



2019

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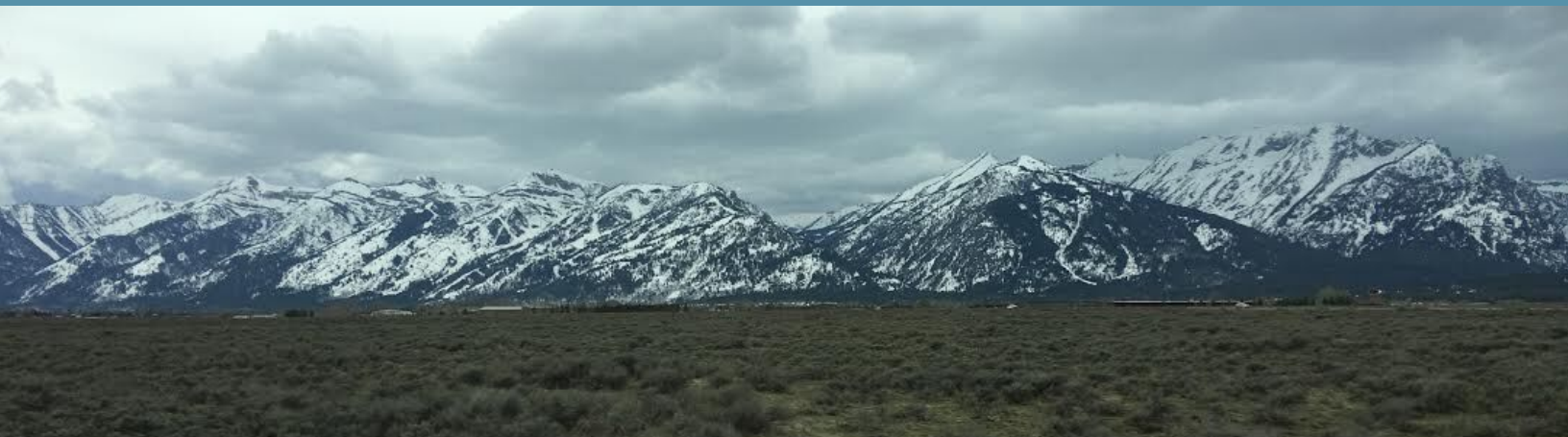
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A Message from the President



I want to thank everyone who attended our ASLCS Spring Meeting in Jackson Hole, Wyoming this spring. It's always a pleasure to get together with good friends and colleagues, and it provides valuable time sharing experiences among our diverse membership. The chance to spend time with so many great friends in such a beautiful place was a great privilege.

Our time together enjoying the music of Chuck Leavell at the conference cocktail party was a special treat. Mr. Leavell's music spans generations and includes some of the greatest names in rock history, including the Rolling Stones, Allman Brothers and George Harrison.

I will be asking the Executive Committee's approval to donate the surplus proceeds from the event to Vertical Harvest, a cutting-edge sustainable farming initiative based in Jackson Hole. The group uses unique techniques to grow its crops, and makes it a priority to hire disabled residents to care for and harvest the plants. It's a fantastic outreach and extremely worthy of our support.

Now as you likely know, we recently closed a contentious legislative session in my home state of Alabama. National and even international spotlights were focused on the Alabama Statehouse as lawmakers in the House and Senate debated the emotional abortion issue.

Activists packed the galleries of both chambers. Press rooms filled well beyond capacity. Journalists from Los Angeles to London carried daily accounts of the process. Tempers often flared among the public and among legislators. This drama came just weeks after an unorthodox special session was convened days into the regular session for the purpose of raising Alabama tax on gasoline to support infrastructure improvements.

To say 2019 has been a whirlwind would be an understatement. But there was one constant through it all: My professional legislative staff.

The workers at the desk and the clerks and assistants behind the scenes made certain that no matter the controversy, every step of the process was taken properly, and the institution's stability was never in question.

I know you've seen similar moments in your own home states. The issues may be tough, and the days are often volatile, but a knowledgeable, professional staff never wavers.



Best Wishes,
Pat Harris



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 McGill
(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
ASLCS 2019 SPRING BUSINESS MEETING
JACKSON HOLE, WYOMING
APRIL 27, 2019**

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Patrick Harris at 1:31 p.m. (Mountain).

Attendance

A quorum of the executive committee was present with the following members in attendance:

Pat Harris (Ala.), President; Brad Young (Ohio), Secretary-Treasurer; Bernadette McNulty (Calif.), Associate Vice President; Ali Sagraves (Ohio), Ann Marie Walp (Tenn.), Robert Haney (Texas), and Yolanda Dixon (La.). Those present via conference call included: Paul Smith (N.H.), President-Elect; Claire Clift (Nev.), and Brad Hendrickson (Wash.).

Also present were Tim Sekerak (Ore.), Joyce Wright (Ala.), Neva Parker (Calif.), Susan Kannarr (Kan.), Margaret O'Brien (Mich.), Alfred "Butch" Speer (La.), Susan Furlong (Nev.), Darek Grant (Maine), Jennifer McGowan (Maine), Holly South (NCSL), and Brenda Erikson (NCSL).

Approval of Minutes

The minutes of the December 20, 2018 Executive Committee Conference Call were presented. Bernadette McNulty asked about working with Holly South on some ideas to boost sponsorship and asked the President about obtaining further information regarding the elimination of the Legislative Effectiveness committee and NCSL/LSCC standing committee parliamentary proposal, as detailed in the minutes. President Harris explained that he was still addressing the issue and needed more definitive information before providing an update to the Executive Committee.

Yolanda Dixon moved to approve the minutes, seconded by Ann Marie Walp, and the motion was adopted.

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 \$35,908.65 on December 17, 2018. Disbursements since then had been related to travel reimbursements to Brad Young for attending the 2019 Winter LSCC Meeting in Paul Smith's place, as well as to President Harris for attendance at the Winter LSCC Meeting and the ANZACATT Meeting. There was also a check for postage reimbursement to Ann Marie Walp for sending out the Legislative Administrator, along with a payment to Phillips Printing Company in Nashville for printing the Legislative Administrator.

Deposits included dues payments for the Clerk of the NY Assembly, 2018 dues payments for a couple of members from the Mississippi House, and an interest payment from the State of Illinois. The dues account balance as of April 18, 2019 amounted to \$25,823.59. The motion to adopt the report was moved by Yolanda Dixon, seconded by Bernadette McNulty, and adopted unanimously.

Old Business

An overview of the ASLCS financial accounts was presented by Holly South, NCSL Liaison, beginning with the ASLCS Special Meeting Fund (L190). Holly explained that this account has only seen fundraising so far this year - no expenditures as of yet. The account received an interest deposit of \$444 between January and March 2019, along with 2019 Spring Meeting Fundraising revenues totaling \$11,500, and 2019 PDS Fundraising revenues totaling \$8,000. There was also a 2018 PDS Host State repayment of a double reimbursement on the hospitality suite of \$120.44. Total revenues as of March 31, 2019 amounted to

EXECUTIVE COMMITTEE MEETING MINUTES (CONTINUED)

\$20,064.44, with the current balance of the L190 standing at \$165,938.33. Holly pointed out additional pending revenues coming in for the 2019 Spring Meeting and for the 2019 PDS, bringing total pending revenues to \$10,500. She noted pending expenditures totaling \$10,213.64, which includes a few expenditures for the Spring Meeting and a previously discussed deposit for the Argosy Cruise at this year's PDS. This will be reflected in the next report for the Executive Committee.

President Harris brought to the Executive Committee's attention that the social event for this year's Spring Meeting would not have been possible without John Crawford, former Associate Vice-President of ASLCS. President Harris noted that Mr. Crawford took it upon himself to handle the fundraising for the event and that it goes to show that even though he may no longer be a member, he still cares about the Society, and the Society is grateful.

Holly next discussed the ASLCS Professional Development Revolving Account (LLCS). Items of note included the \$32,048.59 profit from the 2018 PDS and a \$500 reimbursement for Jeff Beighley's participation in the Associate Exchange Program with the Alaska State Legislature. The current balance as of the end of March amounted to \$47,218.82. One new pending expenditure that had not been reported yet was a \$1,950 deposit on the 2019 PDS Plenary Speaker, Dave Weber. Holly noted that the Executive Committee should expect three reimbursements for upcoming Associate Exchange Program participants.

New Business

2019 Associate Exchange Program Update

Neva Parker explained that there are four participants this year. Jeff Beighley (Wis.) already completed his exchange in Alaska, where both chambers hosted him. Mary Gibson (Mass.) will be going to the Alabama Senate, Jay Jacobs (Ky.) will travel to the New Hampshire Senate, and Michael Coe (N.H.) will be going to the Virginia Senate. President Harris encouraged all present to encourage their staff to participate in this program.

