available at a Holiday Inn one-half block from the New Hampshire State House, and that he was hoping to incorporate a day cruise on Lake Winnepesaukee as part of the activities. Claire Clift (NV) suggested that Chair Smith speak with his local chamber of commerce, as they may often donate financial or other resources to conferences held in their respective areas.

Brad Young (OH) provided the committee with a summary of the agenda items scheduled for the 2018 CATTs PDS. Topics for discussion include parliamentary privilege, rules regarding omnibus legislation, leaves of absence for members, sexual harassment and the #MeToo movement, and working with younger and less experienced members.

Adjournment

Upon a motion by Susan Kannarr (KS), seconded by Susan Furlong (NV), the meeting was adjourned.

Respectfully submitted,
Brad Young (OH), Vice Chair



Professional Journal Committee Meeting Minutes



Tammy Wright (NH)
Vice Chair



Bernadette McNulty (CA)
Chair



Kay Inabnet (WI)
Vice Chair

The Professional Journal Committee annually publishes the *Journal of the American Society of Legislative Clerks and Secretaries*. The Journal solicits articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff and provides Society members with an opportunity for further professional development by having their work published in a professional journal. The chair of the committee serves as editor of the Journal and appoints members of the editorial board from among committee membership. The President, Associate Vice President, Immediate Past President, Immediate Past Associate Vice President, and all Society members who serve on the LSCC serve as ex officio members of the committee with voting privileges.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The meeting of the Professional Journal Committee was called to order at 4:35 p.m. by Kay Inabnet (WI), vice chair.

Attendance

The following members of the committee were present: Heshani Wijemanne (CA), Tim Sekerak (OR), and Kay Inabnet (WI).

Approval of Minutes

Without objection, the minutes from the committee meeting held April 21, 2018 at the ASLCS Spring Business Meeting in Charleston, South Carolina were approved.

Old Business

I shared with Heshani and Tim that Bernadette says we are on track for the 2018 volume of the Professional Journal. She has received articles from two international clerks Beverley Isles (Canada) and Leslie Gonye (New South Wales) and she will be putting the journal together by mid-September.

New Business

Tim reported that the Case Law Subcommittee is still brainstorming on articles and that they need to go back to the drawing board. Tim suggests that if the Professional Journal is in need of one more article for the 2018 volume, to use the one from the Idaho Attorney General.

Adjournment

With no further business to discuss, the committee was adjourned at 4:55 p.m.

Respectfully submitted,
Kay Inabnet (WI), Vice Chair

Program Development Committee Meeting Minutes



Ann Marie Walp (TN)
Vice Chair



Jennifer Novak (ID)
Chair



Angela Smith (LA)
Vice Chair

The Program Development Committee plans the agenda for the Society's portion of the NCSL Legislative Summit and develops the program for the ASLCS Professional Development Seminar.

NCSL Legislative Summit Los Angeles, California Monday, July 30, 2018

Call to Order

The Program Development meeting was called to order at 4:40 P.M. by Chair Jennifer Novak (ID).

Attendance

The following members of the committee were present: Jennifer Novak (ID), chair; Angela Smith (LA), vice chair; Sarah Armistead (VA); Sarah Bannister (WA); Jay Braxton (VA); Lisa Davis (MS); John Hollman (IL); Cathy Hooe (VA); Maryann Horch (VA); Martha Jarrow (AR); Jeannine Layell (VA); Sabrina NeKay Lewellen (AR); Carrie Maulin (ID); Lisa Ortiz McCutcheon (NM); Jeff Renk (WI); Jackie Scott (VA); Patience Worrel (TX); Ron Smith (LA); Erin Gillitzer (WI); Tammy Wehrle (WI); Laura Bell (WA); Yolanda Dixon (LA); Mandi McGowan (OR); Jeryn Verserat (WI); Sarah Schaben (MO); and Ali Segraves (OH).

