



# The Legislative Administrator

Spring 2017

*The State Capitol  
Building in  
Boise, Idaho*

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of Legislative Clerks and Secretaries



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## ASLCS 2016

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## President's Message

Dear ASLCS Friends,

Thank you to our hosts and planners for a very successful 2016 ASLCS Professional Development Seminar in Boise, Idaho. We had great attendance and Boise shined as a host city. I really enjoyed being able to attend some of our sessions in the beautiful Statehouse. The Program Development Committee deserves many kudos for the fabulous plenaries and concurrent sessions. The host committee put on a wonderful selection of events on the "Smurf Turf" at the Boise State University stadium, on the Basque block and at the hotel.



Thank you to members who have agreed to lead a committee as a chair or vice-chair, participate on one of the special committees, be a panelist in a concurrent session or join the Executive Committee. These roles are vital to the operation of the Society, but come at the price of adding extra work to our already busy schedules.

ASLCS is a wonderful organization, but we should continually strive to make it even better. One of the primary tasks I have given Michael Adams and the Strategic Planning committee this year is to reach out to membership to get your thoughts about the Society. This includes not only what the Society can do better or differently to help you get the most out of it, but also what you can do for ASLCS. The responses to the PDS evaluation are a start, but I hope that if you are contacted by the committee to participate in further work you will contribute to the fullest. As I have said many times, the surest way to not get what you want is to not ask for it.

At its September 18 meeting the Executive Committee created a new Budget and Financial Review Committee. The purpose of this special committee is to review the PDS budgets and the Society's finances to ensure the information is accurate, consistent and easily understandable. Many thanks to Patsy Spaw who will be leading this committee in its first year.

Thank you to all the ASLCS members who have shown me support and offered me friendship since I joined the Society in 2007. In this edition of the Administrator is a memorial to my predecessor as Chief Clerk of the House in Kansas, Janet Jones, who passed away earlier this year. As I said in my speech during the PDS, she is one of the primary reasons I got involved in ASLCS and I am forever grateful.

Good luck in the year ahead and remember that you can always find a friend in ASLCS that will be happy to lend support or answer a question. Don't be afraid to reach out and get the most out of what the Society has to offer.

Sincerely,



Susan Kannarr, Chief Clerk  
Kansas House of Representatives  
ASLCS President





## 2016-2017 Executive Committee



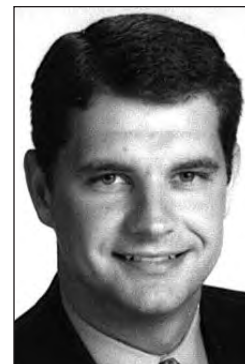
Susan W. Kannarr (KS)  
President



Robert Haney (TX)  
President-Elect



D. Patrick Harris (AL)  
Secretary-Treasurer



Alan Whittington (TN)  
Associate Vice-President



Paul Smith (NH)  
Elected Principal



Yolanda J. Dixon (LA)  
Elected Associate



Brad Young (OH)  
Appointed Principal



Lindsey Vroegindewey (MT)  
Appointed Principal



Bernadette McNulty (CA)  
Appointed Associate



Jay Braxton (VA)  
Appointed Associate



Susan Furlong (NV)  
Immediate Past President



Maryann J. Horch (VA)  
Immediate Past Associate  
Vice-President

# Business Meeting and Luncheon

ASLCS Professional Development Seminar  
The Grove Hotel  
Boise, Idaho  
September 20, 2016

## Call to Order

The business meeting was called to order by Susan Furlong (NV), ASLCS President, at 1:15 p.m. MST.

## Acknowledgement of Lunch Sponsorship

President Furlong (NV) acknowledged the generous contribution from International Roll Call by sponsoring the ASLCS Business Luncheon.

## Roll Call of the States

Paul Smith (NH) moved, seconded by Russell Humphrey (TN), to dispense with the roll call of the states. The motion was unanimously approved.

## Approval of Minutes

Ann Krekelberg (AK) moved, seconded by Bernadette McNulty (CA), to approve the minutes from the September 22, 2015 Business Meeting. The motion was unanimously approved.

## Approval of Treasurer's Report

President Furlong (NV) recognized Robert Haney (TX), Secretary/Treasurer, to present the most recent Treasurer's Report. After the review, Russell Humphrey (TN) moved, seconded by Susan Kannarr (KS), to approve the Treasurer's Report. The motion was unanimously approved.

## Introduction of International Guests

President Furlong (NV) recognized the following international participants for the Boise PDS:

- Dr. Colin Huntly, Clerk Assistant, Parliament House, Perth, Western Australia.
- Deborah Deller, Clerk, Legislative Assembly of Ontario.
- Jeffery LeBlanc, Principal Clerk, Legislative Services, House of Commons.
- Shannon Dean, Law Clerk & Director of House Services, Legislative Assembly of Alberta.

## Committee Reports

**Bylaws and Standing Orders:** Claire Clift (NV) reported that over the term the committee proposed new language for the Standing Orders as follows:

- Section II(D)(2)(h) - Adding language to allow memorial contributions for former Presidents to be \$500.00 and Associate Vice Presidents to be \$250.00. The change should also correspond with language in Section VIII(C)(2).
- Section III(A) - Adding language defining the Society Archivist and Photo Archivist. The change would include appointment language, terms of office, and duties for each created position. The language would also describe the content of the archives, retention, and storage policies.
- Section VI(A)(2) - Modifying the Canadian-American Relations committee language to include publication of host state manuals for the Joint Canadian-American Meeting.
- Section VI(A)(6) - Modifying the Membership and Communication committee language to include the ASLCS President-elect and Associate Vice-President as ex-officio members of the committee.
- Section VI(A)(9) - Modifying the Site Selection committee language to include reviewing and developing host state manuals for the society.
- Section VIII - Modifying the description and duties of the leadership officers of the society as follows:
  - a. ASLCS President - adding an authority clause and formatting with distinct titles for each duty.
  - b. ASLCS President-elect - adding an authority clause, formatting with distinct titles for each duty, adding a duty to appoint an Internal Audit Committee to review the Secretary/Treasurer's records from the previous year, adding language for serving as an ex-officio member of the Membership and Communication committee, and adding language about the responsibility of depositing society documents with the archivist and staff liaison.
  - c. ASLCS Secretary-Treasurer - adding an authority clause, formatting with distinct titles for each duty, expanding language for recordkeeping, adding language for custody of society records, adding language on providing notice of

## Business Meeting Minutes (*continued*)

all meetings as required by the *Bylaws*, and expanding the language for charitable contributions to include amounts for former society Presidents and Associate Vice Presidents.

- d. ASLCS Associate Vice President - adding formatting with distinct titles for each duty and adding language to be an ex-officio member of the Membership and Communication committee.
- e. ASLCS Immediate Past President - adding formatting with distinct titles for each duty.

Claire Clift (NV) also reported that the committee proposed changes for the *Bylaws* to provide citations for past changes and updates. Chair Clift (NV) indicated that Steven James (MA) would also request that members assist with this project if they have materials that indicate any *Bylaws* changes that occurred in past meetings of the society. Chair Clift (NV) reported that all of the suggested changes presented were approved by the ASLCS Executive Committee.

**Inside the Legislative Process:** Corey Carnahan (KS) reported that the committee conducted three great meetings during the year. Chair Carnahan (KS) indicated that the committee's work during the last year was through a society survey on censure and disciplinary actions. The results of the survey on ethics indicated low participation and the committee then discussed how best to increase membership interest and participation. The chair indicated that a new survey on job duties is going out following the PDS and committee members would be following up with participants via phone call if participation continues to decline.