Proposed Bylaws Revisions

For the first proposed revision, Robert Haney explained that the International Communication and Development Committee made a recommendation that the Executive Committee direct the Bylaws and Standing Orders Committee to remove the ATELCA organization from our standing orders as it appears it no longer exists. Yolanda Dixon moved to send that directive to the Bylaws and Standing Orders Committee, Ann Marie Walp seconded the motion, and it was adopted unanimously.

President Harris moved on to the second proposed revision regarding international members. Tim Sekerak (Ore.), chair of the Bylaws and Standing Orders Committee, took the initiative to develop this proposal, along with Obie Rutledge (Ore.), chair of the International Communication and Development Committee, who worked on this idea with his committee members. Tim drafted a concept pertaining to the Society's bylaws to allow organizations that are internationally-based to become dues-paying members of the organization, similarly to what we do with our states. They would have the rights and privileges of voting members of the organization. He circulated draft language to capture this concept to President Harris and Holly South, as well as to the Bylaws and Standing Orders Committee to make them aware that they may receive a directive to draft these changes. President Harris explained that he wanted both the Bylaws and Standing Orders Committee and the International Communication and Development Committee to explore the idea of extending the membership concept by invitation rather than simply opening it up.

EXECUTIVE COMMITTEE MEETING MINUTES (CONTINUED)

President Harris discussed the idea with some international society members, and they seemed interested in more participation in ASLCS. He received no negative feedback on the idea from the international community. He explained that Paul Smith brought up some potential issues with the bylaws, but President Harris is confident these concerns can be discussed and tweaked in time to make a formal proposal at the NCSL Summit this summer. President Harris intends to provide the Executive Committee with the information dispersed by both Tim and Paul to help the Executive Committee with formalizing the proposal.

Tim further explained that, since the definition of a “member” is somewhat subjective, this could be a potential hang-up, including how international members would stand compared to associate members. There is also the question of how to communicate this opportunity to the international community, so the International Communication and Development Committee would need to explore that question. President Harris addressed a question raised by Alfred “Butch” Speer on the sheer number of international associations and whether or not ASLCS would pick and choose associations to which to offer membership; Robert Haney also asked if it might be simpler to expand the class of associations who are able to participate, as ASLCS has done with associations such as CATTS and ANOMAC. Other questions were raised about what the groups with which we already associate would view if this change was made to expand their same level of participation to other groups with which ASLCS has had little to no interaction. The President reminded everyone that this would be offered to individuals – not to full associations. Another area of discussion would be on handling retired international clerks and secretaries as honorary members. President Harris explained that this idea is intended to allow our international colleagues to have more participation in the Society, beyond just inviting them to attend a PDS.

Tim requested that he be able to redraft a proposal based on this discussion. Paul Smith requested a report of the subcommittee formed last fall to discuss this issue, to which Alfred Speer explained that he, Joyce Wright, and others will be reaching out to some of the Society’s international colleagues to hash out further details. The President would like to have something (i.e. a proposal from Tim and the Bylaws committee for a bylaws change) by the NCSL Summit for the Executive Committee to consider.

Paul moved to table the discussion until the Nashville meeting. Bernadette asked Paul to withdraw his motion and allow the draft proposal to come forward with the understanding that no final decision would be made until this year’s PDS. President Harris confirmed this was his intention. Butch confirmed that the subcommittee intends to have a report communicated before the Summit, and Tim confirmed his production of a drafted bylaws change proposal. The motion to table this discussion failed for lack of a second to the motion.

For the third proposed revision, Holly South explained that there are three instances in the standing orders that reference “staff sections” and NCSL has changed that designation to “professional staff associations,” so this change to the standing orders would simply conform those references to the new designation. Paul Smith moved that this change be made, and Yolanda Dixon seconded. The motion was approved unanimously.

2019 PDS

President Harris asked Holly South to update the committee on registration fees and the uniquely higher costs of this year’s PDS. Currently, the budget would lose almost \$19,000, and that is without meals that are traditionally included. With that in mind, and looking at the cost of various events and expenses of members and guests attending them, President Harris asked the committee to consider raising the registration fee for both members and guests just for this meeting. Bernadette McNulty moved to raise

EXECUTIVE COMMITTEE MEETING MINUTES (CONTINUED)

the registration fee for both members and guests by \$50, seconded by Ann Marie Walp. The motion was unanimously approved and registration fees so raised to \$450 for attendees and \$250 for guests.

Holly then provided a review of the budget. In terms of staff travel (hotel, meals, and transportation expenses) for the NCSL liaison to ASLCS and the NCSL meeting planner, the costs are estimated to come to \$2,054, just over \$1,000 for each. Faculty and guest travel expenses include those for the two plenary speakers, which will not include meals this year – just lodging costs that will be comped, the cost of the President's suite for six nights, and CATTS and ANZACATT guest rooms, bringing total estimated costs to \$4,467.58. Printing costs this year are expected to be \$400; money will be saved by emailing save-the-date postcards, rather than using traditional mail. Shipping of meeting supplies and hotel handling charges are expected to be \$400. Audio visual costs are typically high; the hotel is giving us a 10% discount on these, but electrical charges are not free for this year's Expo, as has been the case in years past. Along with the service charges, the total should come to \$12,267.96. Miscellaneous fees (credit card fees for registration payments, new attendee gift cards, badge ribbons, awards, airfare and meals for the site visit, etc.) are estimated at \$3,300. Total fixed costs for the meeting come in at \$22,889.54. Meal expenses are estimated at \$73,018.50 and includes tax and gratuity charges for two group breakfasts, boxed lunches for the bus ride to Olympia (this may change depending on whether or not the host state is able to find a lower-cost, local option), business meeting luncheon, coffee and snack breaks, President's reception, and State Dinner; this budget does away with breakfasts for the Mason's Manual Commission and the Friday morning business meeting. Meeting material costs (i.e. badges and other items) could be \$307.50. NCSL overhead allocation for staff time and registration of an estimated 165 full-fee attendees (expecting slightly lower attendance than last year) is \$7,900; Holly pointed out that guest and comped registrations are not factored into this allocation. Estimated total expenses come in at \$104,115.54.

As for revenue, Holly explained that with registration fees now increasing to \$450/attendee and \$250/guest, and expecting 165 full-fee attendees, 12 guests, and two business/other attendees, the estimated registration revenue would be \$78,250. Due to Propylon deciding to increase their contributions by \$2,000 from the original commitment, along with the other contributions from Tallan, Thomson Reuters, and International Roll Call, total expected contributions from national sponsors is \$18,000. This brings total expected revenue to \$96,250. This would bring us to a deficit closer to \$8,000, rather than \$18,000 as originally anticipated. Brad Hendrickson noted that the high costs are unfortunate, but the location will make up for it, and his team will continue fundraising.

Holly then noted that the budget must be zeroed out before it can be approved, so money would need to come out of the LLCs account (using profits from last year's PDS). She asked if the Executive Committee wanted to add any meals back in before approving a final budget, but members agreed that we have been able to make breakfasts work on the "on your own" days. After Brenda Erikson (NCSL) explained that other professional staff associations apply a conditional motion to cover deficits, Bernadette McNulty moved to take out of the LLCs account whatever amount ends up being necessary to cover the deficit to zero out the budget and approve the budget. The motion was seconded by Yolanda Dixon and adopted unanimously.

During review of the budget, Paul Smith also brought up a question of a reciprocal agreement with ANZACATT to cover both registration and hotel expenses for the President, but this year, they only covered registration. President Harris agreed that this should be looked into further.

EXECUTIVE COMMITTEE MEETING MINUTES (CONTINUED)

Brad Hendrickson then provided an update as the host state of this year's PDS in Seattle. President Harris, Holly South, and the NCSL meeting planner intend to make a site visit in early July to check out the venues. He directed the committee to review the preliminary schedule in their packets. In addition to normal programming, the opening night reception will take place in the hospitality suite, the group will travel to Olympia on Monday to visit the Washington State Capitol for some of the programming, and Tuesday evening will involve the Elliot Bay dinner cruise. They are working on signage now, will continue fundraising, and are looking forward to hosting everyone. Holly informed the group that registration will be open in May.

2020 PDS Proposal - Maine

As the ASLCS Site Selection Committee earlier approved recommending Maine to host the 2020 PDS, Darek Grant and Jennifer McGowan, principal members from Maine, offered their proposal to the Executive Committee. After informing the group that Maine will be celebrating its bicentennial next year, they provided handouts detailing a host state budget of \$55,000, with contributions of \$20,000 from the Maine Legislature and a fundraising goal of \$35,000. They said their members and leadership are excited to host the PDS. The handout listed hotel and transportation options, along with possible social events, including a reception at a local brewery, lobster bake on Peaks Island, a visit to the State Capitol in Augusta, and a bowling event, in addition to the regular state dinner.

