



# 2019

## THE LEGISLATIVE ADMINISTRATOR

**Fall 2019**

*Seattle, WA*

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# A Message from the President



Greetings ASLCS Colleagues!

It was indeed a great honor to be elected and installed as your 54th President in Seattle last September, and I sincerely thank all of you who attended. Our program committee put together an exceptional week, and many of our committees stepped up to lead sessions covering a myriad of topics which excited the membership present. Not to be outdone, our host state committee (Washington) pulled out all the stops and made sure we didn't want for excitement and fun.

For those unable to join us, you were missed, and I hope that you can join us this coming September in Portland, Maine. Portland is a beautiful city, and it being close to peak foliage season, the colors of New England will be on full display for you. And, there will be lobster.

As I outlined to the membership in Seattle and again via email, a key priority for this year is to work on implementing a new mentoring program for all members, should they wish to participate. I'd like to thank Neva Parker (CA) for assisting in the assignment project and we will be rolling out emails to members as soon as possible. Mentoring isn't just about someone being there to give you guidance, it's about building a relationship with a colleague who can give you guidance, but also work with you in goal setting and holding you accountable. Our association is unlike most of the other staff sections; quite simply, we are the defenders of our institutions and it is through our relationships with our colleagues across the land that help better us professionally.

I would like to take this opportunity to thank our departing colleagues from across the country as they retire or leave office. I have been greatly enriched by discussions, phone calls, meetings, or nitpicking with you, and I know I speak for the society at large when I say we will miss you. I also want to welcome our new Principal Clerks and Associate Members as well. Our Society exists to provide you all with the opportunity to grow professionally, and we've been doing a pretty good job for over three quarters of a century!

Our Spring meeting will be held in Cleveland, Ohio from May 1-3 at the Hyatt Regency Cleveland at the Arcade. A historic landmark, built in 1890, it is a 10-minute walk from the Rock and Roll Hall of Fame and Progressive Field (home of the Indians). I hope you can join us...Cleveland Rocks!

Thank you to all the friends I've made over the last decade in this wonderful association; I am greatly enriched because of it. I appreciate the offers of assistance and advice I have received along the way and am always open to more – this is a team effort, our society thrives because of its membership, not who serves on the executive committee, so get involved, stay involved, and ever onward!



Sincerely,  
Paul C. Smith  
Clerk of the House, NH House of Representatives  
ASLCS President





# 2018-2019 Executive Committee



**D. Patrick Harris (AL)**  
**President**



**Paul Smith (NH)**  
**President-Elect**



**Brad Young (OH)**  
**Secretary-Treasurer**



**Bernadette McNulty  
(CA) Associate  
Vice- President**



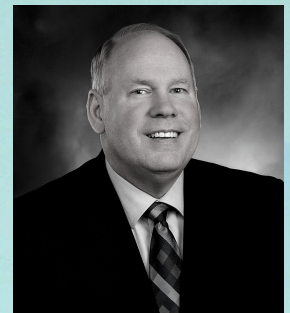
**William MaGill (VT)**  
**Elected Principal**



**Jay Braxton (VA)**  
**Elected  
Associate**



**Claire Clift (NV)**  
**Appointed  
Principal**



**Brad Hendrickson (WA)**  
**Appointed Principal**



**Ali Sagraves (OH)**  
**Appointed  
Associate**



**Ann Marie Walp (TN)**  
**Appointed  
Associate**



**Robert Haney (TX)**  
**Immediate Past  
President**



**Yolanda J. Dixon (LA)**  
**Immediate Past  
Associate  
Vice- President**

# EXECUTIVE COMMITTEE MEETING MINUTES 1

Sunday, September 22, 2019

## Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Patrick Harris at 3:10 p.m. (Pacific).

## Attendance

A quorum of the Executive Committee was present with the following members in attendance:

President Pat Harris (Ala.); President-Elect Paul Smith (N.H.); Secretary-Treasurer Brad Young (Ohio); Associate Vice-President Bernadette McNulty (Calif.); Claire Clift (Nev.); Brad Hendrickson (Wash.); Robert Haney (Texas); William McGill (Vt.); Yolanda Dixon (La.); Jay Braxton (Va.); Ann Marie Walp (Tenn.); and Ali Sagraves (Ohio).

Also present were Susan Kannarr (Kan.), Patsy Spaw (Texas), Joyce Wright (Ala.), Darek Grant (Maine), Robert Hunt (Maine), Heshani Wijemanne (Calif.), and Holly South (NCSL).

## Approval of Minutes

The minutes of the August 8, 2019 Executive Committee meeting at the NCSL Summit in Nashville were presented. Bernadette McNulty moved to approve the minutes; the motion was seconded by Claire Clift, and the motion was unanimously adopted.

## Special Business

President Harris recognized Brad Hendrickson, who distributed Host State gifts made by a local tribe to each member of the Executive Committee.

## Old Business

### Approval of Treasurer's Report

President Harris recognized Brad Young to present the Treasurer's Report for the dues account. The report showed a starting balance of \$52,848.19, as of July 23, 2019. There were several disbursements for previously approved site visits and meeting travel, along with disbursements for the printing and postage for the Legislative Administrator and related President's Plaque, as well as for the President's gifts. Brad noted there were several dues deposits received since the Summit. The ending balance as of September 13, 2019, amounted to \$46,378.72. Paul Smith moved to approve the report, seconded by Bernadette McNulty, and the motion was adopted unanimously.

President Harris asked Holly South, NCSL Liaison, to provide an update on a question from the previous meeting pertaining to fees associated with keeping the NCSL Dues Account at Wells Fargo. There would be a fee applied should there be more than \$3,000 in deposits into the account, and the Executive Committee had requested clarification on whether this referred to cash and/or check deposits; Holly clarified that it only applied to cash.

### Review of the ASLCS Professional Development Revolving Account (LLCS)

President Harris recognized Holly South to provide a review of other ASLCS accounts, beginning with the ASLCS Professional Development Revolving Account (LLCS), as of August 31, 2019. Holly noted no change in terms of revenue, with the total remaining at \$33,548.59. There was one new expenditure of \$454.35 for Mary Gibson (Mass.) regarding her participation in the Associate Exchange Program (AEP). Total expenditures for 2019 stand at \$1,454.35. The new activity brought the current balance of the account to \$47,764.47. Holly noted that there were a few new pending expenditures for AEP participant Michael Coe, a plenary speaker for the PDS, and a concurrent session speaker for the PDS, bringing the pending expenditures total to \$11,100.

### Review of the ASLCS Special Meeting Fund (L190)

Holly next discussed the ASLCS Special Meeting Fund (L190), as of August 31, 2019. The beginning balance was \$145,873.89. Interest revenue and 2019 Spring Meeting revenues remain unchanged since the previous Executive Committee meeting. Due to contributions from the Washington State Senate and USAA, the subtotal for 2019 PDS Fundraising saw a large increase to \$56,500. Holly noted that the 2020 Host State had begun fundraising, bringing in \$10,000 from both the Maine Senate and Maine House of Representatives for a total of \$20,000 raised thus far. She also pointed out new revenue from the 2019 Joint Canadian-American Meeting registration payments of \$1,360, bumping the total miscellaneous revenues to \$1,480.44. Total revenues for 2019 stand at \$104,427.94. Holly further pointed out 2019 expenditures pertaining to charges from the Wort Hotel (totaling \$9,300.77), site of the Spring Business Meeting in Jackson, Wyoming, on which she previously had updated the Committee. Total Spring Meeting expenditures remain the same: \$31,495.25. There were a number of expenditures from the Summit lunch and business meeting (\$8,191.50), a musician for the Joint Canadian-American Meeting (\$200), PDS event costs for social events, transportation and a site visit (\$19,963.14 total), and the donation to Vertical Harvest in Jackson, Wyoming, previously approved by the Executive Committee (\$794.52). Total expenses for the year sit at \$60,644.41, and the current balance of the L190 as of the end of August is \$189,657.42.

She further noted pending revenues totaling \$30,441.50, which includes IRC sponsorship of the ASLCS Business Lunch at the Summit (\$8,191.50) and \$22,250 in 2019 PDS fundraising. Pending expenditures total \$33,004.31 and includes pending expenses related to business lunch signage from the Summit (\$49), transportation and host state expense reimbursements for the Joint Canadian-American Meeting (\$4,876.83), and deposits on 2019 PDS social events (\$27,283.96). She reminded members that NCSL accounting holds on to deposits and does not process them until the meeting begins, so that explains why some payments move out of the "pending" category at different times.



## EXECUTIVE COMMITTEE MEETING MINUTES 1 (CONTINUED)



year. Subsequently, A/V equipment rental, taxes, and service charges rose. The Host State was able to bring some equipment to use, though, which saved the Society some expense. Holly further pointed out that the Expo expenses were greater this year because participation increased. The hotel ended up waiving the Wi-Fi charge for the week, but she had not previously accounted for a loss damage waiver (\$467.60) on the hotel's equipment usage. The \$500 freelancer video recording cost listed on the budget reflects what the Executive Committee previously approved via email to record the "We are Part of History" concurrent session. A/V costs totaled \$18,614.12 - over \$6,000 more than originally anticipated. Holly also noted that A/V costs have risen in general over the last couple of years, so the Society will need to keep that in mind moving forward.

Holly pointed out additional miscellaneous charges for a couple of awards to be given at

### 2019 PDS Update: Budget, Registration, Hotel Pickup

Holly proceeded to point members to review the detailed narrative in their packets, and moved into discussing the working budget for the PDS. She noted that the highlighted/grayed-out column in the budget provided in members' packets would show any variance since the budget was approved and how it currently stands. Changes since members last saw the report included that the President's room would now be covered by comps, saving approximately \$1,600. International guest rooms would also be comped, taking off a total of \$4,267.58 for guest travel expenses from the bottom line. She anticipates being able to save approximately \$100 in shipping, as well.

Holly pointed out significant changes in A/V expenses. Larger rooms and larger equipment packages were needed to accommodate the increased participation in this year's PDS, and A/V equipment was needed in more sessions than last



the meeting, one for Bill Pound (NCSL) and the other for Alfred "Butch" Speer (La.). Total fixed costs for the meeting rose over \$2,000 since the last budget version, totaling \$25,069.32.

She noted that increases seen in the meal functions category were simply due to increased attendance. They were able to find savings by decreasing costs on coffee service and one of the breakfasts. The President's Reception was also scaled back, and those savings were applied to the State Dinner to accommodate greater attendance. She explained that money was being saved on meals, but the whole cost is higher due to the increased number of people in attendance. Total meal function expenses are expected to come to \$79,376.42. NCSL overhead costs also rose by \$460 due to greater attendance needs, bringing that total to \$8,360.

# EXECUTIVE COMMITTEE MEETING MINUTES 1 (CONTINUED)

Total variable costs increased by almost \$7,000 to \$88,043.92. That amount, added to the total fixed costs, brings a grand total of \$113,113.24 in PDS expenses. The variance in actual to expected expenses is \$9,197.70.

Holly noted that the increased registration revenue would more than make up for the increased expenses. She explained that not only did raising the registration fee by \$50 assist with the increased costs – adding \$11,550 to revenue, but actual registration revenue would now total \$100,450, which is \$22,200 more than previously anticipated. Contributions remain the same at \$18,000. The resulting revenue total stands at \$118,450. The net gain on the meeting should be \$5,336.76 if the comps remain as is and meal totals do not have to be adjusted any higher. As for the hotel pick-up numbers, Holly noted that the Society achieved 271 room nights above the attrition threshold and earned an estimated 27 comped room nights.

President Harris announced that this was the largest meeting since 2008 and commended Brad Hendrickson and the rest of the Host State team on all of their hard work preparing for this meeting. Full registrations for legislative staff totaled 211, with 20 guests, 1 business/other registration, and 19 complimentary registrations (includes 6 international guests, 7 sponsors/ contributors, and 6 NSCL staff), totaling 251 attendees. President Harris was pleased to announce the large number of new attendees – currently over 50 – and explained how essential that is to the health of the Society. He commended principals for bringing staff with them to the meetings.