Approval of Minutes

Upon the motion of John Hollman (IL), seconded by Carrie Maulin (ID), the minutes of the 2018 ASLCS Spring Meeting held in Charleston, South Carolina were approved.

Plenary Discussion

Chairman Jennifer Novak (ID) shared that we were able to secure "Leading Edge" for one of our plenary

meetings. Holly South explained these women are full of relevant information to promote a stronger working environment through communication. Jennifer noted that if anyone was interested in obtaining more information on them, they could visit their website, leadingedgecoaches.com. Jennifer also discussed that the second plenary session was cancelled and replaced with discussion of parliamentary procedure. The membership of ASLCS would like more parliamentary procedure, and this segment will fill the request. Members of Mason's Manual have graciously agreed to spearhead this discussion.

Concurrent Session Discussion

Ali Segraves (OH) elaborated on what the Support Staff committee has put together for the panel discussions. Harassment will be a discussion topic. Jim Drake, Buddy Johnson and Sarah Bannister will be the main speakers, but the state of Wisconsin will participate as well. Ali also mentioned a possible panel discussion regarding technology, but John Hollman (IL) said the Technology Committee was doing something very similar and there could be some overlap, so they will discuss the best way to support the idea and get the goal accomplished. Maryann Horch (VA) talked about an activity very similar to "The Amazing Race" that the Membership and Communication committee is working on for the PDS. Chair Jennifer Novak (ID) requested that members of the Program Development Committee submit questions or comments to her

for the upcoming PDS, such as “Things I Wished I’d Known” or things you’ve done to fix problems in the legislature, your staff section, etc. The president of ASLCS, Robert Haney (TX), would like to discuss “Work-life Balance.” A panel is needed for this topic. Supt. Muniz from Puerto Rico was considered to speak on “How Legislatures Get Through a Natural Disaster.” Unfortunately, the budget in Puerto Rico has been cut, so he will be unable to attend. Chair Novak suggested possibly speaking to the Executive Committee and asking if they will pay for him to come. Jeryn Vesperat (WI) suggested that we select someone from the state of Wisconsin. They have many connections with FEMA and have recently undergone a natural disaster drill. Jennifer Novak said she would consider this option as plan “B,” and thanked the committee for everyone’s hard work.

2018 PDS

Jeryn Vesperat (WI) discussed what they have planned in Wisconsin without going into a lot of detail. Her hope is that we will thoroughly enjoy the host state events they have diligently worked to prepare for us. The staff breakout sessions will occur at the Wisconsin State Capitol. Maryann Horch (VA) suggested we move “Breakfast on your Own” from Tuesday to Thursday, to which the committee agreed.

Adjournment

Upon a motion by Maryann Horch (VA), seconded by Jackie Scott (VA), the meeting was adjourned at 5:15 p.m.

Respectfully submitted,
Angela Smith (LA), Vice Chair



Associate Exchange PROGRAM

By Barrett Dudley

A Golden Opportunity



Prior to my visit to the California Senate, I had preconceived ideas of how the Arkansas House of Representatives and the California Senate would differ but honestly had no idea to what extent. Conceptually, the functional aspects of how they operate is similar; the members in both chambers execute their legislative responsibilities and serve their constituents. However, when focusing on specific processes and aspects of the two chambers there are stark contrasts.

Before detailing my experience, I would like to thank President Pro Tempore Toni Atkins, the members of the California Senate and the senate staff for their hospitality, generosity and friendship during my time in California. I want to extend a special thank you to Ms. Bernadette “Bernie” McNulty for planning such a comprehensive and thorough agenda. She was a truly gracious, patient and knowledgeable host.

When I arrived in Sacramento, I decided to get my bearings and walked to the Capitol. I was surprised by how many people were on the grounds. Initially, I thought Bernie had arranged a parade to mark my arrival, then

deduced that was not the case. The grounds were filled with people lounging in the sun, chatting with friends, advocating causes, exercising, and taking pictures. It was apparent that Californians see their Capitol as the people’s building, and they were using it to the fullest. The Arkansas State Capitol has a fair amount of gatherings but nowhere near the scale I saw in California. When I leave my office, I am more prone to photobomb a bridal portrait or prom photo than hear a rally cry from the front steps.