**Site Selection:** Andrew Ketchings (MS) reported that the committee discussed the details for the proposed 2017 PDS in Phoenix, Arizona. The chair indicated that the proposal had been approved by the ASLCS Executive Committee. The chair also indicated that the committee is continuing the discussion on possible meeting sites for the 2018 PDS.

**Technology:** Michael Adams (VA) reported that the committee discussed the following technology initiatives over the last year: a revised Facebook policy for the ASLCS Facebook page was considered and approved by the ASLCS Executive Committee, the society's application and award of an NCSL E-learning grant for production of a society outreach promotional video, and the ongoing project with NCSL to produce a roster database to increase communication within the society. It was reported that the creation of the electronic society roster would not be finished this year but the

project is ongoing. It was also noted that the video production process has been changed for the PDS due to the original crew from NCSL not being able to attend the seminar. Michael Adams (VA) would now be playing the role as interviewer for the video and alternative equipment needs were being secured.

**International Communication and Development:** Liz Clark (AK) reported that the committee has been in the process of completing the new *ASLCS International Directory* and copies would be distributed very soon. The Chair stated that based on the kindness and attention she experienced in attending international meetings, members of ASLCS should work to reciprocate during the PDS and be as welcoming as possible to international guests. The chair expressed that the comfort and kindness exhibited during her travels created a very favorable experience. The chair also indicated that the committee would be reviewing the organizational document for her committee in an effort to improve its results in the coming term.

**Legislative Administrator:** Paul Campos (WA) reported that the committee received many articles for the next *Administrator* issue and he was very thankful to the members. The chair also asked that those who attended international conferences would please write articles about their experiences for future issues. The chair indicated that copies distributed to the various states were based on Roster information and that the last issue was over produced in an effort to provide some additional copies for those that wanted them. He suggested to contact him if extra copies were needed.

**Membership and Communication:** Brad Young (OH) reported that the Membership and Communication committee was in the process of wrapping up projects for the past year. The committee conducted a very successful new attendee orientation program for the Boise PDS. The committee discussed the success of expanding use of friendship tables based on results and in lieu of a paper survey after the PDS the committee decided to utilize an electronic one. The full results of the program would be reviewed later in the week. The chair reported that the collection of state pins by new attendees was ongoing and they would be reporting the results at the end of the PDS. The chair gave a special thanks to Paul Campos (WA) for taking the new attendee photo the previous day and to Ali Sagraves (OH) for her help this year as an unofficial vice chair of the committee.

**Support Staff:** Norma Chastain (AZ) reported that the 2016 ASLCS Associate Exchange Program was a success



and that participants Ali Sagraves (OH) and John Hollman (IL) gave very positive reports to the committee. The chair thanked the Idaho delegation for hosting a successful PDS and also recognized successful breakout session the previous day at the capitol. Chair Chastain (AZ) reminded members that the Legislative Expo would be conducted the next day and the chair thanked Jay Braxton (VA) for his potato themed Legislative Expo promotional flyer. The chair also mentioned that the “Off the Record” panel would be the next day as well and requested that members of the society please contribute to the discussion.

**Canadian-American Relations:** Ann Cornwell (AR) thanked the Vice-Chairs of the committee for stepping in to run the meetings while she recovered from an injury and also thanked Brad Young (OH) for hosting the last Joint Canadian-American meeting last year. The Chair reported that the committee had developed new guidelines to allow more members of the society to attend the joint meeting and those recommendations were approved by the ASLCS Executive Committee. Brad Young (OH) recounted his experience in attending the CATTS meeting in Toronto this year, stating that it provided the chance to compare the differing political systems and processes, attend social events, and showcased how welcome the Canadians made him feel during the experience. Mr. Young then thanked ASLCS President Susan Furlong (NV) and Chair Cornwell (AR) for the opportunity to represent the society. Chair Cornwell then concluded her statements by urging the various states present to please consider hosting the Joint Meeting in two years.

**Professional Journal:** Bernadette McNulty (CA) recognized the efforts during the PDS of former Idaho Clerk Bonnie Alexander. The Chair reported that this year’s Professional Journal received enough article submissions for publication and should be distributed by the end of the year. The Chair urged society members to think about submitting or gathering an article for next year’s publication. The Chair suggested considering the unique processes of your chambers and also to reach out to the international clerks you may know to solicit articles that would showcase their differing ideas and systems.

**Program Development:** Jim Drake (AZ) reported that the committee had three great meetings this last year and urged members to participate in developing ideas for future programs. The Chair asked the members to please spend some time completing the survey that is sent out after each meeting. The Chair also offered a special thanks to Jennifer Novak (ID) and the rest of the Idaho team for their efforts in hosting an exceptional 2016 fall PDS.

## Special Committee Reports

**Roster:** Rose Ramsey (VA) reported that the committee had been continuing the process of keeping the membership information updated and was hosting a table during the Boise PDS Legislative Expo to assist members with any updates to their information. The Chair stated that the Roster would most likely be completed after the results of the upcoming November election and distribution should occur prior to the end of the calendar year.

**Strategic Planning Committee:** Patsy Spaw (TX) discussed the following charges for the committee as delegated by President Furlong (NV) during the last year:

- 1). **Analyze the NCSL Annual Summit schedule in an attempt to improve membership training and the committee meetings process.** After discussion the committee recommended to firstly, remind chairs to work closely along their agendas in an effort to be more efficient when using the committee’s scheduled time, and secondly, reduce the time allotted for committee meetings from 45 minutes to 30 minutes. These recommendations are expected to free up 1.5 hours of programming that could be utilized in another part of the seminar and establish more professional development opportunities. The Executive Committee approved this recommendation.
- 2). **Review whether the Strategic Planning committee should become a standing or special committee of ASLCS.** Historically, the Strategic Planning committee was appointed by the President and acted as an advisory body for the President and Executive Committee. The proposed special committee would be established under Section VI(D) of the *Standing Orders* and have no charges, but would take direction from the President, Executive Committee, and veteran members of the society when reviewing any current issues affecting ASLCS. The proposed language in the Standing Orders provided that the committee was not required each year, but would be an available tool for appointment by the President. The Executive Committee approved the recommendation to keep the committee as a special committee under the *Standing Orders* of ASLCS.
- 3). **Review proposals to improve and restructure the society’s financial planning for ASLCS accounts.** President Furlong (NV) charged that there should exist some standard financial account training for members of the Executive Committee each year. The committee recommended that the existing Budget and Oversight Committee perform functions as a post PDS audit committee. The Chair stated

## Business Meeting Minutes (*continued*)

that the committee suggested a redesign of the B&O committee and its functions, renaming the committee as the Budget and Financial Accounts Committee. This entity would offer greater controls, training, and reporting of ASLCS financial accounts. The committee determined that the training should involve all available funds of the society and how each of the funds are obtained and used. The Executive Committee approved the recommendation to improve and restructure how financial accounts are managed.

President Furlong (NV) then recognized the contributions of our National contributors: LexisNexis, Thomson Reuters, and Propylon.

President Furlong (NV) also recognized and thanked the members of the Idaho delegation, members of the Strategic Planning Committee, and members of the PDS Host Committee for their service to the society. The President individually wanted to thank Yolanda Dixon (LA) for chairing the PDS Host State, and Jennifer Novak (ID) for her efforts in planning and hosting the 2016 PDS in Boise.

President Furlong (NV) recognized Susan Schaar (VA) to present an honorary ASLCS membership award to Deborah Deller from Toronto, Ontario. Susan noted that Ms. Deller has attended every fall PDS for the last 20 years. President Furlong (NV) then recognized Ms. Deller for comments. Ms. Deller offered her thanks and noted her great appreciation for the welcoming nature of the members of the society over the last 20 years.