## Approval of Proposed Amendment to the Standing Orders – Mason's Manual Commission Membership Criteria

President Harris recognized Claire Clift to refresh members on the proposed Standing Orders amendment previously discussed at last month's Executive Committee meeting. Claire explained that the Mason's Manual Commission requested a change to the Standing Orders that would specify that the membership of the Commission should consist of members who are legislative employees. The Bylaws and Standing Orders Committee drafted the amendment and has requested the Executive Committee's formal approval to make the official change in the Standing Orders:

The Commission shall consist of 16 members who are legislative employees. At least three Commissioners shall be Associate members. The members shall be appointed ... (no further changes). (Since this is a proposed change to the Standing Orders and not the Bylaws, it only requires Executive Committee approval rather than approval of the full membership of the Society, as was discussed at the Executive Committee meeting during the Summit.) Brad Hendrickson moved to approve the change, Bernadette McNulty seconded the motion, and it was adopted unanimously.

## International Membership Initiative

President Harris provided an update to the committee on the initiative to grant our international counterparts an individual membership of some sort to ASLCS to increase their participation in the Society. He has worked with Butch Speer and Tim Sekerak (Ore.) on putting this initiative in writing, along with Paul Smith to carry it forward as the incoming President. President Harris explained that currently, the initiative has been simplified toward inviting international members to participate in our meeting rather than granting voting abilities at this time. He noted that our international counterparts' great interest in this discussion is evident in their attendance and participation at this year's PDS, for which he is pleased and is hopeful this will increase. He explained that should this action need to be put in writing, the idea would likely go to the Bylaws and Standing Orders committee to discuss the drafted language and develop it further. Paul Smith explained that this does not appear to be necessary at this time. However, he confirmed that the funding is available to bring international



# EXECUTIVE COMMITTEE MEETING MINUTES 1 (CONTINUED)

guests to the PDS, and he plans to have Obie Rutledge (Ore.), who is continuing as Chair of the International Communication and Development Committee, expand the outreach of the Society to other countries not yet involved, as well.

President Harris asked Executive Committee members to get to know the international guests and visit with them throughout the week. He commended the Program Development Committee for incorporating international participation and perspectives into the meeting in various ways.

Paul Smith explained to the Executive Committee that he would like to see participation increase and already plans to work with Emily White (Mo.), incoming Chair of the Canadian-American Relations Committee to invite the Clerk of the Canadian House of Commons to the PDS in Portland, Maine to participate in a plenary regarding parliamentary privilege.

## **New Business**

### 2020 PDS Update

President Harris invited Rob Hunt and Darek Grant, as the 2020 PDS hosts, to provide an update on their plans for the meeting in Portland, Maine. Rob reminded the Executive Committee that they have secured \$10,000 in funding from each chamber of their legislature (totaling \$20,000) and will continue fundraising in January after this fall's elections so as to not compete with other interests. In terms of social events, they are trying to adapt to the condensed timeline of the PDS and narrow down options, including options that require bus trips – such as the authentic lobster bake on the Maine coast about an hour away and visiting the Capitol complex in Augusta. He mentioned that the group will be having lunch that day at the Governor's Mansion nearby. Brad Hendrickson announced that Maine would be hosting the hospitality suite on Wednesday evening, as well. President Harris mentioned that Portland, Maine, was his first meeting in the 1980s; he encouraged members to make the trip because it was a great experience then and will be again next year.

### Legislative Expo Volunteers for ASLCS Table

President Harris asked Executive Committee members to volunteer to host the ASLCS Executive Committee booth at the Legislative Expo on Wednesday. Members discussed that the group coming through would be larger this year, and that it was wise to have a principal and associate partner up to answer questions and discuss the Society, discuss the role and path on the Executive Committee, sell ASLCS pins and pin maps, etc. Paul Smith and Yolanda Dixon volunteered to take the 8:30-9:30 a.m. slot, and Brad Young and Ali Sagraves volunteered to take the 9:30-10:30 a.m. slot.

## **Other Business**

President Harris recognized Brad Hendrickson, who encouraged the Executive Committee to make a point of thanking those from the host state – easily spotted by their volunteer shirts and badges. They worked so hard and will continue to do so throughout the week to make this a great PDS, and he is quite proud of them. He also thanked Holly South for all of her support and hard work, as always.

President Harris then recognized Claire Clift, who asked Patsy Spaw if she had any insight as to why certain scholarships were not listed in the Professional Development Revolving Account section description of the Standing Orders; only the Betty King Scholarship is referenced, even though other scholarships are funded through that account. Patsy was not sure about that since the scholarships are all included in the actual budget explanation.

## **Adjournment**

President Harris thanked the Executive Committee for their work over the last year, as well as Holly South and Joyce Wright for their assistance, and discussed how much he enjoyed his time of service as President and was grateful for the opportunity. He looked forward to gathering the group together for dinner that evening.

There being no further business, Bernadette McNulty moved to adjourn the meeting, Ali Sagraves seconded the motion, and the motion was adopted unanimously.

The meeting stood adjourned at 3:49 p.m. (Pacific).

Respectfully submitted,

Brad Young, Secretary-Treasurer





# **2019 ASLCS**

## Professional Development Seminar

SEATTLE, WASHINGTON

September 22 - 27, 2019

## BYLAWS AND STANDING ORDERS COMMITTEE MEETING MINUTES



**Carrie Maulin (ID)**  
**Vice Chair**



**Sabrina Lewellen (AR)**  
**Chair**



**Patsy Spaw (TX)**  
**Vice Chair**

### **Call to Order**

The meeting of the Bylaws and Standing Orders Committee was called to order at 1:37 p.m. by Sabrina Lewellen (Ark.), chair.

### **Attendance**

The following members of the committee were present: Sabrina Lewellen (Ark.), chair; Patsy Spaw (Texas) vice chair; Carrie Maulin (Idaho), vice chair; Claire Clift (Nev.); Yolanda Dixon (La.); Susan Furlong (Nev.); Tamitha Jackson (Ark.); Martha Jarrow (Ark.); Susan Kannarr (Kan.); Bernadette McNulty (Calif.); Neva Parker (Calif.); Jay Pearson (Va.); Tara Perkinson (Va.); Paul Smith (N.H.); Ron Smith (La.); Emily White (Mo.); Heshani Wijemanne (Calif.); Jeanine Wittenberg (Nev.); and Brad Young (Ohio).

Others in attendance were: Janice Gadd (Utah); Sherry Rodriguez (Nev.); Sarah Burhop (Wis.); Obie Rutledge (Ore.); and Malisha Straw (Ark.).

### **Approval of Minutes**

Upon a motion by Susan Kannarr, seconded by Brad Young, the committee approved the minutes of the last meeting held August 5, 2019, at the NCSL Legislative Summit in Nashville, Tennessee.

### **Old Business**

Ms. Lewellen stated that the Executive Committee, at its meeting on September 22, 2019, approved a change to the Standing Orders to specify that each of the 16 commissioners of the Mason's Manual Commission be "legislative employees." This change was originally proposed by the Mason's Manual Commission at its meeting on August 5, 2019 and adopted by last year's Bylaws and Standing Orders Committee on August 5, 2019.

### **New Business**

Ms. Clift presented a couple of items that need cleaning up in the Standing Orders:

- a. Section II. ASLCS Financial Accounts, Paragraph (B)(1) - Only one of the scholarships is included in the description of the Professional Development Revolving Account.
- b. "Investments" is left hanging under Section II. ASLCS Financial Accounts.
- c. On-line version of Bylaws and Standing Orders are incorrectly formatted and/or enumerated.

After discussion and recommendations from the committee, Ms. Lewellen advised that a subcommittee will be appointed to ensure the recent approved change to the Standing Orders regarding the composition of the Mason's Manual Commission is added. Additionally, the Subcommittee will review the Bylaws and Standing Orders for suggested changes and submit them to the Committee.

President-Elect Paul Smith (N.H.) thanked the group for participation on the committee and said the books are open for changes. He mentioned that the committee can recommend and develop language for the Executive Committee to consider.

### **Adjournment**

Upon a motion by Yolanda Dixon (La.), seconded by Susan Kannarr (Kan.), Chair Lewellen declared the meeting adjourned at 1:54 p.m.

Respectfully submitted,

Yolanda Dixon (La.), committee member



# CANADIAN-AMERICAN RELATIONS COMMITTEE MEETING MINUTES



**Susan Schaar (VA)**  
**Vice Chair**



**Emily White (MO)**  
**Chair**



**Liz Clark (AK)**  
**Vice Chair**

## **Call to Order**

The meeting of the Canadian American Relations committee was called to order at 3:05 p.m. by Emily White (Mo.), chair.

## **Attendance**

The following members of the committee were present: Liz Clark (Alaska), vice chair; Jason Hataway (Nev.), Lori Roland (Alaska), Susan Furlong (Nev.), Patsy Spaw (Texas), Brad Hendrickson (Wash.), Nanette Mitchell (Tenn.), Darek Grant (Maine), Jeff Takacs (Fla.), Ann Cornwell (Ark.), Jackie Schulz (Alaska), Bernard Dean (Wash.), Lenore Naranjo (N.M.), Yolanda Dixon (La.), Susan Kannarr (Kan.), Janice Gadd (Utah), Londi Ensor (Alaska), Crystalline Jones (Alaska), Lee Cassis (W.Va.), Brad Young (Ohio), Andrew Carpenter (Colo.), Buddy Johnson (Ark.), Bill Horn (Ala.), Marshall Long (Ala.), Andrew Heist (Alaska), Rebecca Silbernagel (Vt.), Jeremy Weiss (Vt.), Julieanna McManus (Nev.), Adanna Hydes (Ky.), Jessica Upadhye (Calif.), Butch Speer (La.), Joyce Wright (Ala.) and Paul Smith (N.H.).

## **Approval of Minutes**

Upon motion by Paul Smith (N.H.), and without objection, the corrected committee minutes from the NCSL Summit in Nashville, Tenn. were approved.

## **Old Business**

Chair White thanked ASLCS President-Elect Paul Smith for his work in putting together an engaging and successful Joint Canadian-American Meeting in Concord, New Hampshire earlier in the month.

## **New Business**

President-Elect Smith announced Prince Edward Island as the location for the 2020 Canadian Clerks at the Table (CATTS) meeting and encouraged members to think about attending. He added that the Joint Canadian-American meeting in 2021 will be held at an as-yet unknown location in Canada and committee members are also encouraged to contemplate attending that meeting. President Smith ended his remarks by thanking Butch Speer (La.) for his exemplary effort in organizing a plenary for this Seattle Professional Development Seminar (PDS). Mr. Speer acknowledged the thanks and graciously stated that it had been a "team effort."

Chair White mentioned the committee may consider sponsoring another plenary or concurrent session on the topic of parliamentary privilege at a future PDS. She additionally urged committee members to explore ASLCS's Jane Richards Scholarship which is awarded biennially to one society member to defray costs associated with attending a Canadian-American meeting. Joyce Wright (Ala.) indicated she had been awarded the scholarship and would be happy to share her experience with any interested committee members.

Beverly Isles from the Canadian House of Commons also mentioned the Parliamentary Officers' Study Program – a comprehensive course designed to train parliamentary officers that is held annually in Ottawa. She indicated she would check into issuing an invitation to ASLCS members on behalf of CATTS.

## **Adjournment**

Upon a motion by Ann Cornwell (Ark.), seconded by Brad Hendrickson (Wash.), the meeting was adjourned.

Respectfully submitted,

Liz Clark (Alaska), vice chair

## INSIDE THE LEGISLATIVE PROCESS COMMITTEE MEETING MINUTES



**Robert Haney (TX)**  
**Vice Chair**



**Buddy Johnson (AR)**  
**Chair**



**Tim Sekerak (OR)**  
**Vice Chair**

### **Call to Order**

The meeting of the Inside the Legislative Process Committee was called to order at 1:52 p.m. by Buddy Johnson (Ark.), chair.

### **Attendance**

The following members of the committee were present: Buddy Johnson (Ark.), chair; Tim Sekerak (Ore.), vice chair; Ali Sagraves (Ohio); Joyce Wright (Ala.); Lindsey Vroegindewey (Mont.); Brian Takeshita (Hawaii); William MaGill (Vt.); Brad Hendrickson (Wash.).

Others present were: Lisa Ortiz McCutcheon (N.M.); Warren Umetaro (Palau); Liz Clark (Alaska); Keira Alkema (Alaska); Xris Hess (W.Va.); Michelle Fontenot (La.); Carolyn Tschida (Mont.); Brian McKinley (Ore.); Lori Roland (Alaska); Nate Sanko (Pa.); Blair Hill (Ala.); Jamie Oswalt (Ala.); Jon Bellamy (Fla.).

### **Approval of Minutes**

Minutes of the previous meeting in Nashville, Tennessee held on August 5, 2019 were distributed and approved.