Upon arriving in the Senate Chamber, Bernie gave me the basics of their legislature and the path legislation takes to be passed. The California Legislature is full-time and convenes for regular sessions the first Monday in December in even-numbered years and adjourns sine die by midnight on November 30 of the following year. By contrast, the Arkansas Legislature convenes for a regular session the second Monday in January in odd-numbered years for 60 days but can meet longer with the passage of a concurrent resolution; during even-numbered years, the legislature meets for a fiscal session which can last up to 45 days. When we discussed the path a bill takes, I was shocked at the pace by which it happens. A bill has to be in print for a minimum of 30 days before action can be taken on it. At one point, Bernie showed me a bill that was older than our session is long. She shared with me that a bill can be double or triple referred to committee depending on the policy in the bill. A third reading analysis is also completed on each bill when it is ready for floor consideration. The analysis contains amendments, vote counts from committee(s) and letter(s) supporting and opposing the legislation. Each bill is fully vetted to ensure the legislators, general public, special interest groups and other state agencies know how the legislation will impact the state. In Arkansas, an extraordinary session can be called by the governor and last as short as three days, so I found their pace to be compelling.

After getting an overview of chamber operations, Bernie walked me through the rolls of each clerk on the front line and introduced me to those I did not already know. I found most aspects ran parallel to the Arkansas House with the only differences being in titles and specific task assignments. During this time, I was introduced to the Senate Daily File.

It is a comprehensive booklet which contains everything you would want to know about what is happening in the California Senate. It contains contact information for the senators, committee rosters and schedules, the session schedule, and measures to be heard on the floor just to name a few items. By comparison, the Arkansas House typically has two daily calendars during session, consisting of bills being considered for the day. Our “red calendar” is printed on red letter size paper and has regular bills to be considered. Our “budget” calendar is printed on canary yellow letter size paper and consists of appropriation bills. The Senate Daily File is reviewed and revised daily to reflect any changes. The review process is calculated and done with precision. Watching how this was accomplished was impressive. It was evident in that moment that this was not a group of individuals who merely worked together but a team who collectively and supportively achieved their goals. It reminded me of a quote I once read:

It is amazing what you can accomplish if you do not care who gets the credit. – Harry S. Truman

Thanks to Bernie’s scheduling, I was able to visit the other offices within the California Senate that we do not have within the Arkansas House, including offices devoted to research and international relations. I found that somehow a completely different system for managing the daily operations and needs of lawmakers functioned seamlessly. As a larger state, with many more constituents, I understand and appreciate the complexity of their support offices. For example, the Arkansas House handles constituent concerns and requests in house through the Office of Member Services. In contrast, the California Senate’s senate operation/constituent services office orientates the senator’s district staff with how to handle constituent requests then acts as a resource to resolve issues if needed. The divergence from what I have always known and accepted as normal day-to-day jobs and duties of different branches of our legislative body were interesting. At the end of the day, both chambers function in a unique way that accomplishes their goals and assists members in passing laws and participating in the legislative process.

Overall, my exchange experience could not have been better. It was refreshing to see the pride and ownership another staff takes in assisting in the legislative process. Doing the work of the people may be hectic at times and we may take different avenues to get to the finish line, but whether in the Natural State or in the Golden State a certain amount of pride accompanies serving others. I would be remiss if I did not take this opportunity to thank ASLCS President Robert Haney, the Executive Committee and the Support Staff for affording me this unforgettable experience. I would encourage anyone who is considering taking advantage of this program to apply. You will not regret it. Similarly, if you get a chance to visit California, do it. The people are friendly, the local restaurants are amazing and the Sacramento and San Francisco areas are gorgeous.



Awards, Scholarships & Professional Development Opportunities Available to ASLCS Members



Application deadline for 2019 Associate Exchange Program is November 2018.