### Other Business

President Furlong (NV) then recognized the chair of this year's Nominating Committee, Ann Cornwell (AR). Chair Cornwell announced the following recommended ASLCS officers for 2016-2017:

- Susan W. Kannarr, Chief Clerk, Kansas House of Representatives as ASLCS President.
- Robert Haney, Chief Clerk, Texas House of Representatives as ASLCS President-elect.
- D. Pat Harris, Secretary of the Senate, Alabama Senate as ASLCS Secretary-Treasurer.
- Alan Whittington, Senate Deputy Chief Clerk, Tennessee House as ASLCS Associate Vice-President.
- Paul Smith, House Clerk, New Hampshire House as Elected Principal Member of the Executive Committee.
- Yolanda Dixon, Senate First Assistant Secretary, Louisiana Senate as Elected Associate Member of the Executive Committee.

Crystaline Jones (AK) moved, seconded by Liz Clark (AK), to accept the Nominating Committee's recommendations. The motion was unanimously approved.

President Furlong (NV) then recognized the sponsorship of Thomson Reuters for the Edward A. Burdick Memorial Scholarship. President Furlong also announced the following Associate members as each a recipient of the \$750.00 Burdick Scholarship stipend for their costs in attending the Boise PDS:

- Brian Ebbert, Assistant Chief Clerk/Parliamentarian, California Assembly.
- Jon Bellamy, Chamber Operations Program Manager, Florida Senate.

President Furlong (NV) then announced that Carmine Boal, Chief Clerk of the Iowa House and Ellen Thompson, Secretary of the Wyoming Senate, were the recipients of the Millicent (Millie) MacFarland Memorial Scholarship. The Millicent (Millie) MacFarland Memorial Scholarship is awarded to each principal in the amount of \$1000.00 to defer costs for those who want to attend the Professional Development Seminar.

### Announcements

President Furlong (NV) recognized the efforts and work of the 2015-2016 ASLCS Executive Committee members: Susan Kannarr (KS), Robert Haney (TX), Maryann J. Horch (VA), D. Pat Harris (AL), Alan Whittington (TN), Paul Smith (NH), Susan Schaar (VA), Bernadette McNulty (CA), Yolanda J. Dixon (LA), Russell A. Humphrey (TN), and Janice A. Gadd (UT).

Paul Campos (WA) was recognized for presentation of a framed arrangement of the published covers for the *Legislative Administrator* during the last year to President Furlong (NV).

Russell Humphrey (TN) was then recognized to present Susan Furlong (NV) with the Immediate Past President lapel pin and a plaque for her service as 2015-2016 ASLCS President from the Executive Committee and the members of the society.

### Adjournment

Steve Marshall (VT) moved, seconded by Paul Smith (NH), that the business meeting be adjourned at 2:20 pm, MST. The motion was unanimously adopted.

Respectfully submitted,

Robert Haney (TX)  
Secretary-Treasurer

# Executive Committee Meeting Minutes

ASLCS Executive Committee Meeting  
Conference Call Meeting  
December 19, 2016

The meeting was called to order by President Susan Kannarr (KS) on Monday, December 19th at 1:00 pm EST.

## Attendance

The following members were present: Susan Kannarr (KS), Robert Haney (TX), Patrick Harris (AL), Brad Young (OH), Bernadette McNulty (CA), Maryann Horch (VA), Alan Whittington (TN), Susan Furlong (NV), Yolanda Dixon (LA), Jay Braxton (VA), Paul Smith (NH), Lindsay Vroegindewey (MT).

Other people on the conference call included Angela Andrews, NCSL liaison to ASLCS and Bill Pound, NCSL Executive Director

## Approval of the Minutes

A motion to approve the September 23, 2016 Executive Committee Meeting Minutes in Boise, Idaho was made by Bernadette McNulty (CA) and seconded by Alan Whittington (TN). The motion was unanimously approved.

## Approval of the Treasurer's Report

Patrick Harris (AL), ASLCS Secretary-Treasurer, presented the Treasurers Report. A motion to approve the report was made by Paul Smith (NH) and seconded by Jay Braxton (VA). The motion was unanimously approved.

## New Business

ASLCS Dues Account - Discussion took place regarding possible changes to the ASLCS Dues Account. Angela introduced Bill Pound who provided an overview of the options regarding the Dues Account and explained that the goal was for NCSL and ASLCS to mutually agree on an option for management of the ASLCS Dues Accounts. The reason this discussion is happening now is due to NCSL having recently changed their bank, from Wells Fargo to Key Bank. The ASLCS dues account contains all funds received as membership dues for the Society. Currently, the account is maintained by the ASLCS Secretary/Treasurer and is housed at Wells Fargo. NCSL has administrative oversight of this account, but all activity is generated from the ASLCS Secretary/Treasurer and approval of expenditures, if need be, by the ASLCS Executive Committee. Due to its administrative oversight of the ASLCS dues account, NCSL's auditors recommend strengthening internal controls for this account, such as adding NCSL fiduciary officers as co-signers on all checks

from the dues account. The Executive Committee was presented with 2 options:

### Option 1.

- ASLCS continues to maintain the dues account at Wells Fargo.
- ASLCS Secretary-Treasurer remains as the signatory on the account. The Secretary-Treasurer will be required to deposit dues into the account and manage the banking relationship with Wells Fargo. NCSL agrees to facilitate deposits on an occasional basis.
- NCSL maintains administrative oversight of the account, but ASLCS will be responsible to paying annual bank fees (approximately \$400). NCSL requests copies of checks (expenses) paid out of the dues account on an annual basis, which will be kept in NCSL's financial files.

### Option 2.

- The dues account to Key Bank, NCSL's new bank.
- ASLCS Secretary-Treasurer remains as the signatory on the account, in addition to NCSL's fiduciary officers. Any expenses disbursed from the dues account (checks) must also be signed by one of NCSL's fiduciary officers (Bill Pound, Nancy Rhyme, Mary Wild, Diane Chaffin), in addition to the ASLCS Secretary-Treasurer.
- NCSL maintains administrative oversight of the account and banking fees would either be waived or covered by NCSL. NCSL will facilitate the deposits and manage the banking relationship, either as needed or on a regular basis.

Bernadette McNulty (CA) inquired as to why the auditors felt that ASLCS needs to have 2 signatures. Bill Pound responded that all accounts affiliated with NCSL, except for the ASLCS Dues account, currently require two signatures. Angela provided a bit of background regarding the ASLCS Accounts. She stated that in 2007-2008, the ASLCS Executive Committee made the decision to move the dues account under the NCSL umbrella to have additional administrative oversight over the account. In addition, ASLCS was able to use NCSL's Tax ID. Prior to this move, the Dues account moved from state to state as each new Secretary-Treasurer took over and handled the account. The 2007 decision to move this account was done to centralize the account.

Pat Harris (AL) made the point that changing banks to Key Bank did not present a problem but questioned if the second signature was a requirement of Key Bank or a



## Executive Committee Meeting Minutes (*continued*)

requirement of the NCSL Auditors. Bill Pound responded that it was a requirement of the Auditors. Pat asked why the second signature is not currently required with the Wells Fargo Account. Bill acknowledged that the 2nd signature requirement isn't currently on the account but said that it would be the preference of the auditors and that the issue came up during this year's audit. Mr. Harris voiced his support of moving the account along with NCSL to Key Bank but stated that requiring a second signature would cause serious delays in making payments. He further commented that he researched back through the account and found that there has never been a problem caused with only requiring the one signature of the ASLCS Secretary-Treasurer and that it has always worked well with getting checks out on time. There was a question about ASLCS obtaining its own Tax ID, however, it was determined that it is not an option due to the amount of time it would take and the requirement to reorganize and reincorporate. Susan Kannarr (KS) stated that NCSL has been flexible with ASLCS in this matter in allowing the decision regarding the change to be delayed until a time that the Executive Committee could be meet to have a detailed discussion on the matter. She also agreed with Pat in supporting a move to Key Bank but keeping the check signing process for the Dues Account as is with a reporting requirement that would ease the Auditors concerns. Bill Pound stated that we would be willing to further discuss the matter and the Executive Committee's concerns with the Auditors.