### **Old Business**

There was no old business on the agenda.

### **New Business**

The chair opened the discussion by asking for a recap of the past work of the committee. Lindsey Vroegindewey (Mont.) gave a recap of the value of the historical information found in Inside the Legislative Process and the lament that it has become difficult to continue with business as usual. Tim Sekerak (Ore.), vice chair, recapped a discussion with NCSL staff that led to the impression that NCSL was having difficulty justifying the labor involved with collection and analysis of this material when so many states failed to respond to at least three attempts to contact them in person and via mail. NCSL is also anticipating staff transitions at some point in the future which leaves the question of who can and will do this work without a firm answer, which is a situation that will likely remain for the foreseeable future. Bill MaGill pointed out the structural obstacles they have confronted in making the historical data and information more accessible than the hardcopy book form it used to be delivered in and the website location which seems to be perpetually difficult to locate. The general consensus was that the information is still valuable, and that the manner of collecting it and making it accessible needs to be modernized. The committee envisioned an online portal where each state could update the data related to its operations, and the viewer could see all the information from every state which would be searchable using whatever parameters were sought.

Brad Hendrickson (Wash.) suggested a couple of approaches to the task ahead: Seek a partnership with the NCSL's NALIT staff section to have IT experts on the staff of various state legislatures offer up options for transitioning ILP to an online relational database. Alternatively, the committee could ask for an allocation of money from the ASLCS Executive Board to hire a contract developer to develop an application for us to use. A brief discussion with ASLCS President-Elect Paul Smith (N.H.) ensued where it was decided that the appropriate course of action would be for the committee to seek the concurrence of the Executive Board before reaching out to another staff section.

A motion was made by Brad Hendrickson (Wash.) that the committee request to the ASLCS Executive Board that we be permitted seek to partner within the NALIT staff section to devise a technical solution to the task of modernizing the Inside the Legislative Process product. The motion was seconded by Liz Clark (Alaska)



## INSIDE THE LEGISLATIVE PROCESS COMMITTEE MEETING MINUTES (CONTINUED)

and passed via voice vote. A subcommittee of Brad Henrickson (Wash.); Brian McKinley (Ore.); Lindsey Vroegindewey (Mont.); and William Magill (Vt.) was appointed by the chair to carry out this idea.

### Adjournment

The meeting was adjourned at 2:18 p.m. on motion of Buddy Johnson, chair.

Respectfully submitted,

Buddy Johnson (Ark), chair

*Washington Chambers*



*Senate*



*House*





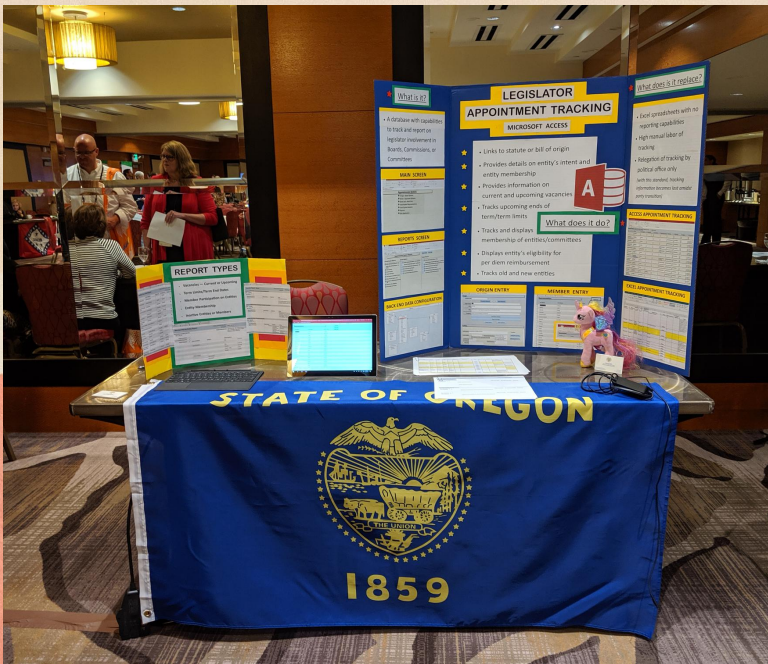
# LEGISLATIVE EXPO



Nevada



California



Oregon



Missouri



# INTERNATIONAL COMMUNICATION AND DEVELOPMENT COMMITTEE MEETING MINUTES



**Jackie Schulz (AK)**  
**Vice Chair**



**Obie Rutledge (OR)**  
**Chair**



**John Hollman (IL)**  
**Vice Chair**

## **Call to Order**

The meeting of the International Communication and Development Committee was called to order at 2:15 p.m. by Obie Rutledge (Ore.), chair.

## **Attendance**

The following members of the committee were present: Obie Rutledge (Ore.), chair, John Hollman (Ill.), vice chair, Jackie Schulz (Alaska), vice chair, Yolanda Dixon (La.), Ann Cornwell (Ark.), Susan Kannarr (Kan.), Janice Gadd (Utah), Londi Ensor (Alaska), Crystaline Jones (Alaska), Sherry Rodriguez (Nev.), Andrew Carpenter (Colo.), Emily White (Mo.), Jessica Upadhye (Calif.), Carrie Maulin (Idaho), Lori Roland (Alaska), Patsy Spaw (Texas), Lacy Ramirez (Ore.), Susan Furlong (Nev.), Kristin Canterbury (W.Va.), Daniel Loyd (Ark.), Darek Grant (Maine), Alison Morris (Mass.), Jeff Takacs (Fla.), Bernard Dean (Wash.), Ali Sagraves (Ohio), Keira Alkema (Alaska), Rebecca Silbernagel (Vt.), Jeremy Weiss (Vt.), Brian Takeshita (Hawaii), Melissa Mapes (Minn.), Jessica Tupper (Minn.), Brad Hendrickson (Wash.), Liz Clark (Alaska), Marshall Long (Ala.), Bill Horn (Ala.), Carolyn Tschida (Mont.), Lindsey Vroegindewey (Mont.), Michelle Fontenot (La.), Nadia Zylawy (Mont.), and Jason Hataway (Nev.). Also in attendance: Beverly Isles (Canada).

## **Approval of Minutes**

Upon the motion by Susan Kannarr (Kan.), and seconded by Ann Cornwell (Ark.), the minutes of the committee meeting held in Nashville Tennessee, dated August 5, 2019 were approved, as reviewed by electronic copy.

## **Introductions**

Incoming President Paul Smith (N.H.) was recognized. He thanked the chairs, vice chairs and the group for their participation in the committee and discussed the importance of its role. He requested that they "open the books" on this committee, think outside the box, and review all their procedures. He said the committee would continue the work begun by President Pat Harris to include other legislatures in the Society by working with certain countries this year and possibly other places in the future. President Smith also stated that the goal of this committee is to be a global trendsetter in legislative practices.

## **Purpose of Committee**

Chair Rutledge (Ore.) reviewed the purposes of the committee as listed in the Standing Orders and with international relations, within the Society and with the International Directory. He also indicated he wanted to get right to work - focusing on the goals outlined on the meeting's agenda. He was delighted with the response from volunteers to meet this year's goals (listed below). Chair Rutledge also reviewed the Society's current relationships with other international legislative organizations including ANZACATT, ANOMAC, CATTs, SALSA, and now Scotland and Wales.

## **2019-2020 GOALS**

**1. Review the International Directory:** Review for accuracy and relevance of information, layout and new modifications, timeline for publishing and distribution. Chair Rutledge asked how many had looked at the Directory recently, how to update its relevance, and how to ensure society members and international colleagues were utilizing the directory. He passed around old and updated versions. Past versions were printed in a single booklet with all three languages (English, French and Spanish) in each part. Now that we are no longer printing the booklet, the new version is three larger documents, one in each language, and are only available on the ASLCS website. He suggested it should be created and electronically distributed in January or February of each year (instead of late fall). This aligns with ANZACATT's officers and CATTs changes in summer, so there may be a one-time duplication in some offices. Patsy Spaw (Texas) stated that the Standing Orders call for the Directory to be printed by February 1, but this timeline was changed due to delay in getting information from international groups. Jackie Schulz (Alaska) expressed that a new January



# COMMITTEES

## INTERNATIONAL COMMUNICATION AND DEVELOPMENT COMMITTEE MEETING MINUTES (CONTINUED)

deadline could be better as there could be more time and information gathered after the PDS. A subcommittee was formed, led by Lacy Ramirez (Ore.), Obie Rutledge (Ore.), and John Hollman (Ill.). Following further discussion, it was decided the Directory would be published by late January or February 2020.

2. Expand relationships with other organizations: Chair Rutledge explained that the goal was to start with countries who have a similar structure to the U.S., with multiple states under a federal united government and where language would not be a barrier, which he explained is why Asia is not currently included in the committee's goals. During discussion Lori Roland (Alaska) noted that many Asian countries and other nations listed frequently learn and speak English. Chair Rutledge said this could be something to look into more in the future. It was noted that the Commonwealth countries have a similar sister organization. Incoming President Smith asked that the committee work with Westminster as well. As for Austria and Germany, there are current ASLCS member(s) who speak German. Regarding Argentina, ASLCS has fluent Spanish speakers, but Jackie Schulz (Alaska) and Susan Kannarr (Kan.) reminded the group that Argentina is already a regular participant in ANOMAC, which is in contact with most Central and South American nations. Chair Rutledge formed subcommittees to reach out to the following countries: Bernard Dean (Wash.), Austria and Germany; Jackie Schulz (Alaska) and Lacy Ramirez (Ore.), Argentina; and Obie Rutledge (Ore.) and Sherry Rodriguez (Nev.), Westminster and other countries within the Commonwealth.



3. Update Committee Manual: Maintain current and relevant information while updating new information. Susan Kannarr (Kan.) suggested an electronic version of the manual would provide improved accessibility at meetings and could be e-mailed. Ann Cornwell (Ark.) noted that scanning the manual would be an easy option. A subcommittee was formed: Sherry Rodriguez (Nev.), Lead, Kristin Canterbury (W.Va.), and Emily White (Mo.). Chair Rutledge requested the updated and electronic version of the manual be ready by the Spring Meeting in Cleveland.

### **New Business**

Chair Rutledge stated that the Society wants to strengthen its relationship with the Clerks from Scotland and Wales. One goal: ASLCS members invited to attend their meetings to continue to strengthen and grow our relationship. Beverly Isles (Canada) stated that in the past, ASLCS had been invited to attend Canada's parliamentary training courses and a member had attended. She offered to look into that with CATTs again.

# INTERNATIONAL COMMUNICATION AND DEVELOPMENT COMMITTEE MEETING MINUTES (CONTINUED)

## Old Business

Chair Rutledge explained ANOMAC has yet to meet this year but may do so in October. He reviewed the leaders specifically authorized to represent the Society and stressed that there is no prohibition on other members attending the ANOMAC meeting. He encouraged interested members to contact him if they have an interest in attending.

Ann Cornwell (Ark.) asked if ASLCS members had been polled to determine who speaks languages other than English. Sherry Rodriguez (Nev.) asked if this could be added to the Roster and Bernard Dean (Wash.) recalled a list had been created at the Arizona meeting. Liz Clark (Alaska) confirmed this was in the minutes of that year's meeting, but that it would be helpful to get a poll from ASLCS members instead of just this committee. Susan Kannarr (Kan.) stated that NCSL already has a robust international program with many contacts and suggested Holly South (NCSL) could explore that.

## Adjournment

Upon a motion by Ann Cornwell (Ark.), seconded by Susan Kannarr (Kan.), the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Jackie Schulz (Alaska), vice chair



## LEGISLATIVE ADMINISTRATOR COMMITTEE MEETING MINUTES



**Heshani Wijemanne (CA)**  
**Vice Chair**



**Ann Marie Walp (TN)**  
**Chair**



**Nanette Mitchell (TN)**  
**Vice Chair**

### **Call to Order**

The meeting of the Legislative Administrator committee was called to order by Ann Marie Walp (Tenn.), chair.

### **Attendance**

The following members of the committee were present: Nanette Mitchell (Tenn.), vice chair; Heshani Wijemanne (Calif.), vice chair; Sarah Schaben (Mo.), C. Paul Nardo (Va.), Mandi McGowan (Ore.), Donna Holiday (Ky.), Bernadette McNulty (Calif.), Felisha Brown (Miss.), Julieanna McManus (Nev.), Steven Tilley (La.) and Sarah Curry (Ore.).