President Harris asked the Executive Committee to discuss the idea of shortening the length of the PDS. Bernadette McNulty noted that, based on the survey results, the majority of the members of the Society who responded to the survey want to see the PDS shortened by a day and encouraged looking into doing so for the 2020 PDS. Paul Smith previously discussed the idea along with Brad Young and worked with Holly South to put together a few tentative schedules of what this could look like with eliminating a full day or half of a day. Holly explained that the losses would include some downtime, length of concurrent sessions, time between the programming, and would also result in ending the programming later each day. Brad Young explained that talking with other members pointed out to him that cost is a factor for some folks on whether or not they are able to attend the PDS, but so is length of time away from the office. He also noted the importance of tradition and retaining the value of the current programming and keeping this in mind while looking at other scheduling options. He noted that if we would try another option, and it ends up not working out, the Society could go back to its traditional schedule. Holly South also noted that shortening the PDS would save the meeting budget thousands of dollars. Paul moved to shorten the 2020 PDS by one day, Bernadette seconded the motion, and it was adopted unanimously.

While the Executive Committee did not approve selecting Maine as the host of the 2020 PDS at the time of this meeting, a quorum of the committee met on the evening of Saturday, April 27, 2019. President Harris announced that the Executive Committee needed to formally approve the host site of the 2020 PDS. Ali Segraves moved that Maine be approved to host the 2020 PDS, seconded by Brad Young, and the motion was adopted unanimously. Additionally, President Harris asked the committee if Conference Direct would be approved to negotiate the hotel contract for the 2020 PDS in Maine. Ali Segraves moved that Conference Direct be approved to negotiate this contract, Brad Young seconded the motion, and the motion was adopted unanimously.

NCSL Legislative Summit

President Harris and Holly South directed members to review the highlighted professional staff association sessions scheduled to occur at the upcoming NCSL Summit in Nashville and discuss co-sponsoring these sessions. Holly pointed out that ASLCS members are participating in a number of the sessions. The committee reviewed the sessions and unanimously agreed to co-sponsor.

EXECUTIVE COMMITTEE MEETING MINUTES (CONTINUED)

NCSL/LSCC Standing Committee Parliamentarian Proposal

As this item was discussed earlier in the meeting, President Harris reminded members that he would like to get the committee more information before taking an action.

Approval of Honorary Members

President Harris asked members to consider approving honorary memberships to Julie Adams, Secretary of the U.S. Senate (elected 2015) and Cheryl Johnson, Clerk of the U.S. House of Representatives (elected 2019). Paul Smith moved to approve both honorary memberships, Yolanda Dixon seconded the motion, and the motion was approved unanimously.

Approval of Travel to Spring LSCC Meeting

President Harris asked the committee to consider approving his and Paul Smith's attendance (or their designees' attendance), as President and President-elect, at the Spring LSCC Meeting on June 7-8 in Madison, Wisconsin. Bernadette McNulty moved to approve their travel, Ann Marie Walp seconded the motion, and the motion was approved unanimously.

Approval of Travel for 2019 PDS Site Visit

President Harris asked the committee to consider approving his travel, as President, for a 2019 PDS site visit on July 8 in Seattle. Bernadette McNulty moved to approve his travel, Paul Smith seconded the motion, and the motion was approved unanimously.

Approval of Travel to Summer LSCC Meeting

President Harris asked the committee to consider approving his and Paul Smith's attendance (or their designees' attendance) at the Summer LSCC Meeting on August 4 in Nashville, Tennessee. Ali Segraves moved to approve, Bernadette McNulty seconded the motion, and the motion was approved unanimously.

Approval of Travel to CATTs Meeting

President Harris asked the committee to consider approving his, Bernadette McNulty's, and Paul Smith's attendance (or their designees' attendance) at the CATTs Meeting, August 5-9 in Ottawa, Ontario. Bernadette McNulty moved to approve, Ali Segraves seconded the motion, and the motion was approved unanimously. Bernadette noted that she will designate Yolanda Dixon to attend in her place.

Approval of Travel to ANOMAC Meeting

President Harris asked the committee to consider approving his, Bernadette McNulty's, and Obie Rutledge's attendance (or their designees' attendance) at the ANOMAC meeting, tentatively scheduled for August somewhere in Mexico. Bernadette McNulty moved to approve, Ali Segraves seconded the motion, and the motion was approved unanimously. Bernadette noted that she will designate Yolanda Dixon to attend in her place.

Approval of Travel to Joint Canadian-American Meeting

President Harris asked the committee to consider approving his, Bernadette McNulty's, and Paul Smith's attendance (or their designees' attendance) at the Joint Canadian-American Meeting, September 3-7 in Concord, New Hampshire. Bernadette McNulty moved to approve, Ali Segraves seconded the motion, and the motion was approved unanimously. Bernadette noted that she will designate Yolanda Dixon to attend in her place.

EXECUTIVE COMMITTEE MEETING MINUTES (CONTINUED)

Other Business

Joint Canadian-American Meeting Overview

Paul Smith provided an update on the programming for this year's Joint-Canadian American Meeting in Concord, New Hampshire, which will include meeting legislative leaders in the New Hampshire State House, discussions on various topics including ethics, and a reception at a historic building nearby where Teddy Roosevelt once stopped to address the town (this reception will include an impersonator). There will also be a lunchtime cruise, and Paul is looking forward to having everyone there. President Harris encouraged members to attend.

Legislative Staff Achievement Awards

Holly South explained that since including this on the agenda, she received several nominations, and action by the Executive Committee was no longer needed at this time.

Announcements

President Harris reminded all members to gather together in the town square at 5:00 p.m. for a group picture. There were no other announcements.

Adjournment

There being no further business, Yolanda Dixon moved to adjourn, seconded by Bernadette McNulty. The motion was adopted unanimously.

The meeting stood adjourned at 2:59 p.m. (Mountain).

Respectfully Submitted,

Brad Young
Secretary-Treasurer



BYLAWS AND STANDING ORDERS COMMITTEE MEETING MINUTES



Lisa Davis (MS)
Vice Chair



Tim Sekerak (OR)
Chair



Buddy Johnson (AR)
Vice Chair

Call to Order

The meeting of the Bylaws and Standing Orders Committee was called to order by Tim Sekerak (Ore.), Chair.

Attendance

The following members of the committee were present: Tim Sekerak (Ore.), Chair; Lisa Davis (Miss.), 1st Vice Chair; Buddy Johnson (Ark.), 2nd Vice Chair; Yolanda Dixon (La.), Martha Jarrow (Ark.), Neva Parker (Calif.), Alfred W. Speer (La.), and Brad Young (Ohio). Others in attendance were Janice Gadd (Utah), Susan Kannarr (Kan.), and Bo Hoover (W.Va.).

Approval of Minutes

Upon a motion by Mr. Speer, seconded by Ms. Davis, the committee approved the minutes of the last meeting held Sept. 27, 2018, at the ASLCS Professional Development Seminar in Madison, Wisconsin.

Old Business

No old business.

New Business

Mr. Sekerak presented as new business the three items initially provided to the committee at the 2018 Fall PDS:

- a. Bylaws changes for a new International Membership.
- b. Standing Orders changes to removed references to ATELCA.
- c. Standing Orders changes to replace outdated references to staff sections.

Mr. Sekerak said he offered the items to the committee for consideration pending action by and directives from the Executive Committee. Mr. Speer asked if any directives had been received from the Executive Committee. Mr. Sekerak said none had been provided and that the Executive Committee may review the items at its meeting later in the day.

Adjournment

There being no further business before the committee, Mr. Sekerak declared the meeting adjourned at 9:11 a.m.

Respectfully submitted,

Buddy Johnson (Ark.), 2nd Vice Chair

CANADIAN-AMERICAN RELATIONS COMMITTEE MEETING MINUTES



Brad Young (OH)
Vice Chair



Paul Smith (NH)
Chair



Liz Clark (AK)
Vice Chair

Call to Order

The meeting of the Canadian-American Relations committee was called to order at 11:04 a.m., by President Pat Harris (Ala.), acting as Chair in the absence of Chair Paul Smith (N.H.).

Attendance

The following members of the committee were present: Pat Harris (Ala.), Joyce Wright (Ala.), Marshall Long (Ala.), Bill Horn (Ala.), Lindsey Vroegindewey (Mont.), Buddy Johnson (Ark.), Obie Rutledge (Ore.), Robert Haney (Texas), Lee Cassis (W.Va.), Alfred Speer (La.), Yolanda Dixon (La.), Ann Cornwell (Ark.), Brad Young (Ohio), and Ali Sagraves (Ohio). Other members/guests in attendance included: Susan Kannarr (Kansas), Susan Furlong (Nevada), Janice Gadd (Utah), Bo Hoover (W.Va.), and Margaret O'Brien (Mich.).

Approval of Minutes

Upon a motion by Lindsey Vroegindewey (Mont.), seconded by Yolanda Dixon (La.), the minutes of the previous meeting held Thursday, September 27, 2018, at the Fall Professional Development Seminar in Madison, Wisconsin, were approved.