Robert Haney (TX) inquired about the possibility of the NCSL's Fiduciary Officers objecting to sign a check that requires a 2<sup>nd</sup> signature and the process if that happened. Bill Pound responded that he didn't think this scenario would happen. If this situation occurred, the matter would be referred back to the ASLCS Executive Committee for discussion.

Pat Harris (AL) made the motion to move the ASLCS Dues account from Wells Fargo to Key Bank, but with only the ASLCS Secretary-Treasurer signing checks, and asking Bill Pound to represent the committee and talk to the NCSL Auditors. Should NCSL's auditors refuse this proposal, then the banking situation will stay as is and the ASLCS Executive Committee will discuss the matter further and decide at a future meeting. Paul Smith (NH) seconded and the motion passed unanimously.

### Old Business

ASLCS Special Meetings Fund (L190) - Angela Andrews, NCSL, reported on the status of the ASLCS Special Meetings Fund (L190). The report dated December 12, 2016 showed the 2016 Beginning Balance at \$214,023.42.

Angela outlined the contributions that were received since the last report: They were IRC sponsorship of the Business Luncheon at the 2016 Legislative Summit (\$5,736.39); Risch Pisa (\$250), Idaho Farm Bureau (\$125) and Gardner Company (\$500) which brought the total for Idaho Fundraising to \$6925.00. Other income was generated from Interest earned (\$274), a Site Visit Travel Credit (\$12) and Pin Sales from the 2016 ASLCS PDS (\$64). Angela reported that total revenues for 2016 was \$20,475.39. Of that amount, \$10,975.00 was raised for the 2016 PDS. Angela then outlined the expenditures for this period noting that the bulk of the expenditures was to support the Boise PDS as it was a hybrid host meeting. The expenditures that were made for the 2016 Boise PDS since the last report include the Basque Market Event (\$10,924.40), the Welcome Reception (\$4556.18), the BSU event (\$11,073.31), Hospitality Suite (\$2318.83), State Dinner (\$1883.83) and the International Guest Hotel Rooms (\$1839.82) (per the standing orders of the society covers the rooms for the CATTs, ANOMAC, SALSA, ANZACATT and ATELCA representatives that attending the ASLCS PDS). The total expenditures for the 2016 Boise PDS was \$35,396.37. Other miscellaneous expenditures included a FedEx Charge (\$7.26), Credit Card Fees (\$75.40) and a Reuters Contribution (\$2500) that was received in late 2015 to be used for the 2016 PDS but was held in this account because the meeting budget was not yet formed at the time. It has now been transferred to the meetings account and was used to pay for one of the breakfasts. The total expenditures for 2016 was \$55,354.23 leaving an ending balance as of December 12, 2016, of \$179,144.58. Susan Furlong confirmed with Angela that the Executive Committee had approved an amount of up to \$35,000 out of the 2016 Budget L190 account to be used to support the Boise PDS Hybrid meeting. The actual budget for the Boise PDS came in much lower than that amount. The amount spent for the meeting \$35,396.37 less the PDS fundraising amount of \$10,975.00 left the total cost out of the budget for the meeting at \$24,421.37. Yolanda Dixon (LA) also pointed out that the paying for the International guest rooms was not shown on the budget and that even with paying for those rooms, the amount spent for the meeting was still under the amount the Executive Committee had approved. There was discussion as to how the room charges for the International Guests should appear on the budget. Traditionally the meeting budget covered the costs. However, in 2012, that expense was moved from the meeting budget to the L190 account for two reasons. First, it was becoming difficult for meetings to show a profit and second, it was more appropriate for the Society to bear the costs out of the L190 account.

instead of the meetings budget that was supported mainly from registration fees and contributions. Since that time, the L190 account has paid for the costs of the hotel rooms for the International Guests. There is still a place on the meetings budget for that expense, however, they have not been charged there in some time. If there are additional comped rooms available in the room block, those rooms would also traditionally be used for the International guest's rooms.

ASLCS Professional Development Revolving Account (LLCS) - Angela Andrews, NCSL, reported the status of the LLCS account. The closing balance as of September 14th, 2016, was \$5,135.04. As of the December 12, 2016 report, there were no deposits made to the account. Deposits to this account are generated from profits from each PDS meeting if there is a profit. The total deposits for 2016 as of December 12, 2016, were \$101,518.41. A total of \$3500.00 in expenditures was made since the last report and they included two Burdick Scholarship awards (\$750 each) to Brian Ebert and Jon Bellamy and two McFarland Scholarship Awards (\$1000 each) to Carmine Boal and Ellen Thompson. The total expenditures for 2016, as of December 12, 2016, totaled \$99,883.37, leaving a closing balance as of December 12, 2016, of \$1,635.04. There is a pending deposit of \$10,000, a transfer from the ASLCS dues account per Executive Committee approval on September 18, 2016. Once this money is deposited into the account the balance in that account will be \$11,635.04. The transfer was made because the Standing Orders require that this account have a minimum balance of \$15,000. Also, the society made \$12,158.62 on the Boise PDS Meeting and the profit will be deposited into this account. By the beginning of 2017, there will be approximately \$23,000 in the Professional Development Revolving Account.

2016 PDS Meeting Budget - Susan Kannarr (KS) commented that she appreciated Jon Griffin and Angela Andrews having the budget information up to date for the Executive Committee and the new Budget and Financial Review Committee.

Angela reported on the 2016 Meeting Budget for the Boise PDS and reviewed the following expenses:

- Staff travel expenses were \$3,500.55 which was about \$2,000.00 higher than expected. This costs consisted of rooming costs for the Jonathon Griffin, NCSL Liaison and Tricia Simmons, NCSL's meeting planner. Angela noted that Jonathon stayed at an ancillary hotel while the NCSL Meeting Planner, was at the meeting hotel.
- Faculty travel expenses were lower than expected because both Dave Weber and Eric Silvia only stayed one night instead of two. Scott Christopher also stayed one night as well, however, during recon-

ciliation it was realized that his reservation was booked on the NCSL/ASLCS Master bill and at the same time it was realized that he also billed the society for his hotel room. The Society is in the process of recouping payment from Scott Christopher for one room night. Angela will have more information on that in April.

- As per custom and tradition, the Society covers the cost of the ASLCS President's room. That typically happens per hotel contract concession or through earned room night comps being applied to the room. The Society did receive credit for the comps and they will be applied to help offset the cost of that room. Angela noted that the budget report shows that the 3 Speakers' rooms and the President's room were booked at the rate of \$119 per night instead of the actual rate of \$139 per night. She will have that corrected before the report is finalized and put before the Budget and Finance Review Committee. There were no expenses in this budget for International guest rooms because the cost was paid out of the L190 Fund.
- Transportation expenses for the Boise PDS were \$3,820.89 including costs to transport attendees staying at the two ancillary hotels to the meeting hotel.
- Audio-Visual expenses were much lower than the \$10,000.00 included in the budget. The actual cost was \$3,870.60. Angela noted that costs for Audio Visual and for Food at meetings are generally high and that this meeting did very well as far as what was budgeted in both areas.
- An expense of \$589.46 is shown under Miscellaneous to pay for a Site Visit that was not originally budgeted for but was approved by the Executive Committee.
- Meal Costs totaled \$31,216.79 which was approximately \$12,000.00 lower than what was budgeted.
- The total NCSL Overhead Allocation, which pays for the administrative staff to facilitate the meeting, totaled \$7,770.00.