Also in attendance: Lisa M. Ortiz McCutcheon (N.M.), Xris Hess (W.Va.), Megan Selin Allen (Utah), Jamie Oswalt (Ala.), Blair Hill (Ala.), and Jon Bellamy (Fla.).

### **Approval of Minutes**

Upon motion by Bernadette McNulty (Calif.), seconded by Lisa M. Ortiz McCutcheon (N.M.), the minutes from the meeting held on August 5, 2019, at the NCSL Legislative Summit in Nashville, Tennessee were approved.

### **Old Business**

Chair Ann Marie Walp (Tenn.), discussed the success of the last two issues and the new look of the publication, which has been well received. She mentioned that we will likely switch to another type of printing paper with the next issue.

### **New Business**

The committee discussed the layout of the next issue. The chair asked if there were any committee members that would be interested in laying out the next issue. Sarah Curry (Ore.) volunteered to work on the layout for the next issue of the Legislative Administrator.

The committee then discussed the process of obtaining pictures for the publication. Steven Tilley (La.) said he is working on getting an official Amazon photo-sharing group set up for ASLCS and suggested that people feel free to join. The committee agreed that this photo-sharing group would be a great resource for the Legislative Administrator. Steven Tilley (La.) also suggested a photo contest for the Legislative Administrator.

President-Elect Paul Smith (N.H.) stopped by the committee meeting to thank the members for their effort. He also encouraged the committee to “throw open the books” as we move forward into the next year.

Chair Ann Marie Walp (Tenn.), is anticipating the next issue to be out by January 2020. There was some discussion about potential articles in upcoming issues, including bringing back Ask Mr. Mason. The chair encouraged all that were interested in writing a piece to send their work her way.

### **Adjournment**

Upon a motion by Bernadette McNulty (Calif.), seconded by Steven Tilley (La.), the meeting was adjourned.

Respectfully submitted,

Heshani Wijemanne (Calif.), vice chair



# MEMBERSHIP AND COMMUNICATION COMMITTEE MEETING MINUTES



**Barrett Dudley (AR)**  
**Vice Chair**



**Melissa Bybee-Fields (KY)**  
**Chair**



**Jay Jacobs (KY)**  
**Vice Chair**

COMMITTEES

## **Call to Order**

The meeting of the Membership and Communication Committee was called to order by Melissa Bybee-Fields (Ky.), chair.

## **Attendance**

The following members of the committee were present: Melissa Bybee-Fields (Ky.), chair; Jay Jacobs (Ky.), vice chair; Barrett Dudley (Ark.), vice chair; Jason Hataway (Nev.), Nicole Albers (Texas), Brad Young (Ohio), Heather Fahey (Ariz.), Erin Gillitzer (Wis.), Susan Aceves (Ariz.), Lenore Naranjo (N.M.), Ellen Thompson (Wyo.), Rhonda Schierer (Ky.), Adanna Hydes (Ky.), Tamitha Jackson (Ark.), Morgan Barton (Mo.), Jay Braxton (Va.), Jay Pearson (Va.), Andrew Lunney (Va.), Tammy Letzler (Tenn.), Kim Cox (Tenn.), Daniel Hicks (Tenn.), Lee Cassis (W.Va.), Jeryn Vesperat (Wis.), Roberto Lusanta (Nev.), Lourdes Litchfield (Texas), Michelle Hill (Texas), Tim Sekerak (Ore.), and Buddy Johnson (Ark.).

Other members/guests in attendance included: Holly South (NCSL).

## **Approval of Minutes**

Upon motion by Ellen Thompson (Wyo.) and seconded by Susan Aceves (Ariz.) the minutes from the Summer Meeting in Nashville, Tennessee were approved.

## **Old Business**

Melissa Bybee-Fields led some discussion on how the committee's activities for the week went. The new attendee mixer seemed to be a hit. Heather Fahey (Ariz.) said she enjoyed the Escape to Seattle game and that it was a good collaborative effort and very challenging. Lenore Naranjo (N.M.) also attended the game and she also thought it was wonderful. The goal was to promote teamwork while highlighting the resources and benefits of the society and most agreed that goal was met.

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Melissa Bybee-Fields also asked members who were sponsors to reach back out to their new attendees in the week or two after the PDS to keep in touch and get feedback on their experience.

Melissa Bybee-Fields brought up the Passport activity, which was started last year at the 2018 PDS. This was an experiment this year, in that in addition to the paper passport, an electronic version was attempted to be created with the NCSL Event App. There was not as much promotion of this activity this year and the electronic version did not work as anticipated. It was suggested to have a working group, including some IT members, to work on a better way to create an electronic version of the Passport. Roberto Lusanta (Nev.) agreed to be in charge of the working group to follow up on this.

## **New Business**

President-Elect Paul Smith addressed the committee and brought up his hopes for a Mentoring Program within the society that would be open to both new and long-time members. He outlined how the program would work and mentioned that Holly South would be sending a survey to members in the coming weeks to ask for participation. The Support Staff committee will be helping with the program but the Membership and Communication Committee may also play a role.

Susan Aceves (Ariz.) brought up the question of what our charge is as a committee. The charge, according to the Standing Orders, is for the committee to "strengthen the Society's membership and to improve the Society's ability to share information with its members."

## MEMBERSHIP AND COMMUNICATION COMMITTEE MEETING MINUTES (CONTINUED)

One thing Melissa Bybee-Fields suggested as a way to strengthen the Society's membership is for sponsors to keep in contact with their new attendees after the PDS.

Melissa Bybee-Fields asked for suggestions on how we could communicate and share information better, even amongst our own committee. It was suggested that the committee start a Facebook group to help with communication between members of the committee. Not all members belong to Facebook but it was decided enough of the group did to try it out. The chair mentioned she would also send out emails to the group to make sure everyone sees the important information.

Brad Young (Ohio), who is the President-Elect for 2019-2020, shared that it will be his duty to reach out to new members of the society. Melissa Bybee-Fields said that the committee would be happy to help with that. A committee was created to write hand-written notes to new members welcoming them to the society. Barrett Dudley (Ark.), Tamitha Jackson (Ark.), and Susan Aceves (Ariz.), agreed to be in charge of this committee.

Melissa Bybee-Fields also asked members to think about what topics we could do for a concurrent session at the PDS in Maine. She asked that members try to come up with ideas while this year's PDS was fresh in their minds and email them to her

### **Adjournment**

Upon a motion by Susan Aceves (Ariz.) and seconded by Lourdes Litchfield (Texas) the meeting was adjourned.

Respectfully submitted,

Melissa Bybee-Fields (Ky.)





# PROFESSIONAL JOURNAL COMMITTEE MEETING MINUTES



**Bernadette McNulty (CA)**  
**Chair**



**Morgan Barton (MO)**  
**Vice Chair**

## **Call to Order**

The meeting of the Professional Journal Committee was called to order by Heshani Wijemanne (Calif.).

## **Attendance**

The following members of the committee were present: Zach Twilla (Calif.), Francisca Zabala (Calif.), Erin Gillitzer (Wis.), Lacy Ramirez (Ore.), Mandi McGowan (Ore.), Jeanine Wittenberg (Nev.), Morgan Barton (Mo.), Tamitha Jackson (Ark.), Felisha Brown (Miss.), and Melissa Bybee-Fields (Ky.).

Also in attendance: Blair Hill (Ala.), Jamie Oswalt (Ala.), Becky Welch (Okla.), Becky King (Ky.), and Xris Hess (W.Va.).

## **Approval of Minutes**

Upon motion by Morgan Barton (Mo.), seconded by Zach Twilla (Calif.), the minutes from the meeting held on August 5, 2019 at the NCSL Legislative Summit in Nashville, Tennessee were approved.

## **Old Business**

The Case Law Subcommittee is close to being on track for publication in late October. Members still need to do some final editing and properly lay out the case summaries and preface into one document.

## **New Business**

There were no updates from either of the remaining subcommittees - Technology and Legislative Procedure. Lacy Ramirez (Ore.) expressed interest in joining the Legislative Procedure subcommittee.

The committee brainstormed new material for the Professional Journal. Several ideas were discussed as potential topics, including: the braille technology we learned about in Washington, succession planning for those moving onto retirement, an overview of the impeachment of the entire West Virginia Supreme Court, and a possible member/district representation analysis, based upon research conducted by one of the committee members, Zach Twilla (Calif.).

## **Adjournment**

Upon a motion by Jeanine Wittenberg (Nev.), seconded by Felisha Brown (Miss.), the meeting was adjourned.

Respectfully submitted,

Heshani Wijemanne (Calif.)



## PROGRAM DEVELOPMENT COMMITTEE MEETING MINUTES



**Jennifer Novak (ID)**  
**Vice Chair**



**Timothy Carroll (MA)**  
**Chair**



**Rob Hunt (ME)**  
**Vice Chair**

### **Call to Order**

The meeting of the Program Development Committee was called to order by Timothy Carroll (Mass.), chair.

### **Attendance**

The following members of the committee were present: Vice Chair Jennifer Novak (Idaho), Vice Chair Rob Hunt (Maine), Cathy Hooe (Va.), Sarah Armistead (Va.), Jackie Scott (Va.), Jennifer Jones Welch (Va.), Martha Jarrow (Ark.), Malisha Straw (Ark.), Brad Hendrickson (Wash.), Joshua Babel (Ariz.), Heather Fahey (Ariz.), Susan Aceves (Ariz.), Daniel Loyd (Ark.), Jenny Manning (Ark.), Shannon Smith (Ark.), Jacquelyn Delight (Calif.), Anabel Urbina (Calif.), Jay Jacobs (Ky.), Mary Ann Krol (Ky.), Patience Worrel (Texas), Nicole Albers (Texas), Amanda Bookout (Texas), Scott Caffey (Texas), Phil Cottingham (Texas), Michelle Fontenot (La.), Sue Morain (La.), Ron Smith (La.), Steven Tilley (La.), Alison Morris (Mass.), Lisa Davis (Miss.), Sherry Rodriguez (Nev.), Greg Glass (Tenn.), Daniel Hicks (Tenn.), Michelle Hill (Texas), Lourdes Litchfield (Texas), Tracy Ortiz (Texas), Monica Partida (Texas), Jeannine Layell (Va.), Andrew Lunney (Va.), Jay Pearson (Va.), Paul Nardo (Va.), Tara Jenkins (Tenn.), Callie Nobles (Tenn.), Jake Rose (Tenn.), Sarah Curry (Ore.), Carrie Maulin (Idaho), Tammy Letzler (Tenn.), Kim Cox (Tenn.), Kristin Canterbury (W.Va.), Jeryn Vesperat (Wis.), Ellen Thompson (Wyo.), Mary Andrus (Utah), Jennifer Christopherson (Utah), Nancy Ellison (Utah), and Phalin Flowers (Utah).

Other members and guests in attendance: Holly South (NCSL).

### **Approval of Minutes**

Upon a motion by Susan Aceves (Ariz.), seconded by Cathy Hooe (Va.), the minutes from the last meeting at the NCSL Legislative Summit on August 5 in Nashville, Tennessee were approved.

### **New Business**

The committee chairs and President-Elect Paul Smith introduced themselves. Chair Timothy Carroll discussed the purpose of the committee: to plan the agenda for the Society's portion of the NCSL Legislative Summit and develop the program for the ASLCS Professional Development Seminar (PDS).

### Goals for the Committee, 2019-2020:

1. Plan to cut down the length of the PDS (Sunday-Thursday)
  - a. Change session formats - more brainstorming exercises?
  - b. Other committees that have designated slots:
    - i. Technology Committee - Ready and able, or not with a program
    - ii. Support Staff Committee - need to check with
    - iii. International Communication and Development Committee - program is typically on its own and not up against another session.

2. Rough draft of agendas - Looking for feedback

Question: Is there another NCSL association that hosts a 4-day weeklong seminar? If so, we could use the template. Holly will look into it and gather information.

3. Sessions that attendees like best:
  - a. Breakout sessions
  - b. Mason's Manual sessions



## PROGRAM DEVELOPMENT COMMITTEE MEETING MINUTES (CONTINUED)



4. Possible ideas
  - a. Hold staff breakout sessions at the end
  - b. Consolidate committee meetings
  - c. Photo contest
5. Potential topic ideas
  - a. Redistricting
  - b. Soft skills
  - c. Plenary session, similar to the session on Leadership by Dave Weber; good but not necessary

### **Adjournment**

Upon a motion by Martha Jarrow (Ark.), seconded by Brad Hendrickson (Wash.), the meeting was adjourned.