Old Business

President Harris reminded members that the biennial Joint Canadian-American Clerks Conference would take place September 3-7, after Labor Day, in Concord, New Hampshire. Alfred Speer (La.) informed the committee that Paul Smith (N.H.) was handling the social events, but the meeting agenda was not yet complete, as those working on the programming were still conferring with their Canadian counterparts. He did mention that chamber renovations is a probable topic, as is the ever-popular War of 1812. President Harris reminded the committee of the heavy competition for the traditional volleyball game between the Americans and our Canadian friends and encouraged able-bodied members to attend the meeting. He also encouraged members to attend, as it is a great opportunity to get to know and learn from our Canadian counterparts and vice versa.

President Harris also mentioned that he plans to represent the Society at the upcoming CATTs meeting in Ottawa, August 5-9, alongside the NCSL Summit happening the same week.

New Business

President Harris designated Brad Young (Ohio) as Vice Chair to fill the vacancy created by Vice Chair Jeff Finch (Va.), who recently retired. Brad Young proceeded to preside over the meeting.

Adjournment

Upon a motion by Joyce Wright (Ala.), seconded by Yolanda Dixon (La.), the meeting was adjourned at 11:12 a.m.

Respectfully submitted,
Ali Sagraves (Ohio)

INSIDE THE LEGISLATIVE PROCESS COMMITTEE MEETING MINUTES



Jay Pearson (VA)
Vice Chair



Donna Robinson (KY)
Chair



Jeff Woodard (AL)
Vice Chair

Call to Order

The meeting of Inside the Legislative Process was called to order by Barrett Dudley (Ark.).

Attendance

The following members were present: Barrett Dudley (Ark.), Lindsey Vroegindewey (Mont.), Bernadette McNulty (Calif.), Heshani Wijemanne (Calif.), and Margaret O'Brien (Mich.). Guests in attendance were: Brenda Erickson (NCSL) and Patrick Harris (Ala.).

Approval of Minutes

Upon a motion by Bernadette McNulty (Calif.), seconded by Lindsey Vroegindewey (Mont.), the minutes of the last meeting held in Madison, Wisconsin, were approved.

Old Business

In Madison, Wisconsin, committee members received copies of the mock-up proposed website changes distributed by Chair Donna Robinson Holiday. They discussed visual changes to the website, as well as adding listserv questions and answers and posting them online by topic and by state to make the site more user-friendly for clerk staff, as well as others, to search. The committee requested that the site be more state-specific, with principals' names and roster information, as well as states' session schedules and responsibilities of each principals' office. They also suggested creating 6-8 "bubbles" with topics such as listserv, published sections, states (map), historical information, and topics by year. The "bubbles" can be periodically rotated, with a hot topic "bubble" in the top left corner of the website. Jay Braxton (Va.) suggested in Madison that this page could serve as a one-stop shop for information.

Upon the motion of Bernadette McNulty (Calif.), the committee agreed to proceed with webpage updates to be worked on by all committee members via email. Lindsey Vroegindewey (Mont.) also suggested a map with a link to each legislative website.

Jeff Beighley (Wis.) requested in Madison that when future surveys are sent to principals, all support staff be alerted that a survey has been sent, so they may follow up to make sure the surveys are completed by their chamber.

New Business

Brenda Erickson (NCSL) gave the committee an update on redesign of the NSCL and ASLCS websites. She shared with the committee that the visual changes discussed in Madison were on hold pending completion of the redesign. She encouraged the committee to create a priority list of changes they would like to see and suggested we start with 2-4 items which would most benefit the society. Barrett Dudley (Ark.) provided a printed copy of the website as it currently looks and asked the group what changes they would like to see.

INSIDE THE LEGISLATIVE PROCESS COMMITTEE MEETING MINUTES (CONTINUED)

Bernadette McNulty (Calif.) suggested creating an online map where you can select a state to get information on its legislature. When selecting a state, a window will populate identifying the principal(s) and provide links to the state's legislative website(s). Over time the committee can decide on expanding the information provided. Lindsey Vroegindewey (Mont.) suggested eventually adding chamber rules. Margaret O'Brien (Mich.) showed examples of existing maps on the NCSL website and suggested we use one that has already been created. Brenda Erickson (NCSL) said she will begin putting together the information in chart form and will look into creating a map. The committee agreed to continue the discussion during our next meeting.

Adjournment

Upon a motion by Bernadette McNulty (Calif.), seconded by Heshani Wijemanne (Calif.), the meeting was adjourned.

Respectfully submitted,

Barrett Dudley (Ark.)



INTERNATIONAL DEVELOPMENT AND COMMUNICATION COMMITTEE MEETING MINUTES



Joyce Wright (AL)
Vice Chair



Obie Rutledge (OR)
Chair



Alfred W. Speer (LA)
Vice Chair

Call to Order

The meeting of the International Communication and Development Committee was called to order by Obie Rutledge (Ore.), committee chair.

Attendance

The following members of the committee were present: Obie Rutledge (Ore.), chair; Alfred W. Speer (La.), vice chair; Joyce Wright (Ala.), vice chair; Yolanda Dixon (La.), Janice Gadd (Utah), Robert Haney (Texas), Bill Horn (Ala.), Susan Kannarr (Kan.), Jennifer McGowan (Maine), Jennifer Novak (Idaho), and Lindsey Vroegindewey (Mont.).

Other attendees present included Dave Avant (Ala.) and Marshall Long (Ala.).

Obie began the meeting by reading the objectives and goals of the International Communication and Development Committee as outlined in the ASLCS Standing Orders.

Approval of Minutes

Upon motion by Jennifer Novak (Idaho), seconded by Janice Gadd (Utah), the minutes from the committee meeting held at the 2018 PDS in Madison, Wisconsin were approved.

Old Business

Obie Rutledge (Ore.) reported that the 2018 International Directory is available online through the ASLCS website.

As previously noted, the Central American Legislative Clerks Association (ATELCA) is no longer in existence. The ASLCS Standing Orders will need to be amended to remove ATELCA as an ASLCS International Partner. A recommendation will be made to the Executive Committee to direct the Bylaws and Standing Orders Committee to draft the proposed change.

New Business

Discussion regarding the committee's objective for the year took place. The committee is currently focusing on expanding ASLCS's relationships with other international legislative/parliamentary organizations. The initial focus will be to reach out to the Parliamentary Commonwealths in the United Kingdom. Obie will make contact with those legislatures.

Obie reminded everyone that the ANOMAC meeting is coming up. The date and place of the meeting is unknown at this time. Obie stated that participation is essential in forming a strong relationship with our friends to the south and encouraged ASLCS members to attend the meeting.

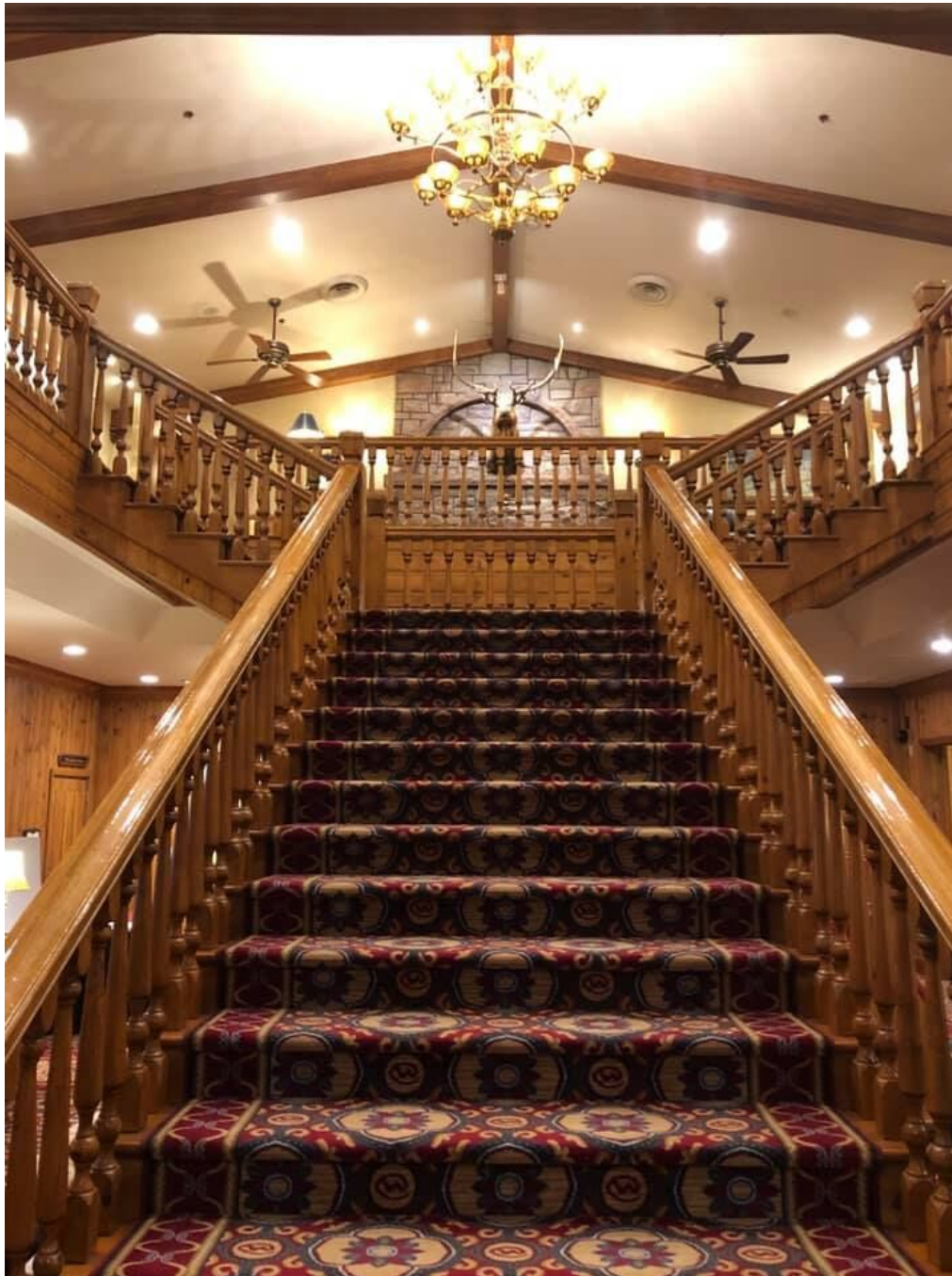
INTERNATIONAL DEVELOPMENT AND COMMUNICATION COMMITTEE MEETING MINUTES (CONTINUED)