Bernadette McNulty (CA) inquired about the Printing & Design portion of the Budget if that expense was for the Save the Date Postcard that was mailed out. In response to concerns about some members not receiving cards, Angela agreed to investigate the issue. Ms. McNulty reminded the committee that the effectiveness of the post cards was to be evaluated. There was discussion about the meeting evaluation that members filled out after the meeting and whether there was a question regarding the effectiveness of the "Save the Date" meeting brochure. It was determined that the save-the-date

## Executive Committee Meeting Minutes (*continued*)

postcard was not addressed on the meeting evaluation. Ms Andrews next reviewed the revenue portion of the budget and highlighted the following:

- Revenue from registrations was as follows: 150 paid legislative staff attendees at \$325.00 each; 12 paid guest attendees at \$195.00 each; and 2 Business Registrations at \$500.00 each.
- There was also a 1 for 40 comp from the hotel (1 complimentary hotel room for 40 booked) revenue item in the budget. Based on the room block of 631 rooms booked at The Grove there were 15 comps totaling \$2,356.05 (\$157.07 for each comped room). In response to questions, Angela offered to revise the budget and detail this calculation. Traditionally, ASLCS asks the hotel to apply the comps directly to the rooms and asked the hotel to do so in this case. However, The Grove did not honor NCSL's request and instead provided the group with a credit. This credit is shown as revenue on the budget. Angela stated that it is much more helpful to have the comps applied directly to the master bill to offset the room costs and that when negotiating with the Renaissance in Phoenix that the Society insist that it be handled in that manner. Susan Kannarr (KS) and Susan Furlong (NV) both stated that there seemed to be some confusion concerning the billing on each of their rooms on the part of the hotel. Angela agreed that the mix up was on the hotel's end as there was confusion in other areas as well. This is in the process of being rectified. Susan Furlong (NV) stated that she was under the impression that the hotel contract provided a comped room for the meeting planner and asked where that fit on the final budget. After checking the hotel contract, Angela determined that there was not a comped room provided for the meeting planner, however, there were two comped rooms for the site visit as well as 3 rooms provided at a reduced rate of \$119.00 per night (1 was applied to Shannon Dean, the Representative from CATTs, 1 room was applied to Deb Deller and the other \$119 room rate was used for the Hospitality Suite.) Angela stated she would relook at the hotel contract further and will also send the contract to the Executive Committee to the Executive Committee to review

At the conclusion of the discussion, Susan Kannarr (KS) commented that it was very good to see a profit on the Boise PDS. She further stated that although Boise turned out to be an inexpensive site, Phoenix is not and there will be challenges with the budget for the upcoming 2017 PDS. Costs in Phoenix will be at a much higher cost and

will require the executive committee to look at trimming costs. Because food and beverage is a sizable portion of the costs, the committee may need to examine what meals are provided as part of the meeting budget. It was also noted that NCSL is not tax exempt in Arizona as it is in many other states. President Kannarr commented that committee members will need to be prepared to discuss these issues at the Spring meeting.

### 2016 PDS Evaluation

The Committee next discussed the Boise PDS evaluation. It was agreed that the Boise PDS was a very successful meeting. Angela reported that 76 people responded to the survey and provided a quick overview of the results. She noted that attendees liked having the recognitions at the business luncheon as opposed to the State Dinner. The Legislative Expo received negative feedback as being the least valuable item at the conference. A majority of members were in favor of shortening the meeting by 1 day. Lastly, Idaho staff and the host state activities received very positive comments. Attendees indicated networking, professional development opportunities and some of the programs made available as reasons for attending the conference. Jay Braxton (VA) noted that people seemed to like the Expo being combined with the Breakfast and suggested that it be done that way again next year. Discussion continued about the Expo and the importance in continuing to try new things to generate more interest and a larger attendance. Angela will be sharing the results of the evaluation with Tim Sekerak and the Program Development Committee and the Arizona host state committee.

Professional Journal Options - Bernadette McNulty (CA) discussed the option of publishing the *Professional Journal* online only. This would save on printing and mailing costs. She also suggested having an online portal created where members could submit their articles directly to the Professional Journal committee. Paul Smith (NH) agreed with the proposal for online publication and that if there is negative feedback from members regarding not receiving a hard copy, the issue could be revisited at that time. After reviewing the Standing Orders, it was determined that there is a requirement that the Professional Journal be printed. Maryann Horch (VA) stated that this topic has been discussed in the past and there has been some concern. She suggested that if the Journal does become an electronic form only document, that printing a limited amount and having them available at the PDS possible at the Expo would be an option. Susan Kannarr (KS) suggested instructing the Bylaws and Standing Orders committee to work on language to amend the *Professional Journal* hardcopy



requirement. It would make printing of the Journal in a hardcopy optional but not required. Paul Smith (NH) made the motion to refer this issue to the Bylaws and Standing Orders committee. The motion was seconded by Bernadette McNulty (CA). The motion was unanimously approved.

## New Business

Approval of Travel to Legislative Staff Coordinating Committee (LSCC) - Bernadette McNulty (CA) moved to approve Susan Kannarr (KS) and Robert Haney (TX), or designees to attend the 2017 Winter LSCC Meeting in Scottsdale, AZ. Paul Smith (NH) seconded and the motion was unanimously approved.

Approval of Travel to ANZACATT - Susan Kannarr stated that she will not be able to attend the 2017 ANZACATT meeting in Brisbane, AU and that Pat Harris (AL) will attend as her designee. Bernadette McNulty (CA) moved to approve coach travel for Pat Harris (AL) to attend the meeting. Paul Smith (NH) seconded and the motion was unanimously approved.

ASLCS Archives at NCSL - Alan Whittington (TN) gave a report about the status of the ASLCS Archives Inventory project that are currently stored at the NCSL Headquarters in Denver. Alan, Bernadette McNulty (CA) and Jay Braxton (VA) met via conference call to discuss issues relating to ASLCS materials stored at the NCSL Office in Denver. It was determined that obtaining a good overall inventory of the items (knowing if there are materials to be scanned, or audio or visual documents to be converted to digital, etc.) that are housed at NCSL is necessary before determining what to do with those items. Once the full list of inventoried items is compiled, it would then be presented to the Executive Committee and a decision would be made as to how to proceed from that point. It was agreed that it would be necessary for someone to go to Denver do the inventory. Angela stated that there are several filing cabinets at the NCSL office that contain ASLCS documents. She stated that some of the documents stored at NCSL include past *Legislative Administrators*, past *Professional Journals*, photos, VHS tapes and DVDs, program books and agendas from past ASLCS events, etc. Susan Kannarr (KS) agreed that an inventory of the items at NCSL is required. Alan Whittington (TN) volunteered to go to Denver and spend a day or two inventorying the items. Pat Harris (AL) made the motion to authorize ASLCS to pay the travel costs (airfare and hotel) for Alan Whittington (TN) to conduct the inventory. The motion was seconded by Jay Braxton (VA) and was approved unanimously. Alan stated that once the inventory is complete that we will give a full report to the Executive Committee. He also stated that he is only going to compile an inventory

and that all items will remain there in Denver until the Executive Committee decides what they want to do. Alan is planning to travel to Denver during the 2nd or 3rd week of January and will coordinate with Angela. Bernadette McNulty (CA) reminded everyone that last year there was authorization given by the committee for Jon to utilize an intern to carry out the inventory. It was determined that the inventorying never happened. Paul Smith (NH) pointed out that Steve James (MA) has a detailed inventory of what is currently in the ASLCS archives in Boston. It was also mentioned that Steve, the ASLCS Archivist is running out of space and that many of the photos, VHS tapes, etc. that he currently has in his possession could be converted into digital format and that would free up a lot of space. Paul reminded the committee that Steve had sent out the list to the previous Executive Committee last year. Paul will, at Susan Kannarr's request, obtain the inventory list and send it to the current Executive Committee members.