NCSL Legislative Staff Achievement Award

This award is given annually at the NCSL Legislative Summit to designated individuals or offices who have demonstrated excellence in supporting the work of a state legislature and strengthening the legislative institution. ASLCS may nominate up to two individuals from its staff section.

ASLCS encourages nominations from its members. Recipients will be selected by a special committee appointed by the ASLCS President for this purpose.

Nomination deadline for 2019: April 2019.

The President may also seek nominations for the Innovation, Joseph A. Beek, Distinguished Associate, and Life Membership awards.

Associate Exchange Program

The Associate Exchange Program (AEP) provides Associate members of the Society an opportunity to enhance their professional knowledge and capabilities by participating in an exchange program with legislative chambers in other states. Selected participants will spend between three and five days working with their host chamber.

Associates who wish to participate in the AEP must meet the following qualifications:

- Be a member of the Society;
- Have attended an ASLCS meeting or NCSL Legislative Summit, or worked for the legislature for a minimum of two years;
- Demonstrate outstanding job performance and exhibit leadership abilities in his or her current position;
- Demonstrate the potential for continued contributions to his or her legislature and the Society;
- Complete a written application, including a brief description of why he or she hopes to be selected and what he or she hopes to gain from participating in the AEP.

Applications should be endorsed by their Principal and submitted to the Support Staff Committee through the NCSL Staff Liaison. The Support Staff Committee Chair shall recommend a maximum of four participants and two alternates to the ASLCS Executive Committee, which has final authority over the selection of program participants. Each participant is eligible to receive a minimum of \$500 toward expenses.

Application deadline for 2019: November 2018.

Betty King Scholarship for the Legislative Staff Management Institute (LSMI)

The Betty King Scholarship was established to assist ASLCS members with tuition costs in attending the Legislative Staff Management Institute. It was named in honor of Betty King, an active member of the ASLCS for 24 years. Betty King served as President of the Society in 1984-85, was the NCSL Staff Chair in 1987-88, received the Joseph A. Beek Distinguished Service Award in 1993, and received the NCSL Legislative Staff Achievement Award in 2000. Betty King became the 37th Texas Secretary of the Senate on January 11, 1977, after being a Senate staff member for 28 years. She went on to become the longest-serving Secretary of the Senate in Texas history before her retirement on June 1, 2001.

The Betty King Scholarship, which covers half of the tuition, will be awarded to both Principal and Associate members of the Society and funded from the Professional Development Revolving Account. (Note: LSMI tuition for 2018 is \$2975.) Associate members must secure a letter of endorsement from their Principal Clerk/Secretary. Once a Society member has been chosen by the Institute to attend LSMI, ASLCS scholarship awards must be approved by the ASLCS Executive Committee before funds are disbursed.

Application deadline for 2019 LSMI: May 2019.

Betty King Scholarship applications should be submitted following acceptance to LSMI.

Edward A. Burdick Memorial Scholarship

The Edward A. Burdick Memorial Scholarship was established to assist ASLCS Associate members with costs associated with attending the Society's Annual Professional Development Seminar. The Ed Burdick Scholarship provides a stipend of \$750 each for two associate members to attend the ASLCS PDS each year.

Ed Burdick (1921-2011) was the former Chief Clerk and Parliamentarian of the Minnesota House of Representatives. Ed served as Chief Clerk for 38 years and was an employee of the Minnesota House for 62 years. He served as ASLCS President from 1971-1972, was the first recipient of the Joseph A. Beek Distinguished Service Award in 1983 and received NCSL's Legislative Staff Achievement Award in 2002. The scholarship program was established in recognition of and to honor Ed's many years of public service and dedication to the Society.

Associate members must submit a letter to the ASLCS Executive Committee through the NCSL Staff Liaison requesting the stipend, along with an endorsement letter by his/her principle clerk or secretary. Applications will be evaluated by the ASLCS Executive Committee, which will decide on the two recipients. In order to afford an opportunity for as many as possible to receive a scholarship, those awarded a scholarship will not be eligible in future years.