Respectfully submitted,

Timothy Carroll (Mass.), chair





## SITE SELECTION COMMITTEE MEETING MINUTES



**Angela Smith (LA)**  
**Vice Chair**



**Russell Humphrey (TN)**  
**Chair**



**Jeryn Vesperat (WI)**  
**Vice Chair**

#### **Call to Order**

The meeting of the Site Selection committee was called to order by Russel Humphrey (TN), Chair.

#### **Attendance**

The following members of the committee were present: Russel Humphrey (TN), Jeryn Vesperat (WI), Jason Hataway (NV), Susan Aceves (AZ), Jennifer Welch (VA), Jeremy Weiss (VT), Felisha Brown (MS), Elisa Wilson (MS), Mandi McGowan (OR), Ellen Thompson (WY), Marshall Long (AL), Morgan Barton (MO), Bill Horn (AL), Nanette Mitchell (TN), Greg Glass (TN), Ann Marie Walp (TN), Laura Bell (WA), Becky Welch (OK), Kristina Bury (AK), Nate Sanko (PA), Tara Jenkins (TN), Jake Rose (TN), Kim Cox (TN), Lenore Naranjo (NM), Julianna McManus (NV), Andrew Heist (AK), Nadia Zylawy (MT), Heather Fahey (AZ), Jackie Scott (VA), Sarah Armistead (VA), Cathy Hooe (VA), Jeannine Layell (VA), Jenny Manning (AR), Alyce Horton (Miss), Lisa Davis (MS), Patience Worrel (TX), Callie Nobles (TN), Rhonda Schierer (KY), Donna Holiday (KY), Adanna Hydes (KY), Daniel Hicks (TN), Tammy Letzler (TN), Sue Morain (LA), Anabel Urbina (CA), Lori Roland (AK), Dave Avant (AL).

#### **Approval of Minutes**

Upon motion by Tammy Letzler (TN) and seconded by Daniel Hicks (TN) the minutes from the Summer Meeting in Nashville, TN were approved.

#### **Old Business**

Russel Humphrey explained the charge of the Site Selection committee. The committee discussed the differences between a Professional Development Seminar (PDS) hosted meeting, a hybrid meeting and a non-hosted meeting. Handouts included a trifold brochure of hosting a PDS and a listing of PDS locations dating back to 1980.

The State of Maine is hosting the 2020 PDS in Portland. Robert Hunt (ME) reported that both the Maine House of Representatives and Senate have contributed \$10,000 each and they are securing remaining funding. The logo is set and shortened PDS dates of Sept. 20-24 are confirmed. The hotel in Portland has been chosen. They will have a lobster bake and are planning a day at the Capitol in Augusta. Oregon will be hosting in Portland 2021, and Obie Rutledge (OR) is working on finalizing plans. Arkansas has expressed interest in hosting in Little Rock in 2022, Ann Cornwell (AR) submitted a letter of support from Senator Jim Hendren, President Pro Tempore and Senator Linda Chesterfield, Efficiency Chair. Ms. Cornwell also provided a proposal from the Little Rock Convention & Visitors Bureau.

#### **New Business**

President-Elect Paul Smith addressed the committee and brought up his hopes for site selection to update the manual. The Chair appointed the following subcommittee to review the host state manual: Chair, Jeryn Vesperat (WI), Susan Aceves (AZ), Laura Bell (WA), Heather Fahey (AZ) and Jennifer Welch (VA). Mr. Humphrey will email the subcommittee with further instruction.

#### **Adjournment**

Upon a motion by Dave Avant (AL) and seconded by Marshall Long (AL), the meeting was adjourned.

Respectfully submitted,  
Russel Humphrey (TN)

# STRATEGIC PLANNING COMMITTEE MEETING MINUTES



**Claire Clift (NV)**  
**Chair**



**Tim Sekerak (OR)**  
**Vice Chair**

## **Call to Order**

The meeting of the Strategic Planning Committee (SPC) was called to order at 3:02 p.m. by Claire Clift (Nev.), chair.

## **Attendance**

Committee members present: Claire Clift (Nev.), chair; Tim Sekerak (Ore.), vice chair; Joyce Wright (Ala.); William McGill (Vt.); Sabrina Lewellen (Ark.); Ali Sagraves (Ohio).

Others in attendance: Megan Selin (Utah); Kiffany Ward (Miss.); Elisa Wilson (Miss.).

## **Approval of Minutes**

No minutes of the previous meeting in Nashville were distributed or approved.

## **Old Business**

Tim Sekerak gave a brief recap of the work of the committee over the past 12 months. Brainstorming sessions yielded a proposal to follow up the 2018 survey of principals with another survey focused on the non-participants and seeking information that could lead to ideas for converting inactive principals and staff into participating members of the Society. This idea was never formally presented to the Executive Committee of the Society. Paul Smith, ASLCS President-Elect, stated that he would like the survey presented to the Executive Committee at the December teleconference for possible approval. Claire Clift will work with Holly South to gather the contacts necessary to email the survey. Claire stated that personal phone calls may be necessary to follow up with those principals who do not respond initially to the committee's email contact. Tim will forward to the committee a draft of the questions formulated. Some review and perfecting will be needed before conducting the survey. Tim also mentioned he wrote a "talking points" document for the SPC last year that outlines the benefits of Society membership that could be used to influence prospective members. It was suggested that the document also be sent with the principals' survey. He will email the document to the committee members for review.

## **New Business**

Chair Clift mentioned that one of the main goals of the SPC would be to examine how the Society might evolve during the next 3-5-10 years. The committee should explore creation of new membership levels, like electronic membership, and other ways to reach out and bring people into the Society.

Joyce Wright mentioned the role that 2019-2020 President Elect Brad Young will play in his official capacity regarding member outreach efforts. Current President-Elect Paul Smith (2019-2020 ASLCS President), mentioned the work of the Membership and Communication Committee (MCC) and their responsibilities as well as the MCC putting together a short presentation on the benefits of Society membership. SPC will provide Paul Smith a copy of Tim's document so that he can forward the document to the MCC leadership. A discussion ensued about the overlapping roles and responsibilities of various components of the Society who might work with the data that comes from a survey.

Ali Sagraves and Joyce Wright will serve as a subcommittee to look into the idea of forming an "electronic membership" category and what changes would need to be made in the Standing Orders and/or Bylaws of the Society. Additionally, they will look at what could be done to un-bury the data from Inside the Legislative Process, the Listserv, and our website generally to make an electronic membership something valuable to a member that does not cannibalize the other memberships already in place.



## STRATEGIC PLANNING COMMITTEE MEETING MINUTES (CONTINUED)

The committee discussed what ASLCS might look like as a stand-alone organization. The members acknowledged the high level of administrative needs essential for the Society's successful operations, and that it would be highly unlikely for Society members to perform those duties on a part-time, voluntary basis. Also, the Society would presumably lose its standing as the parliamentary organization responsible for the comprehensive review of Mason's Manual of Legislative Procedure currently authorized by NCSL.

Regarding the Society's financial matters, the committee talked about the importance of the Society retaining its autonomy from other professional associations within NCSL, and that there be a continuing and cooperative trust relationship with the national organization that benefits the Society's standing. With this goal in mind, the committee expressed a need for more ASLCS participation at the national level within the NCSL committee structure. With the demise of NCSL's Legislative Effectiveness Committee, there seems to be a little opportunity for Society members to strengthen ASLCS's contribution on matters that affect the administration of states' legislatures as well as develop relationships with legislators and other staff associates who participate nationally. Chair Clift and Bill Magill will serve as a subcommittee to research possible opportunities for more Society members to participate at the national level.



### **Adjournment**

The meeting was adjourned at 3:48 p.m.

Respectfully submitted,

Claire Clift (NV), chair

# SUPPORT STAFF COMMITTEE MEETING MINUTES



**Martha Jarrow (AR)**  
**Vice Chair**



**Neva Parker (CA)**  
**Chair**



**Ann-Marie Sweeney (PA)**  
**Vice Chair**

## **Call to Order**

The meeting of the Support Staff Committee was called to order by Neva Parker (Calif.), chair.

## **Attendance**

The following members of the committee were present: Neva Parker (CA), chair; Martha Jarrow (Ark.), vice chair; Sarah Armistead (Va.), Josh Babel (Ariz.), Scott Caffey (Texas), Lisa Davis (Miss.), Jacquelyn Delight (Calif.), Greg Glass (Tenn.), Andrew Heist (Alaska), Krisztina Bury (Alaska), Cathy Hooe (Va.), Tara Jenkins (Tenn.), Mary Ann Krol (Ky.), Jeannine Layell (Va.), Sabrina NeKay Lewellen (Ark.), Jenny Manning (Ark.), Erica Manson (Va.), Callie Nobles (Tenn.), Jake Rose (Tenn.), Nate Sanko (Pa.), Jackie Scott (Va.), Ron Smith (La.), Malisha Straw (Ark.), Alyce Horton (Miss.), Zach Twilla (Calif.), Anabel Urbina (Calif.), Jennifer Welch (Va.), Jeanine Wittenberg (Nev.), Patience Worrel (Texas), Francisca Zabala (Calif.), Mary Andrus (Utah), Phalin Flowers (Utah), Jennifer Christopherson (Utah), Amanda Bookout (Texas), Phillip Cottingham (Texas), Zack Griffith (Ky.), Sue Morain (La.), Tara Perkinson (Va.), Kiffany Ward (Miss.), Elisa Wilson (Miss.), Tracy Ortiz (Texas) and Monica Partida (Texas).

Also present: President-Elect Paul Smith (N.H.)

## **Approval of Minutes**

Upon a motion by Sarah Armistead (Va.), and seconded by Cathy Hooe (Va.), the minutes of the last meeting held August 5, 2019, at the ASLCS Summer Business Meeting in Nashville, Tennessee were approved.

## **Old Business**

Chair Neva Parker discussed tentative timelines for Associate Exchange Program (AEP) applications to be submitted to the committee members to consider and the December deadline for committee members to make recommendations. The members all supported that getting the information all together helps the reviewing process and all wanted the process to remain the same. Chair Neva Parker shared with the committee members that Dr. Tammy Wehrle (Wis.), agreed to return next year as moderator of the Concurrent Session. Discussion was held on creating a subcommittee to work on topics for the session.

## **New Business**

Chair Neva Parker discussed the role of the Support Staff Committee representing the associate members of the society and ensuring that meetings include programming interesting and helpful to their professional development. The duties for the year were discussed in the following order:

1. Making recommendations to the Executive Committee on AEP participants.
2. Developing 1-2 Concurrent Sessions at the Professional Development Seminar (PDS). Although Chair Neva Parker noted that next year the committee may not have to prepare for 2 because of the shortened length of the conference.
3. Organizing the Legislative Expo at the PDS.
4. Organizing the Breakout Sessions at the PDS.

President-Elect Paul Smith (N.H.), being present, discussed the mentoring program and its goals. He elaborated on the fact that ASLCS is about helping each other and this program should aid at reaching our goals. Holly South, NCSL Liaison to ASLCS, will be sending out an email concerning the mentoring program and members will have the opportunity to sign up to participate in the program. Discussion of a subcommittee happening for the purpose of getting the program together and goals reached were done as well.



## SUPPORT STAFF COMMITTEE MEETING MINUTES (CONTINUED)

Sabrina NeKay Lewellen (Ark.), asked about the time frame of getting the mentoring program off the ground. Chair Neva Parker advised Sabrina that no timeline has been determined at this point. Discussion continued with various members concerned with understanding the differences between the current mentorship program for new attendees and the new mentoring program being introduced. The discussion prompted Lisa Davis (Miss.), to ask if the member would have to actually attend the PDS to take part in the mentoring program. Chair Neva Parker stated that the creation of the program will permit those not able to be present at the PDS the chance to be involved. Discussion was concluded with the point made that a member's experience and time of service on the job should definitely be an important factor that is considered when matching people together as a mentor.

### **Adjournment**

There being no further business before the committee, upon a motion by Jackie Scott (Va.), and seconded by Anabel Urbina (Calif.), the meeting was adjourned.

Respectfully submitted,

Martha Jarrow (Ark.), vice chair



# TECHNOLOGY COMMITTEE MEETING MINUTES



**Scott Kaiser (IL)**  
**Vice Chair**



**Joshua Babel (AZ)**  
**Chair**



**Sarah Curry (OR)**  
**Vice Chair**

## **Call to Order**

The meeting of the Technology Committee was called to order at 1:32 p.m. by Joshua Babel (Ariz.), chair.