2017 Associate Exchange Program - Angela provided an update about the Associate Exchange Program (AEP). She recently sent out a reminder email to the membership about the upcoming AEP application deadline of December 30th. Angela reported that she has not received any applications at this point. Nine chambers have agreed to host. Once applications are received, they will be forwarded to the Support Staff Committee who will review them and then make recommendations to the Executive Committee who will make the final decision. If no applications are received by the deadline, Angela will consult with the Support Staff Chair and possibly extend the application deadline. She stated that it is important to select applicants by mid-January. Bernadette McNulty (CA) inquired as to when the initial solicitation email went out and Angela responded that the email went out on December 5<sup>th</sup>. Angela explained that the soliciting applications is a 2-step process. First, the liaison contacts Principals to obtain a list of chambers that are willing to host an exchange. Once the liaison has a finalized list of host Chambers to choose from, the liaison sends an email to the associates announcing that the application period is open. Paul Smith (NH) noted that the shortage of applications may be due to many of the host chambers meeting during the first part of the year whereas, in the past, there seem to have been more opportunities throughout the year. There was discussion as to the benefit of promoting the program at the Fall PDS to generate interest and recruit Chambers to host as well as gathering names of associates that express an interest in participating. Angela stated that this has been done, but not in the past few years, and that names of those interested are given to the Support Staff Chair to follow up on. The Executive Committee agreed that promoting the program at the Fall PDS should

## Executive Committee Meeting Minutes (*continued*)

be pursued. This could include an information/sign table at the Legislative Expo with Associates who have participated in the past.

The Phoenix PDS Host Hotel Contract - The Executive Committee discussed the hotel procurement process for Phoenix. Angela Andrews commented that Conference Direct is generally not used by ASLCS to procure hotel contracts but that it was in this instance. The committee discussed that it appears that neither the former ASLCS liaison nor the Arizona host state were not entirely aware of past practices in hotel contract procurement. Conference Direct was used to send out an RFP and procure the contract in Phoenix. Once this process has been initiated, hotels will not negotiate separately with an organization. Concern was expressed that the ASLCS President wasn't consulted when securing the contract with the hotel.

During discussion of the contract, questions arose about the comped rooms agreement. Ms. Andrews stated that the contract signed gave ASLCS 1 comped room per 45 paid.

Prior to the conference call, Executive Committee members were asked to approve the contract for the Phoenix hotel via E-mail. This process was required because the deadline for response to the hotel fell before the conference call could be held and include all but one member of the committee. Executive Committee members were sent a summary of the hotel contract and asked to vote on approval by response. Approval was received from all members. In response to the E-mail, concern was expressed by Susan Furlong (NV) about the approval process being conducted as an E-meeting with a short consideration time and no opportunity for group discussion. Additionally, she expressed concern that Conference Direct had been used despite the intention of the Executive Committee to be consulted before that occurred. Ms. Furlong provided a review of past experiences, the events of the previous year leading up to the involvement of Conference Direct and confirmed that once they were involved, hotels would no longer negotiate outside of that relationship. Finally, Ms. Furlong requested that the Executive Committee consider establishing standards for use of this type of electronic meeting to conduct business. Additional committee members also expressed similar concerns. In her E-mail response, Ms. Furlong detailed a list of questions regarding the contract. Angela Andrews, NCSL Liaison, responded to questions about the hotel contract and included all committee members in the response. Ms. Andrews, who was not the Liaison at the time the initial contact for Phoenix was made, consulted with the former

liaison and gathered additional information to respond. Additional information provided included two memos regarding the conference direct relationship. One was addressed to President Kannarr in September 2016 detailing the benefits, services and costs related to using Conference Direct in procuring hotel contracts. The second was a memo addressed to former ASLCS President Millie McFarland in January 2009 confirming the agreement that ASLCS, and other staff sections, have the option to opt out of using Conference Direct assuming the host city has been selected. In the E-mail, Ms. Andrews confirmed that NCSL continues to honor this agreement.

The committee discussed ways to prevent a reoccurrence the contracting issue described above and to ensure that members of the Executive Committee and NSL Liaisons are aware of the proper procedure. President Kannarr suggested that the Host State Manual be updated to reflect the preferred hotel procurement process to ensure future Executive Committees and NCSL Liaisons are aware of the proper procedure. President Kannarr suggested that the Host State Manual should be updated to include information about the procurement process. The Site Selection Committee is responsible for updating the Manual and President Kannarr will contact the Site Selection Chair to request that they add language to the manual. Angela also suggested adding the language to the President and Executive Committee Manual. It was also suggested that the procedure and authorization process for ASLCS hotel procurement and contracting be added to the ASLCS Standing Orders. Susan Kannarr (KS) suggested, with the committee's support, to direct the Bylaws and Standing Orders Committee to develop language to be added to the Standing Order outlining the procedure for contracting with hotels for meetings. Susan will ask them to have this new language available for the Executive Committee to review at a future meeting. Angela asked Susan and the Committee for approval to participate as a representative of NCSL in the conversations with the Bylaws and Standing Orders Committee when drafting the new language. The Committee supported this request.

### Other Business

Susan Kannarr (KS) announced that the Spring Meeting is scheduled for April 21st - 23rd in Kansas City, Missouri in an area called Country Club Plaza. More detail will be available later but the Intercontinental Kansas City will be the meeting hotel.

Angela reported that the California State Library is honoring Greg Schmidt by creating the Greg Schmidt Collection on Political Leadership and showcasing Greg's

very extensive book collection. The Library is requesting books from other chambers across the country to donate to add to his collection. Bernadette McNulty (CA) is going to find out more information and will report to the committee and Angela. After hearing from Bernadette, Angela will send an email about the project out to the ASLCS membership.

Susan Kannarr (KS) had no further business to discuss on the meeting agenda and asked the committee for any additional comments or questions. Seeing none, she recognized Bernadette McNulty (CA) to make a motion to adjourn and it was seconded by Paul Smith (NH). Seeing no objections, the meeting was adjourned.

Respectfully Submitted,  
Patrick Harris  
ASLCS Secretary-Treasurer

**ASLCS Executive Committee Meeting  
Professional Development Seminar - Boise, Idaho  
Lincoln Auditorium, Idaho State Capitol  
Monday, September 19, 2016**

### **Call to Order**

The meeting of the Executive Committee was called to order by Susan Furlong (NV), ASLCS President, at 11:40 a.m. MST.

### **Attendance**

The following members of the committee were present:

Susan Furlong (NV), Susan Kannarr (KS), Paul Smith (NH), Bernadette McNulty (CA), Maryann Horsch (VA), Robert Haney (TX), Alan Whittington (TN), Susan Clarke Schaar (VA), Yolanda Dixon (LA), Janice Gadd (UT)

Other members/guests in attendance included Jon Griffin (NCSL liaison to ASLCS).

A quorum of committee members was present.

### **Video Production Expenditure**

President Furlong (NV) explained that the video production currently planned for the Boise PDS had been modified. The President acknowledged that Michael Adams (VA) would now be interviewing participants with prepared questions during the Legislative Expo, and that the society might incur some expense in regards to accessing video equipment and developing the video production. Susan Schaar (VA) moved, seconded by Paul Smith (NH), that the Executive Committee approve the use of up to \$1000.00 for the video production if those costs were not covered by the previously awarded NCSL E-learning grant. The motion was unanimously approved.