Adjournment

Upon a motion by Janice Gadd (Utah), seconded by Susan Kannarr (Kan.), the meeting was adjourned.

Respectfully submitted,

Joyce Wright (Ala.), vice chair



*The grand staircase in the historic Wort Hotel.
Jackson, WY*

LEGISLATIVE ADMINISTRATOR COMMITTEE MEETING MINUTES



Heshani Wijemanne (CA)
Vice Chair



Ann Marie Walp (TN)
Chair



G. Paul Nardo (VA)
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: Ann Marie Walp, chair (Tenn.), Heshani Wijemanne, vice chair (Calif.), Bernadette McNulty (Calif.), and Sarah Schaben (Mo.).

Other guests/members in attendance: Margaret O'Brien (Mich.).

Approval of Minutes

Upon a motion by Bernadette McNulty (Calif.), seconded by Sarah Schaben (Mo.), the minutes from the 2018 ASLCS Professional Development Seminar committee meeting in Madison, Wisconsin were approved.

Old Business

The chair, Ann Marie Walp (Tenn.), reported that the Spring 2019 Legislative Administrator had been completed and mailed out to members.

New Business

The committee received positive feedback about the new layout and color scheme. Additionally, the cost concern discussed in the last meeting was not an issue this time around. The chair was able to layout, print, and mail the Spring 2019 issue at a cost that was under the allocated budget.

The committee discussed material and deadlines for the next issue, which will likely be shorter in length. The committee agreed that the next issue should be mailed out before the 2019 NCSL Summit. Various ideas were suggested to the committee and will be considered as material for upcoming issues, including a "States at a Glance" piece, a "Then and Now" article, a comparative analysis of legislative processes, and an "ASLCS Upcoming Events" section. The committee has already received an article about the Associate Exchange Program.

Adjournment

Upon a motion by Bernadette McNulty (Calif.), seconded by Sarah Schaben (Mo.), the meeting was adjourned.

Respectfully submitted,
Heshani Wijemanne (Calif.), vice chair

MEMBERSHIP AND COMMUNICATION COMMITTEE MEETING MINUTES



Sabrina Nekay Lewellen (AR)
Vice Chair



Melissa Bybee-Fields (KY)
Chair



Jay Jacobs (KY)
Vice Chair

Call to Order

The meeting of the Membership and Communication committee was called to order at 10:03 a.m., by Tim Sekerak (Ore.), acting as Chair in the absence of Chair Melissa Bybee-Fields (Ky.).

Attendance

The following members of the committee were present: Tim Sekerak (Ore.), Buddy Johnson (Ark.), Lee Cassis (W.Va.), Darek Grant (Maine), Ann Cornwell (Ark.), John Hollman (Ill.), Carrie Maulin (Idaho), Brad Young (Ohio), and Ali Sagraves (Ohio).

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

Approval of Minutes

The previous meeting's minutes were not available at the time of this meeting and will be presented for approval at the committee's next meeting.

Old Business

Acting Chair Sekerak explained a few items for discussion, prompted by Chair Melissa Bybee-Fields (Ky.). The first was to continue the committee's discussion from the 2018 PDS regarding how the committee can do a better job of connecting new members with current members in a structured and meaningful way. Carrie Maulin (Idaho) mentioned the positive response to opening the hospitality suite early for new attendees and their sponsors to have an opportunity to interact before the meeting starts. Ann Cornwell (Ark.) mentioned that sponsors need to be purposeful in introducing their new attendee to members at the hospitality suite, as it can be an intimidating social experience if you are by yourself and do not know other members yet. The committee discussed that sponsors also need to take actions to plan to be with their new attendee: plan to grab lunch together during the "lunch on your own" times, plan to attend concurrent sessions together - especially the session more geared toward new attendees.

In terms of how to pair sponsoring members with new attendees in similar roles, the committee discussed that this is all dependent upon who volunteers to be a sponsor. Brad Young (Ohio) explained that sometimes pairing members with similar duties can happen; sometimes, it cannot. Ali Sagraves (Ohio) mentioned the challenges of having one sponsor paired with two or more new attendees and the fact that this cheats the new attendees out of a better experience when the sponsor must split time. To help solve the issue of generating more sponsor volunteers, Carrie Maulin (Idaho) offered that current members may miss their opportunity to volunteer to be a sponsor in the days leading up to the PDS; therefore, a more formalized, well-known sign-up process could be helpful in getting more sponsors. Holly South (NCSL) explained that members can check a box to be a sponsor when registering for the PDS, but it could be showcased more. Ann Cornwell (Ark.) suggested that members be encouraged to make a commitment to be a sponsor at the NCSL Summit in Nashville this summer, perhaps at the business luncheon. John

MEMBERSHIP AND COMMUNICATION COMMITTEE MEETING MINUTES (CONTINUED)

Hollman (Ill.) and Carrie Maulin (Idaho) explained that the email typically sent out to sponsors right before the PDS spelling out expectations for connecting with their new attendees could be outlined at the Summit to assist members in signing up to volunteer.

Another item for further discussion from the previous meeting was the idea of developing an app for the Passport Program for easier access and participation. Brad Young (Ohio) asked about the cost, as it seems app development can get expensive. Holly South (NCSL), Chair Sekerak (Ore.), and Carrie Maulin (Idaho) discussed the possibility of adding a “checked-in” capability to the current NCSL app platform that exists for the PDS. This kind of feature could mimic the paper passport. Holly plans to look into specifics and communicate back to the committee.

The committee also asked of Holly, in her upcoming communications regarding the PDS, that she remind members to bring pins and/or business cards to the PDS so that new attendees may collect both for the pin contest. Allowing both items to be collected and counted has worked well thus far, especially for those states that do not have pins.

New Business

Prior to the meeting, Chair Bybee-Fields (Ky.) brought a new idea before the committee for a possible concurrent session. The Amazing Race session from last year was a big success, so to continue with the game/puzzle theme, she asked the committee to discuss doing an “escape room” activity. Chair Sekerak (Ore.) emphasized the need to allow new and not-so-new members to team up and work together to conquer a puzzle/scavenger hunt/escape room challenge that is fun, easy (not too challenging), and useful for learning about the Society. Carrie Maulin (Idaho) asked if this activity would need to be a plenary session, rather than a concurrent session; the Chair would need to discuss this with the Program Development committee. Ann Cornwell (Ark.) suggested that committee members bring small prizes from their home states. This could be in addition to the pin maps, since the pin contest will also be taking place. The Chair mentioned that this committee may need to break into working groups to develop this “escape room” idea in time. Having several members dedicated to specific tasks worked well with preparing for The Amazing Race last year. The committee determined that it is supportive of Chair Bybee-Fields’ “escape room” idea and looks forward to helping her develop it.

Adjournment

Upon a motion by Brad Young (Ohio), seconded by Ann Cornwell (Ark.), the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Ali Sagraves (Ohio)

PROFESSIONAL JOURNAL COMMITTEE MEETING MINUTES



Wendy Harding (WY)
Vice Chair



Bernadette McNulty (CA)
Chair



Morgan Barton (MO)
Vice Chair

Call to Order

The meeting of the Professional Journal Committee was called to order by Bernadette McNulty (Calif.), chair.

Attendance

The following members of the committee were present: Neva Marie Parker (Calif.), Timothy Sekerak (Ore.), Heshani Wijemanne (Calif.), Joy Engelby (Mo.), and Adam Reames (Mich.).

Approval of Minutes

Upon motion by Tim Sekerak (Ore.), seconded by Joy Engelby (Mo.), the minutes from the ASLCS PDS committee meeting were approved.

Old Business

The subcommittees of the Professional Journal committee: Case Law, Technology and Legislative Procedure have been identified and organized.