## **Attendance**

The following members of the committee were present: Joshua Babel (Ariz.), chair; Sarah Curry (Ore.), vice chair; Susan Aceves (Ariz.), Mary Andrus (Utah), Jay Braxton (Va.), Melissa Bybee-Fields (Ky.), Kristin Canterbury (W.Va.), Andrew Carpenter (Colo.), Lee Cassis (W.Va.), Jennifer Christopherson (Utah), Lisa Davis (Miss.), Bernard Dean (Wash.), Nancy Ellison (Utah), Heather Fahey (Ariz.), Phalin Flowers (Utah), Erin Gillitzer (Wis.), Zack Griffith (Ky.), Jay Jacobs (Ky.), Becky King (Ky.), Mary Ann Krol (Ky.), Daniel Loyd (Ark.), Roberto Lusanta (Nev.), Erica Manson (Va.), Lacy Ramirez (Ore.), Rebecca Silbernagel (Vt.), Jeff Takacs (Fla.), Steven Tilley (La.), Zach Twilla (Calif.), Jessica Upadhye (Calif.), Kiffany Ward (Miss.), Lee Woodard (Fla.), Brittany Yunker Carlson (Wash.), Jacquelyn Delight (Calif.) and Francisca Zabala (Calif.).

## **Approval of Minutes**

Upon motion by Lisa Davis (Miss.), seconded by Brittany Yunker Carlson (Wash.), the minutes from the NCSL Summit meeting in Nashville, Tennessee were approved.

## **Old Business**

Joshua Babel (Ariz.), chair, asked for feedback from the committee on the Technology Committee-led concurrent session on Sept. 24 entitled "Contracting, the Unknown: What I Wish I'd Known Before We Took the Leap." The feedback was positive with most saying the session was helpful and that the moderating was well done.

## **New Business**

Joshua Babel (Ariz.), chair, shared that one of the responsibilities of the Technology Committee Chair, or their designee, is to be the administrator of the Facebook page. He then said that he wanted to begin a practice of naming that person, be it the chair themselves or their designee, during the Technology committee meeting at the PDS, so that the confusion surrounding the Facebook page and who is the admin would be resolved. He then asked for any volunteers to perform the society's duty as Facebook Administrator, a responsibility which includes approving new members of the "American Society of Legislative Clerks and Secretaries" Facebook Group works with Holly South (NCSL) on the page. Roberto Lusanta (Nev.) and Rebecca Silbernagel (Vt.) volunteered to serve in this capacity; Joshua Babel will ask Holly South if administrative duties may be shared by two and will follow up with them and give them further details if they are asked to serve as the admin.

Joshua Babel (Ariz.), chair, shared that next year's PDS will be shortened by one day and asked for any input or ideas for a concurrent session should the Technology Committee be asked to provide one by the Program Development Committee. Steven Tilley (La.) suggested presenting reviews of staff's likes and dislikes of legislative software/systems in order to assist those looking to purchase. Melissa Bybee-Fields (Ky.) thought it would be helpful to talk with the Inside the Legislative Process Committee to see what they are presenting and if they would like to collaborate; Joshua Babel will connect with Holly South on this. Jeff Takacs (Fla.) suggested presenting problem scenarios and how they were solved using technology; others thought these solutions would be beneficial as well. Joshua Babel suggested sharing information on or presenting other states' in-house applications and Jay Jacobs (Ky.) suggested sharing how to connect in-house systems to vendor systems. Phalin Flowers (Utah) asked if our technology questions are being brought up to NALIT or other actual I.T. personnel; Becky King (Ky.) confirmed that they are (she has attended) but that she found the ASLCS PDS to be even more valuable; Melissa Bybee-Fields (Ky.) recommended strongly that each state send one of their I.T. staff to the ASLCS PDS to help "bridge the gap" between I.T. details and clerks/secretaries' needs. Jaci Delight (Calif.) suggested



## TECHNOLOGY COMMITTEE MEETING MINUTES (CONTINUED)



showcasing new systems that are either new or functioning well; others echoed an interest in viewing new systems/technology; Joshua Babel asked the committee to e-mail him with any specific new technologies they would like to see.

Joshua Babel (Ariz.), chair, shared that the committee had been asked to help with exploring recording PDS sessions for the purpose of retaining and archiving - via video recordings - the invaluable knowledge and information that is shared. The “pro” to this is that ASLCS history and key information will be retained and passed on to future attendees (as opposed to being lost) but a “con” to it is the fear of repercussions if certain groups gain access to sensitive information. A beta test of video archiving has already begun with the video recording of the concurrent session “We’re a Part of History!” which occurred on Sept. 25. A YouTube Channel/Page is already created for the society and provides another possible avenue to post and store videos. Jay Jacobs (Ky.) suggested that a goal of the committee could be to tie this feature in to other sessions and/or work on building support for the case of video recording/archiving.

Steven Tilley (La.) shared that he has created an Amazon sharing page and uploaded pictures of the society to it; he encouraged others to upload to the page as well as to the society’s Facebook page. He thought it would be good to link the Amazon page to Facebook somehow also.

### **Adjournment**

Upon a motion by Lee Cassis (W.Va.), seconded by Steven Tilley (La.), the meeting adjourned at 2:02 p.m.

Respectfully submitted,

Sarah Curry (Ore.), Vice Chair



Technology Panel: Contracting, the Unknown



# *State Dinner*







Karaoke!



# 2019 Joint Canadian American Meeting Concord, New Hampshire September 3 - 6, 2019

**Paul Smith (NH), Chair**  
**Canadian American Relations Committee**



Canadian and American Clerks and guests arrived on Tuesday, September 3 for what would be a jam-packed week of events for the 2019 Canadian American Joint Clerks Meeting in Concord, New Hampshire. The opening reception that evening in the State Senate Chamber of the State House featured local wines and the State House Bicentennial Ale brewed by Henniker Brewing Company. Senate President Donna Soucy and House Speaker Stephen Shurtleff addressed the guests and welcomed them to the oldest, continually used chambers in the country.

The programs began on Wednesday morning with opening remarks by ASLCS President Pat Harris and CATTs Immediate Past President Annette Boucher, followed by host Paul Smith interviewing the Commissioner of the Department of Natural and Cultural Resources, Sarah Stewart, about the many wonders of New Hampshire. Next came a discussion by the longest serving Secretary of State in the United States, William Gardner, about the presidential primary and 100 years of being "First in the Nation." We had a presentation by Nic Cote of Sliq Media, who discussed artificial intelligence and automatic speech recognition in legislative chambers. Following lunch (with a thank you to Sliq for providing), we had our first panel and the discussion of Celebration and Restoration of legislative buildings was discussed. Our last panel for the day involved the use of indigenous symbols in legislatures and proceedings, a truly interesting discussion! After the panels we assembled for a group photograph in the Hall of Flags of the State House (a memorial hall featuring all 17 regimental battle flags from the state in the Civil War) and had a splendid tour, including a visit to the House gallery. (The chamber was closed due to construction taking place.) To conclude the evening, a reception at historic Phenix Hall in downtown Concord took place. Canadian Consul General to Boston, David Alward, hosted the event featuring wonderful food and Canadian beer and wine. Following his remarks, guests were treated to a visit by the 26th President of the United States, Theodore Roosevelt, who was returning to Phenix Hall-where he'd last visited in 1912! (Thank you to International Roll Call for sponsoring the Roosevelt performance.)

Thursday began with a remarkable discussion by Speaker Shurtleff about John Winant, former NH Governor and Ambassador to the United Kingdom. The day featured three panels on: succession planning, disorderly words and actions, and public outreach. The last presentation featured Tyler Schaeffer of IRC with a discourse on the evolution of legislative voting and process automation; it was Tyler's first presentation to a Clerks meeting, and he did well. Next came the main event: the volleyball match between the US and Canada. Philip Massolin from Alberta captained (and played) for Canada, Pat Harris captained the US squad. Massolin called heads, the flip landed on tails. The US would serve to start. Paul Smith, donned in officiating stripes, climbed the stairs and the match began. The US served and took several early points, with the Canadians coming within five, but the US was just too tough in the opening set and took it 21-15. The teams switched sides and Canada went on offense with several straight, unanswered points. At one point down by eight, the US saw Butch Speer and Obie Rutledge serve an incredible amount of points and ultimately the US



## 2019 Joint Canadian American Meeting (Continued)



won the second set by the same margin, 21-15, and thus the match in two sets. The trophy presentation took place, somewhat begrudgingly on the part of Francois Arsenault, and we all parted as friends.

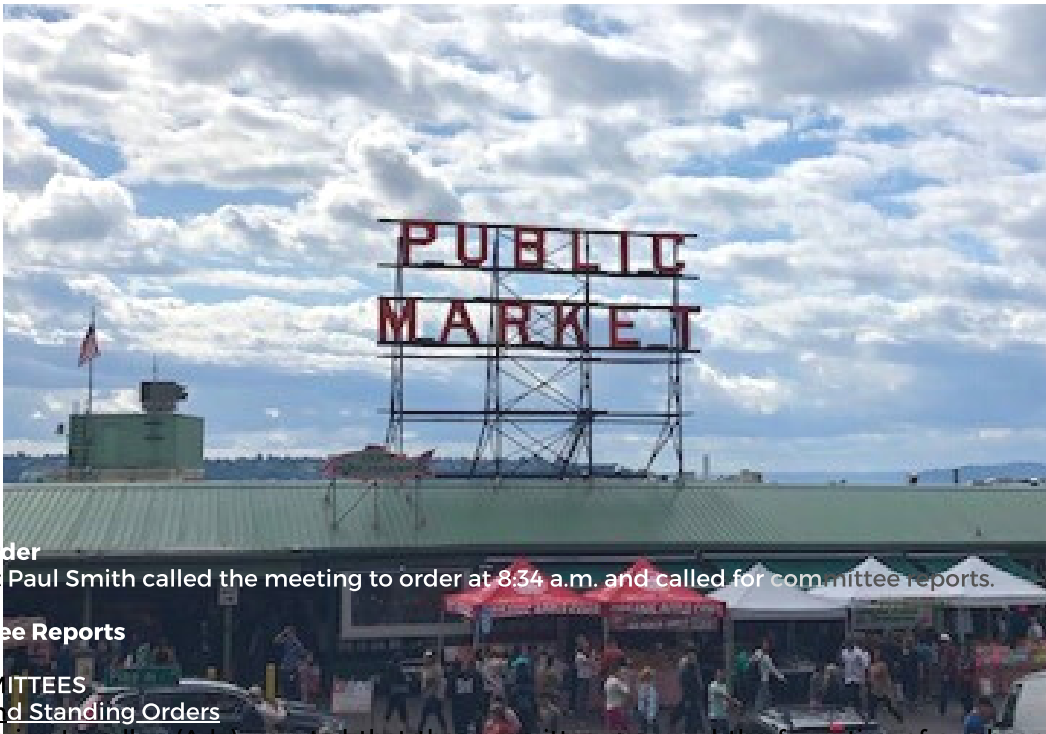
Friday morning brought us together for the last time in the State House with jurisdictional updates and what was happening in various chambers. Following the reports, we boarded the bus for a trip to Weirs Beach, where the attendees went for a nice cruise aboard the MS Mount Washington on Lake Winnepesaukee, the third largest freshwater lake in one US state. Guests dined on chowder, lobster rolls, salads, and local beverages while on board the 2.5-hour voyage. After returning to the hotel, the attendees shared a closing dinner, being serenaded by the playing and singing of Gardner Berry, who works for Tammy Wright in the Senate Clerk's office.

A truly wonderful event, with over 40 participants, the 2019 Canadian American meeting will not soon be forgotten. Thanks to those who attended from abroad and all over the United States, and especially the staff from New Hampshire who worked behind the scenes to ensure a smooth week.

Paul Smith  
Clerk, NH House of Representatives  
Chair, Canadian American Relations Committee

# ASLCS BUSINESS MEETING MINUTES

Friday, September 27, 2019



## Call to Order

President Paul Smith called the meeting to order at 8:34 a.m. and called for committee reports.