### **Adjournment**

Without objection, President Furlong adjourned the meeting at 11:41am MST.

Respectfully submitted,  
Robert Haney (TX)  
Secretary-Treasurer

**ASLCS Executive Committee Meeting  
Fall Professional Development Seminar  
Boise, Idaho  
Sunday, September 18th, 2016**

### **Call to Order**

The meeting of the Executive Committee was called to order by Susan Furlong (NV), ASLCS President, at 4:20 p.m. MST.

### **Attendance**

The following members of the committee were present:

Susan Furlong (NV), Maryann Horsch (VA), Susan Kannarr (KS), Robert Haney (TX), Pat Harris (AL), Alan Whittington (TN), Paul Smith (NH), Susan Clarke Schaar (VA), Bernadette McNulty (CA), Yolanda Dixon (LA), Russell Humphrey (TN), Janice Gadd (UT)

Other members/guests in attendance included Jon Griffin (NCSL Liaison to ASLCS), Raúl E. Burciaga (NM, LSCC Chair), Laura Rose (NCSL LSCC Liaison), Patsy Spaw (TX), Claire Clift (NV), Jim Drake (AZ), Norma Chastain (AZ), Susan Aceves (AZ), Steve Marshall (VT) and Lindsey Vroegindewey (MT).

A quorum of committee members was present.

### **Approval of Minutes**

Russell Humphrey (TN) moved, seconded by Pat Harris (AL), that the Executive Committee approve the minutes from the August 10th, 2016 Executive Committee meeting at the Legislative Summit in Chicago, Illinois. The motion was unanimously approved.

### **Approval of the Treasurer's Report**

President Furlong (NV) recognized Robert Haney (TX), ASLCS Secretary-Treasurer, to present the most recent ASLCS Treasurer's Report. Susan Kannarr (KS) moved, seconded by Paul Smith (NH), to approve the most recent ASLCS Treasurer's Report. The motion was unanimously approved.

President Furlong (NV) then recognized guests Raúl E. Burciaga, Chairman of the LSCC and Director of the New Mexico Legislative Council Service, Laura Rose, LSCC Liaison, and Susan Aceves, the new Secretary of the Senate in Arizona.



## Executive Committee Meeting Minutes (*continued*)

President Furlong (NV) then announced that the Technology Committee reported that Mick Bullock from NCSL had a last minute family emergency and could not attend the Boise PDS to film promotional video for ASLCS. The President asked Susan Schaar (VA) if the Technology Committee Chair Michael Adams or Executive Committee member Maryann Horch (VA) could fill-in as interviewer for the video production. Ms. Schaar had no objections. President Furlong (NV) also inquired to the committee as to whether Idaho legislative personnel could provide the video equipment for filming. Jon Griffin (NCSL Liaison) agreed to check on these possibilities.

### Old Business

The President recognized Jon Griffin (NCSL) to report on the fundraising efforts for the Boise PDS. Jon reviewed the information from the Host State and from Virginia-based contributors. Jon stated that currently outstanding were a \$500.00 contribution from the Gardner Company, and an estimated \$3,630.00 from International Roll Call that each had not yet been received and/or invoiced as of the EC meeting. Jon was going to display the detailed fundraising numbers in his L190 report. Including those two expected contributions, the total fundraising for the event was \$24,880.00 as of September 12, 2016.

Susan Schaar (VA) stated that she would check to see if all Virginia-based donors were listed in Jon's report, as she thought some others might be forthcoming. President Furlong (NV) then asked how the amount listed for IRC and their sponsorship of the luncheon was calculated. The President mentioned that the original proposed budget for the luncheon contribution was \$4000.00 more than the reported cost. Ms. Furlong's main concern was whether this reduction would affect the bottom line of the original proposed PDS budget. Jon (NCSL) stated that he would review the issue.

Jon Griffin (NCSL) then reported on the status of the ASLCS Special Meetings Fund (L190). Jon outlined all of the newly received contributions for the Boise PDS since the last report. New contributions generated by the Idaho host group were from Monsanto (\$2,500.00), Couer D'Alene Tribe (\$500.00), Idaho Potato Commission (\$250.00), Idaho Power Company (\$1,000.00), the Honorable Brent Hill (\$1,000.00), and the Honorable Bart Davis (\$500.00). New contributions generated by the Virginia delegation were from the Virginia Beer Wholesalers Association (\$250.00), Williams, Mullen, Clark, and Dobbins (\$700.00), Easter Associates (\$250.00), Old Dominion Electric Cooperative (\$500.00), the Virginia Cable Telecommunications Association (\$250.00), Dominion

Resources (\$2000.00), and Kerr Government Strategies (\$100.00). Jon reported that total revenues for the L190 account for 2016 was \$13,514.00. Expenditures reported for this period was Boise PDS costs for Matt Short Jazz Band (\$400.00 Opening Reception), Big Wow Band (\$1,900.00 State Dinner), Johnny Urrutia Band (\$500.00 BSU Event), and University Dining Services (\$5,039.55 BSU Event). Jon also reported that 2016 Legislative Summit expenditures were \$5,736.39 for the Business Luncheon. Total expenditures as of September 14th, 2016 were \$25,214.75 leaving an ending balance for the ASLCS Special Meetings Fund (L190) of \$202,572.67.

President Furlong (NV) inquired to Jon Griffin (NCSL) why the previously reported PDS fundraising amount of \$250.00 from Ricsh Pisa was not reflected on the L190 report, but the previously reported \$300.00 from Chuck Winder for Senate was being reflected on the report. Jon reported that the contribution was provided in February of 2016 and then reported at a previous Executive Committee meeting. Not reflecting the amount on this latest report was an attempt to keep fund amounts consistent. Susan Schaar (VA) suggested that in the future all fundraising should be reflected in each report to give the Executive Committee an overall perspective of giving.

Jon (NCSL) then reported on the ASLCS Professional Development Revolving Account (LLCS). Jon stated that there were no deposits during this period, but had expenditures of \$7,500.00 for speaker Dave Weber and \$6,000.00 for speaker Scott Christopher. Jon reported that as of July 28th, 2016 the closing balance of the account was \$5,135.04.

President Furlong (NV) stated that it was appropriate for the Executive Committee to entertain making a funds transfer to the LLCS per Section I of the Standing Orders since the closing balance was below \$15,000.00. Yolanda Dixon (LA) moved, seconded by Paul Smith (NH), to transfer \$10,000.00 from the ASLCS Dues Account to increase the balance for the ASLCS Professional Development Revolving Account (LLCS).

Jon (NCSL) then reviewed the ASLCS 2016 Professional Development Seminar preliminary draft budget for Boise, Idaho. Highlights of Mr. Griffin's report include budget savings with one of the plenary speakers only staying one hotel night, and a reduction of airfare cost for Jon Griffin (NCSL Liaison) and Tricia Simmons (NCSL meeting planner) to attend the seminar. President Furlong (NV) inquired to Jon why the international guest rooms were still reflected on the budget instead of being paid from the L190 account. Jon indicated that he had not moved the reference to the proper account paperwork yet, but would do so. Russell Humphrey (TN) inquired

about the highlighted budget items on Jon's handout noting a Monday, September 19th lunch and a Wednesday, September 21st breakfast. Jon indicated that the highlighted budget items were not going to be implemented for the Boise seminar, thus providing cost savings in the budget. Jon reported that registration indicated the Boise seminar would have 169 regular attendees with 5 or 6 new attendees registering this day. These attendance numbers were recognized to be well over the expected contractual attrition rates. President Furlong (NV) then asked about the effect to fundraising for the Boise PDS with International Roll Call's (IRC) contribution being \$4000.00 less than originally expected, and the lack of sponsorship from Sliq Media this year. After discussion, it was recognized that ASLCS should reach out to Sliq Media to see if they have any concerns to keep the relationship intact, and also to identify any issues associated with lower than expected fundraising in these areas. President Furlong (NV) identified that these issues are examples of the confusion associated with the various ASLCS financial accounts. She reminded Executive Committee members that the Strategic Planning Committee had recommended financial account consolidation and it was noted that the Executive Committee had voted to move \$35,000.00 from the ASLCS dues account earlier in the year to fully fund the Boise PDS, and that if the seminar shows a profit then those extra funds would be split with NCSL.