New Business

The Case Law subcommittee has reviewed three state-level cases and has produced a draft of their findings to date. The cases involve analyzing the legislative process, separation of powers, legislative over-reach, and three readings by title. The Technology committee is reviewing committee meetings and streaming to increase transparency, automating some committee staff processes, and possibly, the California Assembly floor system. The Legislative Procedure subcommittee has made zero progress, but the members present at this meeting decided to focus on several states and compare their conference committee procedures. Adam Reames volunteered to write the article looking at these states: California, Missouri, Michigan and Texas.

Additionally, it was suggested that the committee send an email to all members of ASLCS reminding them of subject matters that would make worthy topics for the Professional Journal. This has been done in the past but the committee agreed to try again.

Adjournment

Upon a motion by Neva Marie Parker (Calif.), seconded by Tim Sekerak (Ore.), the meeting was adjourned.

Respectfully submitted,
Bernadette McNulty (Calif.), chair

PROGRAM DEVELOPMENT COMMITTEE MEETING MINUTES



Tammy Letzler (TN)
Chair



Sarah Bannister (WA)
Vice Chair

Call to Order

The meeting of the Program Development Committee was called to order by Jennifer Novak (Idaho), acting as Chair in the absence of Committee Chair Tammy Letzler (Tenn.).

Attendance

The following members of the committee were present: Jennifer Novak (Idaho), Barrett Dudley (Ark.), Martha Jarrow (Ark.), Carrie Maulin (Idaho), John Hollman (Ill.), Darek Grant (Maine), Jennifer McGowan (Maine), Lisa Davis (Miss.), and Sarah Schaben (Mo.).

Also in attendance were ASLCS President Pat Harris (Ala.) and Holly South (NCSL).

Approval of Minutes

Upon motion by Barrett Dudley (Ark.), seconded by Carrie Maulin (Idaho), the minutes from the last meeting held September 27, 2018, at the 2018 Professional Development Seminar in Madison Wisconsin were approved.

New Business

Discussion on Plenary Speakers

The committee discussed Dave Weber as the plenary speaker for the fall PDS. There was positive feedback from when he presented in Idaho. The committee was also in favor of replacing the second plenary session with a Mason's Manual Commission presentation on parliamentary procedure.

Discussion on Concurrent Sessions

The committee moved on to discuss the concurrent sessions. One concern the committee had was competing sessions. Although sometimes it is difficult to determine what will be competing, it was recommended that if a session will be generating a lot of participation to only offer one session during that timeslot.

The committee agreed to the concurrent session proposals from:

Tammy Wright
Paul Smith
Brad Hendrickson
Sarah Bannister

The following committees have also offered to conduct concurrent session:

Membership: Trivia Game
Technology: Currently generating ideas
Support: If possible they would like to offer 2 concurrent sessions, Respecting Institutions and Balancing Conflict.

Adjournment

Upon a motion by Martha Jarrow (Ark.), seconded by John Hollman (Ill.), the meeting was adjourned.

Respectfully submitted,
Jennifer Novak (Idaho)

SITE SELECTION COMMITTEE MEETING MINUTES



Mandi McGowan (OR)
Vice Chair



Lee Cassis (WV)
Chair



Ron Smith (L.A.)
Vice Chair

Call to Order

The meeting of the Site Selection Committee was called to order by Lee Cassis (W.Va.), Chair, at 9:05 a.m.

Attendance

The following members of the committee were present: Lee Cassis (W.Va.), Chair; Darek Grant (Maine), Jennifer McGowan (Maine), Jennifer Novak (Idaho), Marshall Long (Ala.), Bill Horn (Ala.), Sarah Schaben (Mo.), Joyce Wright (Ala.), Ann Cornwell (Ark.), Obie Rutledge (Ore.), Tim Sekerak (Ore.), Ali Sagraves (Ohio), Brad Young (Ohio), Dave Avant (Ala.), and Andrew Ketchings (Miss.).

Approval of Minutes

Upon a motion by Joyce Wright (Ala.), seconded by Ann Cornwell (Ark.), the minutes of the last meeting held September 27, 2018, during the Professional Development Seminar in Madison, Wisconsin, were approved.

Old Business

Darek Grant (Maine) and Jennifer McGowan (Maine) presented a proposal to the committee to host the 2020 Professional Development Seminar (PDS) in Portland, Maine, from Sunday, September 20, 2020, through Thursday, September 24, 2020. They proposed a \$55,000 host state budget, which included a \$20,000 contribution from the Maine Legislature and a fundraising goal of \$35,000. They provided an itemized breakdown of the budget including the estimated cost for each of the social events, a day at the capitol in Augusta, state gifts, welcome bags, and the hospitality suite. Darek and Jennifer also provided the committee with transportation and accommodation options and a draft agenda. Upon a motion by Ann Cornwell (Ark.), seconded by Joyce Wright (Ala.), the committee unanimously voted to recommend to the ASLCS Executive Committee that Portland, Maine, be selected as the site of the 2020 PDS.

Tim Sekerak (Ore.) and Obie Rutledge (Ore.) again expressed interest in hosting the 2021 PDS in Portland, Oregon. They stated it was their intention to discuss hosting with their leadership to ensure their support and report back to the committee during the Summit in Nashville.

New Business

Chair Cassis mentioned that there was great enthusiasm amongst ASLCS members about going to Portland, Maine, in 2020, and that many are hopeful about Portland, Oregon, in 2021. He asked that if anyone had any interest in hosting in 2022, to please let him know.

Adjournment

Upon a motion by Ann Cornwell (Ark.), seconded by Jennifer Novak (Idaho), the meeting was adjourned at 9:35 a.m.

Respectfully submitted,
Lee Cassis (W.Va.), 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 at 10:09 a.m. by Neva Parker (Calif.), Chair.

Attendance

The following members of the committee were present: Neva Parker (Calif.), Chairperson; Martha Jarrow (Ark.), 1st Vice Chair; Ann-Marie Sweeney (Pa.), 2nd Vice Chair (via conference call), Joy Engelby (Mo.), and Lisa Davis (Miss.). Others in attendance (who have subsequently joined the committee) were Bo Hoover (W.Va.) and Adam Reames (Mich.).

Other members/guests in attendance included: ASLCS President Pat Harris (Ala.).

Approval of Minutes

Upon a motion by Bo Hoover (W.Va.), and seconded by Joy Engelby (Mo.), the minutes of the last meeting held September 27, 2018, at the ASLCS Professional Development Seminar in Madison, Wisconsin, were approved.

Old Business

Chair Neva Parker (Calif.) updated the committee on this year's Associate Exchange Program participants who were selected by the Support Staff Committee and approved by the Executive Committee to participate. Chair Neva Parker (Calif.) announced the names of the participants and their hosts as follows: Jeff Beighley (Wisconsin Senate), hosted jointly by both houses of the Alaska Legislature; Michael Coe (New Hampshire House), hosted by the Virginia Senate; Mary Gibson (Massachusetts House), hosted by the Alabama Senate; and Jay Jacobs (Kentucky House), hosted by the New Hampshire Senate.

Chair Neva Parker (Calif.) was pleased with the responses to the Staff Breakouts found in the surveys, and the committee members all agreed that working at making sure the members get professional development of interest to them while attending the Professional Development Seminar (PDS) is certainly the goal of the Support Staff Committee. Neva Parker (Calif.) discussed that she will be connecting with moderators and will still need to fill slots before the PDS. Joy Engelby (Mo.) agreed to be moderator for the Legislative Operations: Technology Staff Breakout Session, and 1st Vice Chair Martha Jarrow (Ark.) and Jacquelyn Delight (Calif.) will be the moderators for the Legislative Operations: Calendar Staff, Bill Status/History and Committee Staff Session. Bo Hoover (W.Va.) and Lisa Davis (Miss.) agreed to be moderators for the Assistant/Deputy Clerks and Secretaries. 1st Vice Chair Martha Jarrow (Ark.) suggested Tamitha Jackson (Ark.) as a moderator for Legislative Operations: Journal Staff Session.

SUPPORT STAFF COMMITTEE MEETING MINUTES (CONTINUED)

Chair Neva Parker (Calif.) discussed possible approaches to getting the international members involved, and the Support Staff Committee will be working at getting the international members involved in panel discussions and reaching out to include them as participants more.

ASLCS President Pat Harris commented when asked for guidance by Chair Neva Parker (Calif.) that good areas of focus would be facilities/legislative privileges where communication is about what is done and not done. Chair Neva Parker (Calif.) respectfully asked President Harris if he would be the moderator, and he agreed to the request. President Harris also advised the Support Staff Committee to communicate with Obie Rutledge (Ore.), Chair of International Communication and Development.