## Committee Reports

### "A" COMMITTEES

#### Bylaws and Standing Orders

Chair Sabrina Lewellen (Ark.) reported that the committee approved the formation of a subcommittee to conduct a deep dive and compile a list of proposed edits and changes to update the Standing Orders and Bylaws for approval by the Executive Committee, if needed. The committee will also help ensure the change recommended by the Mason's Manual Commission and approved by the Executive Committee are properly incorporated into the Standing Orders.

#### Inside the Legislative Process

Chair Buddy Johnson (Ark.) reported that the committee discussed the transferring of the product from a book to an electronic format. The committee recommended the chair speak to the Executive Committee regarding approaching NALIT for assistance in this endeavor.

#### Site Selection

Ali Segraves (Ohio) reported that the PDS locations for the next two years are set: Portland, Maine for 2020 and Portland, Oregon for 2021.

#### Technology

Chair Joshua Babel (Ariz.) reported that the committee discussed the concurrent sessions and the recording of the PDS session ("We're a Part of History") that was done this year.

### "B" COMMITTEES

#### International Communication and Development

Vice Chair Jacquelyn Schulz (Alaska) reported that the committee is building directories and proofing the information. The committee is also reaching out to Germany and the Commonwealth nations, as well as some other countries via ANOMAC. The committee is also reaching out to members who speak languages other than English.

#### Legislative Administrator

Ali Segraves (Ohio) reported that the committee is working on the Administrator and is asking for photos.

#### Membership and Communication

Paul Smith (N.H.) reported that the committee discussed a mentorship program and the development of a short elevator speech that can be used to state the benefits of the Society.

#### Support Staff

Joshua Babel (Ariz.) reported that the committee discussed the mentorship program and planning one concurrent session for the PDS 2020 instead of two.

BUSINESS



## ASLCS BUSINESS MEETING MINUTES (CONTINUED)

### C" COMMITTEES

#### Canadian-American Relations

Susan Kannarr (Kan.) reported that the committee talked about the recent joint meeting and about the Jane Richards Scholarship. The committee also discussed a parliamentary training program with the Canadian counterparts.

#### Professional Journal

Passed over as the reporter for the committee had to return home.

#### Program Development

Chair Timothy Carroll (Mass.) reported that the committee is pulling together the surveys to see what people want to hear about at the PDS and taking into consideration a schedule condensed to four days.

### SPECIAL COMMITTEES

#### Budget and Financial Review

Patsy Spaw (Texas) reported that the committee has conducted its review and will present the details to the Executive Committee.

#### Internal Audit

William McGill (Vt.) reported that the committee conducted its review and found the books to be in good order.

#### Strategic Planning

Chair Claire Clift (Nev.) reported that the committee discussed the survey regarding states that do not participate in the PDS and also having an elevator speech regarding the benefits of the Society. The committee discussed President-Elect Brad Young (Ohio) conducting some outreach. The committee also discussed a possible electronic membership as well as partnering with NCSL on some endeavors.

President Paul Smith thanked the Washington Host State for all of their hard work in making this a successful PDS and also thanked Holly South, NCSL Liaison, for her work and continued effort in supporting ASLCS.

Tim Storey was introduced as the new executive director for NCSL and spoke about the importance of ASLCS and the support from NCSL. President Paul Smith announced that the Spring Meeting will be held on May 1-3 in Cleveland, Ohio.

#### **Adjournment**

Susan Kannarr moved to adjourn and Jay Braxton seconded. The meeting was adjourned at 8:54 a.m.

Respectfully submitted,

William McGill  
Secretary-Treasurer



## Arkansas State Senate Wins 2019 Digital Government Transformation Award

September 6, 2019



**Rob Hatfield**  
Production Staff



**Governor Cabinet Member Amy Fecher,  
Rob Hatfield and Senate Pro Tempore  
Sen. Jim Hendren** receiving award



Arkansas Digital Government  
Transformation Efficiency Award  
for Live Streaming

The Arkansas state Senate won the 2019 Efficiency Award, one of the Digital Government Transformation Awards presented by the Information Network of Arkansas and state leaders who are working to make government more transparent.

The Senate was recognized for live streaming all committee meetings and all proceedings in the Senate chamber during the 92nd General Assembly. The decision to install cameras and live streaming equipment was made in late 2018. The lack of time for preparation was one reason Senator Jim Hendren of Gravette, the President Pro Tempore of the Senate, expected to hear complaints about glitches. Instead, the new system worked as well as anyone could have hoped.

Hendren credited the Senate production manager, Rob Hatfield, for getting the new live streaming in operation so efficiently. The Senate began live streaming its sessions for the first time on January 14, 2019, the first day of the 2019 regular session. Hendren said that senators wanted to make Senate proceedings more easily accessible to the public.

"Our decision to set up live streaming was driven by people's desire for greater accountability," Hendren said. "With the technology available today, there is no reason for government meetings to be conducted out of sight of the general public."

By the end of the session, almost 2,000 people tuned in to watch the Senate proceedings.





# 2019-2020 Executive Committee



**Paul Smith (NH)**  
**President**



**Brad Young (OH)**  
**President-Elect**



**Bill MaGill (VT)**  
**Secretary-Treasurer**



**Jay Braxton (VA)**  
**Associate  
Vice- President**



**Brad Hendrickson  
(WA)**  
**Elected Principal**



**Ali Sagraves (OH)**  
**Elected Associate**



**Tim Sekerak (OR)**  
**Appointed  
Principal**



**Carrie Maulin (ID)**  
**Appointed  
Principal**



**Ron Smith, II (LA)**  
**Appointed  
Associate**



**Joyce Wright (AL)**  
**Appointed  
Associate**



**D. Patrick Harris  
(AL)**  
**Immediate Past  
President**



**Bernadette  
McNulty (CA)**  
**Immediate Past  
Associate  
Vice- President**

# EXECUTIVE COMMITTEE MEETING MINUTES 2

Friday, September 27, 2019

## Call to Order

The meeting was called to order at 9:15 am by President Paul Smith.

## Attendance

A quorum of the executive committee was present with the following members in attendance: President Paul Smith (N.H.), President-Elect Brad Young (Ohio), Secretary-Treasurer Bill McGill (Vt.), Associate Vice-President Jay Braxton (Va.), Brad Hendrickson (Wash.), Ali Sagraves (Ohio), Carrie Maulin (Idaho), Tim Sekerak (Ore.), and Ron Smith (La.).

Also present: Buddy Johnson (Ark.), Sabrina Lewellen (Ark.), Brian McKinley (Ore.), Patsy Spaw (Texas), Susan Furlong (Nev.), Sarah Curry (Ore.), Lacy Ramirez Gruss (Ore.), and Holly South (NCSL).

## Approval of Executive Committee Appointments

Jay Braxton moved to accept President Paul Smith's appointments to the Executive Committee: Principals Tim Sekerak and Carrie Maulin and Associates Ron Smith and Joyce Wright. The motion was seconded by William McGill and approved unanimously.

## Approval of the Treasurer's Report

Secretary-Treasurer William McGill then reviewed the Treasurer's Report, which was unchanged since being approved by the 2018-2019 Executive Committee on September 22.

## New Business

Susan Furlong, chair of the Budget and Financial Review Committee, spoke about some disbursements that were made out of the dues account that should have been charged to the meeting budget which were hotel and airfare for Past President Pat Harris's PDS site visit to Seattle. Also there was discussion about Past President Harris's ANZACATT hotel, which was not covered by ANZACATT and should be covered, per an agreement between ANZACATT and ASLCS. President Smith suggested that the amount of \$1,723.04, the cost of Pat Harris's site visit to Seattle, be transferred from the dues account to the meeting budget (P019). The motion from President-Elect Brad Young was seconded by Carrie Maulin and approved unanimously. NCSL Liaison Holly South reviewed the ASLCS accounts and described the responsibilities of the accounts. LLCs is the account used for professional development programs. The only activity on this account was a reimbursement to Mary Gibson of Massachusetts for her Associate Exchange Program (AEP) visit to Alabama (for \$454.35); the current balance stands at \$47,764.47. There are pending expenses for PDS speakers and another AEP reimbursement in the total amount of \$11,100.

L190 is the Society's Special Meeting Fund; fundraising and expenses for the Society's meetings are deposited into and drawn from this account. There is \$25,500 in new host state fundraising for the 2019 PDS in Seattle, and funds in the amount of \$20,000 from the Maine Legislature for the 2020 PDS in Portland, Maine. Registration payments from the Joint Canadian-American Meeting in New Hampshire have been applied as well. Total revenues were \$104,427.94. Expenses related to the hotel for the Spring Meeting; the subtotal is \$9,300.77. Legislative Summit expenses for the Business Lunch and Meeting in Nashville (\$8,191.50) were covered in full by International Roll-Call. There is a \$200.00 expense for a performer at the Joint Canadian Meeting. Expenses for travel and activities at this meeting were also noted. Surplus Spring Meeting fundraising was donated to a Jackson Hole, Wyoming charity called Vertical Harvest. Total expenses amounted to \$60,644.41 and bring the current balance for L190 to \$189,657.42. There are several pending items, including International Roll Call's sponsorship of business lunch and over \$22,000 in fundraising from the Washington Host State Committee for the PDS. Total Host State fundraising for this year's PDS is at about \$77,800. Pending expenses for the PDS total \$27,283.96, with total pending expenditures amounting to \$33,004.31. President Paul Smith noted that the Joint Canadian-American Meeting will post a profit of about \$2,100.00.

The PDS budget has highlights in red and updates and changes were noted. Room comps covering the rooms for the speaker and the President should save about \$1,600.00 and total faculty and guest travel could end up about \$4,200.00 less than anticipated. Expenses that were not anticipated were for audiovisual expenses because the meeting was larger than anticipated and needed larger rooms and different sound and more sessions needing screens which resulted in \$4,100.00. There was a loss damage waiver that was applied that was not anticipated and approval previously granted by the Executive Committee to record a concurrent session (\$500.00). Costs have risen about \$6,300.00 since the budget was approved at the Spring Meeting in April, and have been covered by registration revenues. Awards for Bill Pound and for Butch Speer cost an additional \$400.00. Because of higher-than-expected attendance, meal costs rose about \$9,200.00 and the NCSL overhead allocation rose as well - this is a meeting administration fee that is a flat fee of \$2,500.00 to each group and rises based on meeting attendance. Expenses rose about \$12,000.00 and revenues is about \$22,200.00 higher than expected. The meeting looks to gain about \$2,483.41 but as the bills come in from the hotel that could change. This meeting budget will now also cover the President's site visit and hotel in the amount of \$1,723.04, which will reduce the profit for the meeting.

EXECUTIVE



## EXECUTIVE COMMITTEE MEETING MINUTES 2 (CONTINUED)

Registration for the meeting stands at 211 legislative staff, 20 guests and retirees, 1 business registration and 19 complimentary registrations. ASLCS met the hotel attrition threshold and earned one free room night for every 40 room nights. The meeting earned 27 room night comps which will be applied to the NCSL liaison, speakers, president and international guests. Discussion around applying possible room comps for members who would not be able to cover room costs was considered.

The Budget and Financial Review Committee overview was presented by Susan Furlong. Three accounts of the Society are the Dues Account administered by the Secretary Treasurer and housed at Wells Fargo, the Special Meetings Fund (L190), and the Professional Development Revolving Account (LLCS). Profits from the meetings go into the Professional Development Revolving account, which funds speakers for the PDS, scholarships, and the Associate Exchange Program. The fourth account is the PDS budget. She requested that the host state provide a report of expenses so those can be more easily understood.

L190 is typically used for fundraising for the PDS and the Spring Meeting, ASLCS activities at the NCSL Legislative Summit and Canadian American Meetings also come out of this account. Expenses were tracked



by the host state via a report that will be shared at the next meeting of the Executive Committee. There was discussion

surrounding the balance for the Speaker's Fund, which is in the Standing Orders set in the amount of \$15,000. Discussion about transferring \$15,000.00 from the LLCS Revolving Fund to the L190; this was moved, seconded and approved unanimously.

It was agreed that the Treasurer's Report should be included in the Legislative Administrator.

Maine has already raised funds for the PDS and has had to decide about activities with a shortened PDS schedule. The funds raised so far have been from the individual chambers in Maine in the total amount of \$20,000.00. The 2019 Host State Committee has met with the Maine Host State Committee and offered assistance, if needed, to them.

Oregon will be hosting the PDS in 2021 and will start fundraising; Portland, Oregon will be an expensive site like Seattle. Discussion will need to happen in Spring or Summer 2020 regarding the use of Conference Direct or whether NCSL or the host state will negotiate a hotel contract, and the host state has been discussing this issue.