Thanks to Thomson Reuters for funding the 2018 Scholarship!

Application deadline for 2019: June 2019.

Jane Richards Scholarship

This scholarship is established to assist both Principal and Associate members with costs associated with participation in the Canadian-American Exchange Program.

Jane Richards, a former 32-year employee of the Arizona House of Representatives, was elected Chief Clerk in November 1979 and retired in October 1992. She served as President of ASLCS from 1985-1986 and was granted Life Membership in 2008. In 1992, Jane became the first non-Canadian to be awarded honorary membership in the Canadian Clerks-at-the-Table. This scholarship is in recognition of Mrs. Richards' many years of nonpartisan public service and her long-standing dedication to ASLCS and to the advancement of American-Canadian relations.

The Jane Richards Scholarship of \$1,000 will be awarded biennially to one member of the Society. Members – both Principals and Associates – may apply for the scholarship by submitting a letter outlining why they hope to be selected and how participating in the exchange program will enrich their professional knowledge. Associate members must have their letter endorsed by their Principal and should be submitted to the ASLCS Executive Committee through the NCSL Staff Liaison.

Application deadline for 2019: TBD

Millicent (Millie) MacFarland Memorial Scholarship

The Millicent (Millie) MacFarland Memorial Scholarship was established in recognition and honor of Ms. MacFarland's many years of nonpartisan service and dedication to the Society to assist Principal members with costs associated with attending the Professional Development Seminar.

Millicent (Millie) MacFarland (1956-2014) was Chief Clerk and Parliamentarian of the Maine House of Representatives from 2000-2010 and 2013-2014; from 1978-2000, she served as Calendar Clerk, Chief Calendar Clerk, and Assistant Clerk. During her membership in ASLCS, she served as President from 2008-2009 and received the NCSL Legislative Staff Achievement Award in 1997.

The Millicent (Millie) MacFarland Memorial Scholarship of \$1,000 will be awarded annually to no more than two Principal members of the Society. In order to afford an opportunity for as many as possible to receive a scholarship, those awarded a scholarship will not be eligible in future years.

A Principal member interested in the scholarship shall submit a letter outlining why he or she hopes to be awarded the scholarship. Letters are to be submitted to the ASLCS Executive Committee through the NCSL Staff Liaison.

Application deadline for 2019: June 2019.

Questions? Need more information?

Please contact Holly South, NCSL Liaison to ASLCS, at holly.south@ncsl.org

LEGISLATIVE STAFF ACHIEVEMENT AWARD RECIPIENTS*Susan Furlong*

The American Society of Legislative Clerks and Secretaries recognizes Susan Furlong for her dedication and distinguished service to the Nevada Assembly, ASLCS, and NCSL.

Susan has worked for the legislative branch in Nevada for more than 20 years – in both the Assembly and Legislative Counsel Bureau – and has served as Chief Clerk of the Nevada State Assembly since 2006, where she oversees the operation of the Assembly and serves as parliamentarian.

Dedicated to her members and the legislative institution, Susan has always demonstrated professionalism and worked to increase efficiencies. In an effort to improve the process and initiate a succession plan, her team cross-trains in one another's positions during session.

Among her many professional accomplishments, Susan currently serves as a staff representative on NCSL's Executive Committee. She has been a member of the 2020 Mason's Manual Commission since 2011. She is a past president of the American Society of Legislative Clerks and Secretaries, during which time she also served on NCSL's Legislative Staff Coordinating Committee. During her tenure as president, Susan studied the ASLCS meeting budgets with a fine-toothed comb. She worked quietly and diligently behind the scenes to make sure the books were correct and would be passed on to future committees with as much detail and description as possible. She continues this effort as a member of the Budget and Financial Review Committee.

Because her knowledge of and dedication to the Society is without question, ASLCS is proud to honor Susan Furlong with the 2018 Legislative Staff Achievement Award.