1st Vice Chair Martha Jarrow (Ark.) identified two participants for the Legislative Expo, which are Arkansas and California. 1st Vice Chair Martha Jarrow (Ark.) also shared with the members the draft flyer for review. Upon review, the committee was pleased and agreed with the draft's wording. Lisa Davis (Miss.) expressed that the Committee consider using pictures from past Legislative Expos on the flyer as well. Lisa commented that this may allow the participant's chambers to view the work their staff members do while attending and may get more participants approved to attend. Committee members agreed to consider using past photos from Legislative Expos. 1st Vice Chair Martha Jarrow (Ark.) noted that she and 2nd Vice Chair Ann-Marie Sweeney (Pa.) will be reaching out to various chambers prior to the Professional Development Seminar regarding hosting a booth. Chair Neva Parker (Calif.) stated that the goal is to have the flyer ready to send out via email by the end of May.

1st Vice Chair Martha Jarrow (Ark.) discussed the concurrent session topic that she and 2nd Vice Chair Ann-Marie Sweeney (Pa.) have talked over with Chair Neva Parker (Calif.): "Coaching the legislative team of the future. You can't train effectively in Silos," listing the areas covered in the survey by members that were of interest. 1st Vice Chair Martha Jarrow (Ark.) shared the following areas: mentoring, health and wellness, work/life balance and conflict resolution, and asked the committee to work toward tapering down the topic areas that will motivate the members. Conversation continued about cross-training, the relationships between staff, strengths and weaknesses when discussing encompassing topics connected to mentoring. Adam Reames (Mich.) shared a point about being promoted in a legislative staff role but never being trained to be managers. The committee decided to have a panel discussion on Conflict Resolution and Interpersonal Communication with several participants for the first session, along with a second session on Respect for the Institution.

New Business

No new business.

Adjournment

There being no further business before the Committee, upon a motion by Lisa Davis (Miss.), and seconded by Bo Hoover (W.Va.), the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Martha Jarrow (Ark.), 1st Vice Chair

TECHNOLOGY COMMITTEE MEETING MINUTES



Scott Kaiser (IL)
Vice Chair



Joshua Babel (AZ)
Chair



John Hollman (IL)
Vice Chair

Call to Order

The meeting of the Technology Committee was called to order by Vice Chair John Hollman (Ill.) at 9:02 a.m.

Attendance

The following members of the committee were present: John Hollman (Ill.), vice chair; Joy Engelby (Mo.), Robert Haney (Texas), Carrie Maulin (Idaho), and Adam Reames (Mich.).

Approval of Minutes

Upon a motion to approve by Joy Engelby (Mo.) and seconded by Carrie Maulin (Idaho), the minutes of the last meeting held on Thursday, September 27, 2018, during the Professional Development Seminar in Madison, were approved.

Old Business

Facebook policy

The group had a discussion on the need for another administrator for the society's Facebook group. John Hollman (Ill.) thought the chair of the Technology Committee was supposed to be an administrator through the society's Standing Orders, but would check on that.

Roster Committee needs

The Technology Committee was asked to assist the Roster Committee in its work of putting the society's roster online. Joy Engelby (Mo.) advised that the Roster Committee had been working with NCSL to complete the work and that there was not a need for assistance at this time.

Inviting new vendors

The Technology Committee was asked to contemplate inviting new vendors who may have an interest showing their products to the society. Since the PDS is in Seattle, Wash., the group thought that Microsoft might be able to provide a demonstration of its work products for those in the society who are not familiar with it. The committee did not want to act on this until it knew what the host committee's outreach to the company was so there would not be any conflicting requests.

Guidelines for presentations

At the PDS in Madison, Wis., it was suggested that the committee provide presentation guidelines since it was difficult to see slides in some of the presentations. The committee also suggested that for competing concurrent sessions, if there is one scheduled that may be

TECHNOLOGY COMMITTEE MEETING MINUTES (CONTINUED)

extremely popular, it would be better to elevate that session to a plenary. The committee will suggest that to the Program Development Committee.

New Business

2019 PDS concurrent session ideas

John Hollman (Ill.) advised the group that Josh Babel (Ariz.) was interested in a session on how states video stream their sessions. The group commented that there are a variety of ways that the states currently do this: some contract it out to vendors, some do this in-house, some contract it through another agency in their state. There was a discussion on whether it was appropriate to invite vendors to present during this session; the group did not want either to turn it into a sales demonstration or risk members starting to air their grievances against a specific vendor. Carrie Maulin (Idaho) mentioned that she has an interest in hearing if other states use closed captioning.

Robert Haney (Texas) suggested that the group consider the issues that clerks and secretaries face when negotiating with third-party vendors, especially when it involves technology. Most members of the society are likely not technology experts, yet are thrown in that role to create or manage products for their chamber; it is difficult to know exactly what one should be doing or should not be doing that might create more problems later. He thought this could be a part of a "What I wish I had known" session.

Adjournment

Upon a motion by Joy Engelby (Mo.), seconded by Carrie Maulin (Idaho), the meeting was adjourned at 9:57 a.m.

Respectfully submitted,

John Hollman (Ill.), vice chair

EXECUTIVE COMMITTEE MEETING MINUTES

ASLCS PROFESSIONAL DEVELOPMENT SEMINAR

MADISON, WISCONSIN

SEPTEMBER 28, 2018

ASLCS Professional Development Seminar
Madison, Wisconsin
September 28, 2018

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Pat Harris at 9:33 a.m.

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.); William McGill (Vt.), Jay Braxton (Va.), Brad Hendrickson (Wash.), Ali Sagraves (Ohio), and Yolanda Dixon (La.).

Also present: Tim Sekerak (Ore.), Joyce Wright (Ala.), Susan Furlong (Nev.), Steve Marshall (Vt.), Holly South (NCSL), and Brenda Erickson (NCSL).

Approval of Executive Committee Appointments

The executive committee adopted the President's Executive Committee Appointments of Principal Members Claire Clift and Brad Hendrickson. The motion was made by Bernadette McNulty, seconded by Yolanda Dixon, and adopted unanimously.

The executive committee then adopted the President's Executive Committee Appointments of Associate Members Ali Sagraves and Ann Marie Walp. The motion was made by Paul Smith, seconded by Bernadette McNulty, and adopted unanimously.

Approval of the Treasurer's Report

As the Treasurer's report was unchanged from when it was approved by the Executive Committee the previous Sunday, Brad Young had no new information to report other than that two \$500 payments are pending for contributions in memory of Jane Richards and Mouryne Landing Dini. The motion to adopt the report was moved by Bernadette McNulty, seconded by Jay Braxton, and adopted unanimously.

New Business

Susan Furlong (Nev.) provided the committee with an ASLCS Finances 101 training manual and a Budget History document containing budget data and account information from 2004 to 2018. Included in the documents is an explanation of the fiduciary and non-fiduciary responsibilities of the officers of the Society, as well as budget graphs comparing financial estimates to actuals. The information was prepared by the Budget and Financial Review committee and is designed to give Executive Committee members accurate comparative data, which will enable them to ask appropriate questions and make informed decisions. She also reported that an update would be provided at the 2019 Spring Meeting of the final 2018 Wisconsin PDS budget, so that the information may be kept current.

An overview of financial accounts was presented by Holly South, NCSL Liaison. New items include revenue of an IRC donation of \$5,000, up from \$3,500 for their sponsorship of the Business Lunch at the Legislative Summit, the closing of the Wisconsin professional development account, and two contributions from Alliant Energy and Blumenfeld & Associates of \$1,000 and \$150, respectively. New expenditures include food and transportation costs related to the Legislative Summit and transportation, entertainment and miscellaneous host state expenditures related to the PDS in Madison. In total, the L190 account was left with a balance of \$187,768. She also mentioned two pending items: revenue of a \$1,000 donation from Government Policy Solutions and the expense of a second and final payment of \$1,000 for State Dinner entertainment. The LLC account had two new

EXECUTIVE COMMITTEE MEETING MINUTES (CONTINUED)

new expenditures related to the King and MacFarland Scholarship recipients, leaving a current balance of \$22,792.46. There are also two pending expenditures for the two Burdick Scholarship recipients. Updates to the PDS Budget account included a decrease in actual expenses of \$1,760.11 from estimated expenses and an increase in actual revenue by \$4,400 from estimated revenue. Brad Hendrickson suggested that adding a variance column detailing the difference (either a percentage or dollar amount) between estimated and actual financial information would be helpful to the Executive Committee's review of the PDS Budget account. President Harris requested that Holly South try to incorporate that information in PDS Budgets moving forward.

Holly South reported that hotel room pickups were well above the attrition threshold by 371 nights, leading to an estimated 24 comped room nights. There was discussion on how the distribution of comped rooms are determined. Holly stated that comped rooms are typically assigned to the most expensive rooms.

Discussion and approval of publication budgets included amounts of \$500 for the International Directory, \$15,000 for the Legislative Administrator, \$1,000 (amended from \$3,000 due to its now online publication) for the Professional Journal, and \$10,000 for the Roster and Reference Guide. A motion was made by Paul Smith to approve the amounts as amended, it was seconded by Bernadette McNulty, and approved unanimously.