## EXECUTIVE COMMITTEE MEETING MINUTES 2 (CONTINUED)

Joint Canadian-American Meeting funding went through the L190 and Paul Smith put what was necessary on his personal credit card, which will be reimbursed from the L190. The meeting made roughly \$2000.

Approval of budgets for the coming year included \$500 for the International Directory, \$15,000 for the Legislative Administrator, \$10,000 for the Roster and Reference Guide – but there could be an additional request because of shipping costs. Jay Braxton made a motion to approve the budgets, which was seconded by Carrie Maulin and approved unanimously.

The ASLCS Archives are housed by Steve James in the Massachusetts House. He has been searching for fireproof storage (which is about \$45 for a fireproof folder) and offered to order and see if this was something that would work for proper storage of documents. A motion to purchase one and reimburse Steve James was moved, seconded and approved unanimously. Carrie Maulin then made a motion that a plaque honoring Paul Mason, currently being stored in Boston, be shipped and returned to the California Senate where Paul Mason had worked. It was seconded by Brad Hendrickson and approved unanimously.

President Paul Smith discussed a new ASLCS Mentoring Program to establish professional and personal relationships with colleagues in order to have someone to call on for advice and support and also to have accountability. Support staff will help with the Associate members.

President Smith also announced the formation of two special committees. The first is for the Distinguished Service Award for Associates and the committee has met and discussed this award and an announcement will be made in Portland, Maine. The second is a committee charged with studying Associate membership on the Executive Committee.

Approval for travel to ANOMAC in October 2019 was approved for the President, Associate Vice-President, and International Communication and Development Chair (or any of their designees) was moved by Ali Sagraves, seconded by Carrie Maulin and unanimously approved.

There was discussion surrounding the travel for ANZACATT meeting. First, regarding the hotel bill, which should have been paid by ANZACATT, and second, the cost of the airline ticket for travel in Economy Premium as opposed to regular Economy. Brad Young made a motion to allowing for travel to ANZACATT by Economy Premium; the motion was seconded by Carrie Maulin and approved unanimously.

Approval for LSCC travel for the January meeting in Austin, Texas for President-Elect Brad Young and the President's designee was moved by Carrie Maulin, seconded by Tim Sekarak, and approved unanimously.

### **Other Business**

Tim Sekarak spoke about a motion approved at the committee level for Inside the Legislative Process regarding seeking a partnership with NALIT to bring documents into available accessible technology such as a searchable database. There was a suggestion that the database be cloud-based. A suggestion to seek a partnership with NALIT was moved by Brad Hendrickson, seconded by Ali Sagraves, and approved unanimously.

Little Rock, Arkansas is being discussed by the Site Selection Committee as the host for the 2022 PDS.

The ASLCS Spring Meeting will be held May 1-3 in Cleveland, Ohio at the Hyatt Regency Cleveland at the Arcade.

### **Adjournment**

Adjournment moved at 10:55 a.m. by Jay Braxton and seconded by Carrie Maulin and approved unanimously.

Respectfully submitted,

William McGill, Secretary Treasurer

EXECUTIVE





# Associate Exchange Program

## Bicentennial Celebrations and Late Night Politics

By Jay Jacobs, Journal Clerk, Kentucky House of Representatives

After careful selection of host states and picking a week that fell after Kentucky's 30 day organizational session I landed myself in Concord, New Hampshire the first week of June, 2019 to participate in the American Society for Legislative Clerks and Secretaries Associate Exchange program. To my pleasant surprise I soon found out after scheduling with the host state that I would be attending during their Bicentennial celebration of their State House. New Hampshire's state house is the oldest state house in the nation in which the legislature still occupies its original chambers. The building is a state, national, and international treasure where the democratically elected representatives of New Hampshire have assembled to debate and enact laws as well as self-govern since it opened on June 2, 1819. The preparation for this week of celebration has been in effect and written into law since May of 2014. So what an honor to arrive into Concord on June 2nd to help celebrate with them and to embrace their States rich history.

I was graciously picked up from the airport upon my arrival by a member of the Senate Clerk's staff and we hit the ground running and went straight to the state house for opening day activities. I arrived to see a very elegant but modest Capitol building with a Gold dome standing tall and proud for every citizen and visitor to recognize the state's political hub. The Bicentennial commission planned an amazing week and my arrival on opening day didn't disappoint. My only regret is not getting an earlier flight to be able to attend the opening ceremony which involved the singing of "Happy Birthday" and eating birthday cake. I did arrive just in time to see a reenactment of the very first session in the House of Representatives from June 2, 1819. This was very well done and all members participating including our very own President-Elect Paul Smith were dressed just like they would have dressed in 1819. After the reenactment I was given a tour of the state house by my host for Tammy Wright, clerk of the Senate.

The Bicentennial celebration had events scheduled for every day throughout my stay which allowed me to be right in the middle of the celebration. My first full day began early on Monday with another round of introductions and a continued tour of the state house. With each new person I met, I felt the pride of being able to work in such a historic building as they reminded me how lucky I was to attend during their bicentennial celebration. The first day's events included watching a roundtable discussion with all but a few of the past and present Governor's. The New Hampshire State House welcomed three archival documents under its dome as part of the bicentennial celebration which included: a 1776 Dunlap Broadside Declaration of Independence, an 1823 engraved Declaration of Independence, and a copy of the Bill of Rights. These documents were an amazing site to see and were kept guarded during their entire stay in the visitor's center. After the festivities I dove head first into the work of the day and preparation of the Journal for the last session day. I was given an introduction to XML software by International Roll-Call and began learning the stamp system to create a daily journal. This process and software is much different than the use of Word Templates and old school hand written minutes that we utilize in Kentucky. Clerk staff took time to explain how the legislative process works and spent time helping me understand how the work flow is processed with only three full-time clerk staff. I was very impressed with the amount of work that is processed and completed by such a small staff.

# Associate Exchange Program (Continued)

Tuesday was a historic day as the New Hampshire Supreme Court met for the first time ever to hear oral arguments in Representatives Hall. After background on the case was given to the audience, the oral arguments began and the legal counsels began presenting to the Supreme Court Judges. It was very interesting to witness a case being presented and how they referenced and argued points that became law in the very same chamber. After the Supreme Court arguments concluded, we continued to proof and verify the daily journal from the previous session day. It was a very long and tedious process where one person read the entire journal verbatim and the other person checked off corresponding documents. Proofing the daily journal and reviewing the Senate Rules gave me some good insight on how a daily session goes and what to expect for the upcoming days.

On Wednesday I met with the House Journal Clerk and I watched as she began to prepare for their session day. We discussed some differences between the House and Senate as well as differences between our two states. One noted difference is that the House Journal Clerk sits on the floor during session and enters stamps into the XML system as time allows. Bicentennial celebrations continued on the front lawn of the State House as arts and heritage displays filled the front plaza. The House gavelled into session and I was introduced as a guest of the House. One interesting motion was made that I would like to mention is that one member moved that in honor of another member's birthday that all the men be allowed to remove their coats for the remainder of the day's session. This motion was seconded and passed by a voice vote. After session I met with the Senate Clerk as she met with the minority Chief of Staff prior to the next day's session. They discussed and went over the details of all amendments being filed and he presented her with a script detailing the splitting of a vote on two budget bills. The thing that impressed me the most about this meeting was that both sides of the aisle communicate very well with the Clerk. There is a lot of work being done behind the scenes and the communication between both parties makes this workload a lot easier as they have a good idea of what to expect and they can have everything ready and not slow down the process.

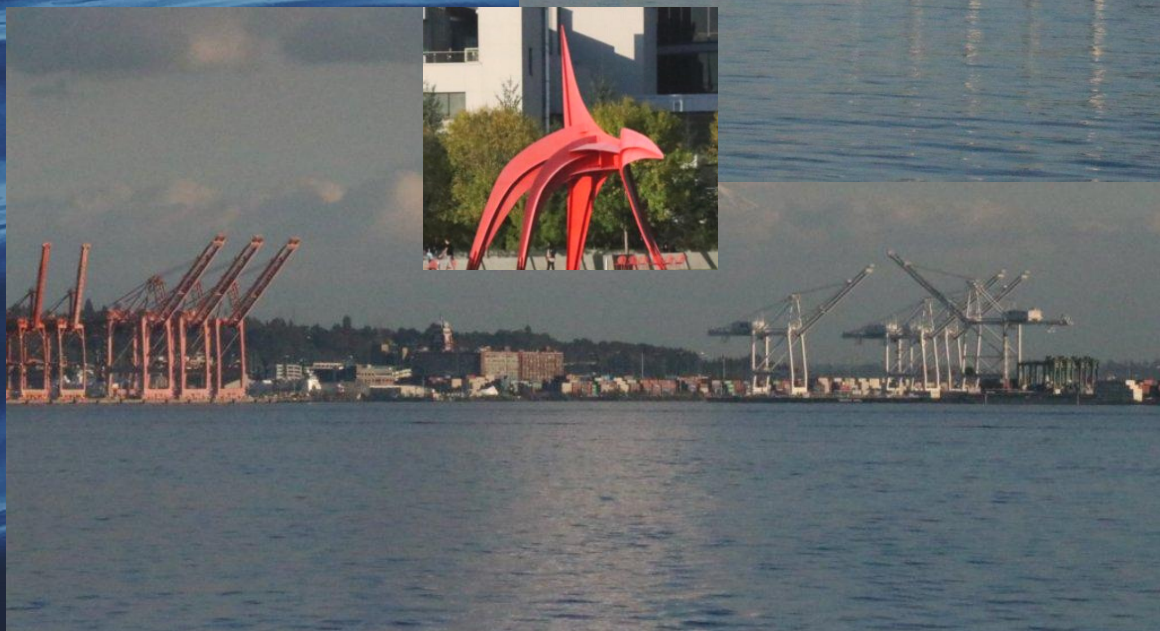
My final full day was spent in session serving as the Sergeant at Arms for the Senate on the last day to act on House Bills. As Sergeant of Arms I had the privilege of escorting the Senate Members into the House Chambers for a Joint Convention where the Governor addressed the entire body in honor of the bicentennial celebration. After the Joint Convention the Senate Body returned to business as the final House Bills were acted upon. There were ten bills on the calendar for action and the first eight went very quickly. The remaining two Bills took us late into the night as pre-arranged politics allowed for a historical division vote on two budget bills and some unplanned political stands carried us into the next day before concessions were made and the Bills were finally passed. Being on the floor allowed me to witness all the inner workings of a very busy session day and I truly enjoyed getting to witness how both parties carried out their own political agendas despite the known outcome.

I truly enjoyed my week spent in New Hampshire with Tammy and her entire Senate Clerk Staff and I appreciate all the opportunities given to me to participate in the legislative process. This opportunity to learn and share with another state has left me with a few suggestions for those who will participate in the future. My first suggestion is take the time to watch a live or replay broadcast of your host state and chambers session. Reach out and request copies of the Rules for that chamber as well as any other documents that they would recommend you looking at in advance of your arrival.

Jay Jacobs  
Journal Clerk  
House of Representatives  
Commonwealth of Kentucky



# EVENING ON PUGET SOUND



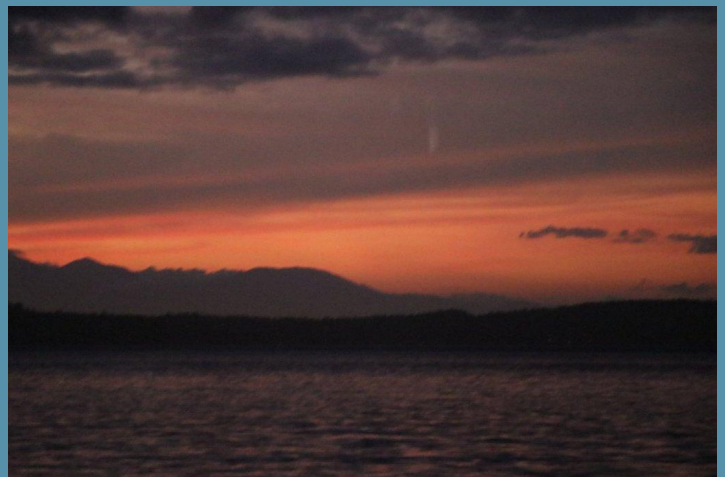


# EVENING ON PUGET SOUND





# EVENING ON PUGET SOUND







# *Seattle, 2024*