Yolanda Dixon

ASLCS is proud to honor Yolanda Dixon with the 2018 Legislative Staff Achievement Award.

A 29-year veteran of the Louisiana State Senate, Yolanda has served as Senior Counsel, Director, and Deputy Director of the Judiciary and Government Division and as senior attorney to the committees on Senate and Governmental Affairs, Local and Municipal Affairs, and Judiciary "A".

First Assistant Secretary of the Senate since 2004, Yolanda is hard-working and dedicated, continually looking for ways to improve workflows.

We're not sure where she finds the time, but Yolanda is also heavily involved in civic activities in the Baton Rouge community. Here are just a few examples: as a board member of Our Lady of the Lake Regional Medical Center and the Capital Area United Way, as the current President of the Baton Rouge Chapter of The Links, Incorporated; and past chair of the Board of Directors of

the Arts Council of Greater Baton Rouge. She is also a member of the East Baton Rouge School System Tax Oversight Committee, and a member of Delta Sigma Theta Sorority.

She has been honored by both the Junior League of Baton Rouge and the Speech and Hearing Foundation.

Yolanda's quiet leadership has long been an asset to the Society as well. In addition to serving for four years on the Executive Committee before being elected as this year's Associate Vice-President, she has been a long-time member of the Mason's Manual Commission, where she has assumed a leadership role and co-chaired one of its subcommittees. She was vital in the planning of the 2014 PDS in Baton Rouge and was a tremendous resource for the host/no-host 2016 PDS in Boise.

Yolanda is a respected and invaluable member of the Executive Committee, Mason's Manual and the Society, and we are delighted to present her with this year's Legislative Staff Achievement Award.

Happy Retirement!



Bernard Brady, the secretary of the Delaware Senate, has announced his retirement. With him is Joy Bower, the assistant secretary.

Gov. John Carney's State of the State captured much of the attention focused on Legislative Hall last week, but it could not overshadow one piece of news revealed Tuesday.

Bernard Brady, the much-loved secretary of the Senate, announced he is retiring after 39 years with the General Assembly. He received a standing ovation from senators and during the State of the State Thursday, Gov. Carney provided a shout-out to Mr. Brady.

"Bernard Brady is simply one of a kind. He's beloved by everyone in this building," the governor said. "He's done incredible public service. I spent eight years as lieutenant governor sitting right above him, if you will, and he kept me straight every single day.

"I just can't imagine this place without you, Bernard. Good luck and God bless."

Aside from a few words here and there, the governor deviated from his prepared remarks only once: to thank Mr. Brady for his work. Mr. Brady received a standing ovation from the 150-plus people gathered in the House chamber for the speech, and Gov. Carney left the podium to shake his hand.

The secretary of the Senate is a well-paying job, with Mr. Brady paid \$104,000 in 2016, but very few in Legislative Hall would argue it is not deserved. The chamber's "chief administrative officer," the secretary is chosen by senators and is responsible for, essentially, keeping the Senate running.

"The Office of the Secretary maintains records of official Senate transactions, handles the introduction and flow of legislation, send and receive legislative messages and executive communications, compiles and posts agendas, records committee reports, roll calls and the legislative journal," states the General Assembly's website.

"The Office of the Secretary assists the members and their offices with various matters as requested and is often the point of initial enquiry and direction from the public and within the legislature."

It is by no means unusual for Mr. Brady's car to be parked outside the state capitol even at night and on weekends: Mr. Brady is so dedicated to the job he keeps a cot in his office and frequently spends the night at Legislative Hall.











2018-2019 ASLCS Meeting Schedule

Please mark your calendars!

2018 ASLCS Professional Development Seminar

September 23-28, 2018
Madison Concourse Hotel
Madison, Wisconsin

2019 ASLCS Spring Business Meeting

April 26-27, 2019
Jackson Hole, Wyoming

2019 NCSL Legislative Summit

August 5-8, 2019
Nashville, Tennessee



NCSL Legislative Summit
Los Angeles, California
July 30 - August 2, 2018

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