Brad Hendrickson provided an update on the planning of the 2019 PDS in Seattle which will include social events at the Columbia Tower Club and on the Argosy Boat Cruise in Elliot Bay, and a visit to the Capitol in Olympia. We will be meeting and staying at the Seattle Renaissance Hotel and will have access to a larger Hospitality Suite space. He also mentioned that light rail is now available to and from the airport. He plans to begin fundraising in earnest after the November election and currently estimates costs of \$70,000. They now have branding for the meeting and his team is ready to work hard to make it a great conference. Ali Sagraves suggested a community service project involving compiling "On-the-Go Bags" for the homeless population in Seattle. Bernadette McNulty asked about the higher estimates to fund the PDS and Brad Hendrickson responded that he took the 2009 PDS budget amount and purposefully elevated the expenses. President Harris reminded the committee that the social events are covered by the host state.

The Executive Committee then considered the approval of President Harris or his designee attending the 2019 ANZACATT Professional Development Seminar in Hobart, Tasmania from January 22-24. Paul Smith moved to approve, seconded by Bernadette McNulty, and was unanimously approved by the committee.

Other Business

The committee discussed that while vendors' participation in the PDS is welcomed, it is not appropriate for them to attend staff breakout sessions. President Harris asked Holly South to discuss appropriate attendance at functions with vendors, while still encouraging their participation at the Legislative Expo.

Paul Smith suggested that the Executive Committee may want to instruct the Bylaws and Standing Orders committee to draft language removing ATELCA from Section X of the Standing Orders, since they no longer exist. Bernadette McNulty moved to instruct the drafting of the language, seconded by Paul Smith, and unanimously approved by the Executive Committee.

EXECUTIVE COMMITTEE MEETING MINUTES (CONTINUED)

President Harris discussed his desire to reach out to international clerks' associations to expand mutual participation in professional development seminars. He has asked Obie Rutledge, Chair, International Communication and Development committee to appoint a subcommittee, chaired by Russell Humphrey, and including a member of the Canadian-American Relations committee, to further discuss the matter. President Harris plans to make a presentation while attending the ANZACATT PDS, discuss it at future LSCC meetings, and work with NCSL to discuss funding and other details.

Finally, Holly South discussed the transition of membership database information to the new eRoster system developed by NCSL, which is now in its final stages of development. The information will be centrally located with membership changes more readily available to users (committees, etc.).

President Harris announced that the 2019 ASLCS Spring meeting would be held in Jackson, WY the last weekend of April.

Paul Smith moved to adjourn, Bernadette McNulty seconded, and the motion was adopted unanimously.

The meeting stood adjourned at 10:15 a.m.

Respectfully Submitted,

Brad Young
Secretary-Treasurer



A NIGHT WITH CHUCK LEAVELL



Music legend Chuck Leavell providing a memorable night for ASLCS.



Governor Mark Gordon and his wife, Jennie, welcoming ASLCS members to Wyoming.



ASLCS President Pat Harris introducing our guests for the evening.



ASLCS members were invited to enjoy the music of Chuck Leavell at a private home with beautiful views of WY.



Associate Exchange Program

By: Jeff Beighley

I have worked in the Wisconsin State Senate Chief Clerk's office for two and a half years. I am responsible for administering Clearinghouse Rules in the Senate, managing subscriptions, organizing and tracking ballots for the Senate Committee on Organization, general purchasing and ordering, floor session, and being a backup for several members of our office.

I would like to thank my peers on the Support Staff committee for recommending me and the Executive Committee for approving me for this opportunity. Senate Chief Clerk Jeff Renk has encouraged me to apply for the program and wanted me to learn as much as possible. Lastly, I would like to express my gratitude and appreciations to the Alaska Secretary's and Clerk's offices. Liz, Crys, Stephanie, Julianna, Andrew, Jackie, Londi, Gina, Keira, Krisztina, Abbey, Kellen and Brian - you all made me feel so welcome and I feel very fortunate to have been a guest in your beautiful state and to have learned from you. Thank you.

SEEING A "LIMITED" LEGISLATURE

Alaska has a limited legislature set by their constitution providing the Legislature with a 121 day session limit and a voter initiative that shortened that time period to 90 days. However, they have gone over that 90 day limit. If they have unfinished business after the 121 days, the Governor, or the Legislature themselves can call a Special Session not to exceed 30 days. This is very different than Wisconsin's system. We schedule our session calendar before we convene for the biennium and pass the calendar for dates that we could meet for regular session with no restrictions on the number of day. If we have to meet outside of the days scheduled, then the Senate and Assembly Organization Committees can approve the legislature to meet in Extraordinary Session.

Alaska also has had and will have a Special Session in Anchorage, which presents a lot of unknown variables and logistical challenges of being away from their offices in Juneau, yet having to operate at the same level of effectiveness and accuracy.

BILLS AND COMMITTEES

Bills can be referred to several committees in Alaska and each committee can have a Committee Substitute (amendment) often times changing as the bill goes from committee to committee. In Wisconsin a bill is referred to a standing committee, and then depending on the fiscal impact, is referred to Joint Committee on Finance. If a bill is re-referred to another committee, the succeeding committee's actions take precedence on the proposal on the Senate floor.

In Alaska, a committee has to notify the clerk's office by 4:00 pm on the Thursday preceding the meeting. When the office has received a notice for a committee they have to rekey in the information to post it. Wisconsin has a 24 hour rule: if a committee wants a hearing at 1:00 pm Tuesday, they have to schedule by 1:00 pm Monday. Our committee clerks compile and post their own notices and will call us with any questions.

Since Alaska is larger than California, Texas, and Montana combined and Juneau can be reached only by plane or ferry, Alaska has Legislative Information Offices located throughout the state. These offices are involved in teleconferenced committee meetings for citizens to testify and participate in the legislative process without having to travel.

APPOINTMENTS

Both Chambers in Alaska hold hearings on the considerations of appointments for boards and commissions nominated by the Governor. The committees review and recommend the appointments be forwarded to a joint session for consideration. Members of the committee sign the report, but it explicitly states that it, “this does not reflect an intent of any of the members to vote for or against the confirmation of the individuals during any further sessions.” The houses will meet once in a Joint Session to pass all of the appointments by a majority vote of the full membership of the legislature.

In Wisconsin, only the Senate confirms appointments from the Governor. Both houses usually only meet in a Joint Convention for the Governor’s State of the State and Budget Addresses.

SENATE SESSION

I had the opportunity to watch and participate in Alaska’s Senate session and witness their process. A number of things stood out to me. First the Clerk goes through every order of business on the floor - from certification of the previous day’s journal, to the introduction of guests, messages from the Governor and the Assembly, communications, reports of standing committees, and first introduction of bills and resolutions. We do not do this in Wisconsin. On a session day, we complete the roll and then skip past our second through sixth orders of business because those are considered “housekeeping” actions and are only entered into the daily journal.

After the session is finished, all members of Secretary’s staff meet in a round table to go over what happened in session for purposes of the journal. After the journal is compiled the journal staff meet with the Secretary to go word for word through the journal to find any errors and correct formatting issues to ensure accuracy.

SHOW AND TELL

Part of the exchange program is not only learning what the host state does differently, but bringing and sharing information to the host state from your own. I was able to show our legislative website, our InSession website that displays our session agenda and display board, previous journals, bill entries, committee reports, and roll call votes. I did my best to share my knowledge of the Wisconsin Senate’s workings and answer their questions.

HOUSE SESSION

On Friday, the House went into a Technical Session to adjourn until the next legislative business day. Wisconsin has what are called “Skeletal sessions”. When the Senate does not meet for three or more days during a scheduled floor period, a Senator needs to be present to convene and adjourn the body for the next three days, or until the start of the next scheduled floor period.

OTHER RESPONSIBILITIES

When discussing certain responsibilities with staff, I discovered that there is an entire, separate department called the Executive Director's office that handles a lot of things that we do in our Clerk's office (i.e. processing citations, purchasing, ordering, and supplies).

FINAL THOUGHTS

I spent a good deal of time exploring the sequestered city of Juneau and can say I have never seen anything quite like it. From the mountains (which despite the timberline are only 4,000 to 5,000 feet in elevation), to the 27 foot tidal change, walking across a frozen lake to see a glacier, being able to walk almost anywhere, driving to the literal end of the road, there are countless little things that make the city so unique. Much like Madison, new breweries and distilleries are developing in Juneau. I enjoyed exploring the small breweries like Devil's Club (named after a local plant) to Alaskan Brewery which distributes to The South (lower 48 states). Prior to my visit, the Secretary's office sent me a list of activities that they would be willing to accompany me in doing. After my plane landed I was taken to Mendenhall Glacier which is part of an ice field that is larger than the state of Rhode Island. Wednesday we participated in some local trivia and we did... okay? Juneau has a social event called First Friday, where on the first Friday (weekend) of every month local businesses open their doors to local artists and have samples and a lot of people turn out in support. Alaska will always be a special place to me and I think in large part it, is because of the incredible staff that helped me. The Associate Exchange Program really is amazing and I would encourage everyone to seriously consider participating in it.