President Furlong (NV) then recognized Jim Drake (AZ), Norma Chastain (AZ), and Susan Aceves (AZ) to update the Executive Committee on the 2017 Professional Development Seminar to be held in Phoenix, Arizona. Norma presented the preliminary planning information that was available. The delegation recommended September 24th, 2017 - September 29th, 2017 as proposed dates for the seminar, but alternate dates to be considered could be October 1st, 2017 - October 6th, 2017. The recommended host hotel in Phoenix would be the Renaissance Phoenix Downtown Hotel. The cost for the proposed dates in September would be \$189.00 a night, and for the week in October would be just under \$200.00 per night. Norma Chastain (AZ) indicated that the location of the hotel would provide many viable downtown transportation choices from the airport such as the Valley Metro Rail for \$2.00 and Uber for around \$5.00. Also, it would be recommended that if renting a car, it should be done across from the rental car agency across from the hotel, since airport rentals were much more expensive. Norma cited average temperatures for Phoenix during this time of year as in the 90's, with cooler temperatures in the evenings. She also suggested several available local events would be accessible, such as attending a Arizona Diamondbacks baseball game. Susan Schaar (VA) inquired if the Phoenix delegation had contacted NCSL's conference director vendor for any of

the negotiations, and whether or not the Conference Direct vendor usually utilized by NCSL had been discussed. The committee questioned whether Conference Direct offered the most affordable rates and if it provided the most bang for the buck. The Conference Direct vendor had already contacted the hotels via NCSL's direction, so the delegation and Executive Committee would have to navigate that existing agreement. Russell Humphrey (TN) thanked the members of the Arizona delegation for graciously volunteering to host the seminar next year, but requested that they not contact or use the Conference Direct vendor directly until the Executive Committee asked for their participation. Pat Harris (AL) moved, seconded by Paul Smith (NH), that the Executive Committee accept the recommended Professional Development Seminar dates of September 24th, 2017 through September 29th, 2017 to be held in Phoenix, Arizona. The motion was unanimously adopted. President Furlong (NV) stated that the committee normally receives an overview of hotel costs associated with hosting the seminar, and was wondering if it would be okay to share the spreadsheet that they had supplied to her prior to the meeting. Norma Chastain (AZ), speaking for the Arizona delegation, approved the distribution of the information to the Executive Committee.

## New Business

President Furlong (NV) recognized Claire Clift (NV), Chair of the Bylaws and Standing Orders Committee, to report on modifications to the ASLCS *Standing Orders* Section II, VI, and VIII. Chair Clift stated that the committee considered the following changes to the *Standing Orders*:

- Adding language in Section II.C.2 to allow the chair of the Budget and Financial Review Committee to access current information regarding the PDS when reviewing the budget;
- Adding language to Section VI.D to reflect current practice for the President's discretion in use of the Strategic Planning Committee;
- Updating language to Section VI.D.1 establishing membership and purpose for the Budget and Financial Review Committee;
- Adding a conforming change to VIII.A.2 to reflect the changes to the committee that were approved by the Executive Committee in Chicago at the NCSL Annual Summit; and
- Adding language to Section VIII.C to address the Secretary-Treasurer's status as an ex officio member of the Budget and Financial Review Committee.

Susan Kannarr (KS) offered an amendment to the proposal for Section VI.D.1(b) to add flexibility for the President by changing the number to a minimum of seven members and allowing the composition to be any member of the

## Executive Committee Meeting Minutes (*continued*)

society instead of just former Executive Committee members. Patsy Spaw (TX) stated that the committee chose seven because of their experience on the Executive Committee, but had no objection to amending the proposal with the requirement that two of the seven were former Executive Committee members per Section VI.D.1.b. Susan Kannarr (KS) moved, seconded by Susan Schaar (VA), that the Executive Committee adopt the amendment to Section VI.D.1.b to modify the membership of the Budget and Financial Review Committee to be at least seven members, with a minimum of two of those members being former Executive Committee members. The motion prevailed without objection. Paul Smith (NH) asked the Executive Committee to recognize out-going chair Claire Clift (NV) for her dedication and work on the Strategic Planning Committee.

President Furlong (NV) then recognized Paul Smith (NH) to provide a report on the state of the society's archives. Paul offered two recommendations based on his visit to Boston to inspect ASLCS records. The first recommendation being that the archives need to officially be organized. Paul stated that photos and outdated video media should be digitized and catalogued. Also as an example of items stored, the records contained a lifetime achievement plaque for Paul Mason that should he recommended should properly be displayed with the California Legislature. President Furlong (NV) stated that the cost and scope of this effort is unknown at this time and would need to be explored. President-elect Kannarr (KS) echoed that the committee may need to allocate funds for digital services in order to properly organize these archives. Susan Kannarr suggested that this item be added to the Executive Committee's Friday agenda for further consideration. Alan Whittington (TN) asked what archive differences existed between the items in Boston under Archivist Steven James purview and the files located in Denver at NCSL headquarters. The Executive Committee agreed that it would have to send someone to review the files in Denver in the coming days to really assess the situation. Paul Smith (NH) offered a second recommendation that the society's hand seal and dues cards that reside with the President should most likely be in the hands of the Secretary-Treasurer. The committee agreed to consider these recommendations. Russell Humphrey (TN) suggested that with whatever decisions that were made by the committee, we have a responsibility to get our house in order with respects to the archives. Alan Whittington (TN) graciously offered to travel to Denver to inspect the files and that the Tennessee Senate could scan available records for the society. President Furlong (NV) then asked that

if all items would be placed online within the society's website, and would program packets and manuals in paper from still go to the ASLCS Archivist. Also, would the society consider an electronic filing system for such items. Russell Humphrey (TN) then recommended that a subcommittee on the issue should be appointed. The Executive Committee agreed to reconvene on the issue later in the week.

President Furlong (NV) then recognized Russell Humphrey (TN) on the issue of the proposed charitable donation to the North Carolina-based veterans' charity that had been deferred. Russell outlined that when he was serving as ASLCS President, under the ASLCS *Standing Orders*, the President was entitled to utilize up to \$1000.00 from the ASLCS Dues account for expenses related to the PDS, and most would purchase gifts for members of the Executive Committee that served during the past year. Russell decided to instead use the amount to provide a charitable donation to the charity receiving benefit from the charitable service project for the Raleigh PDS. The question before the committee is whether an official approval should be obtained from the Executive Committee when the President chooses to use the funds in this manner. Bernadette McNulty (CA) and Paul Smith (NH) offered their opinions that the Executive Committee should give an official approval with this type use of the funds. The members of the Executive Committee echoed this sentiment. Susan Schaar (VA) moved, seconded by Pat Harris (AL), the Executive Committee approve the President spending the sum of \$1000.00 from the ASLCS Dues account for a charitable donation to the North Carolina USO Charity that was being benefited by the Raleigh PDS charitable service project. Claire Clift (NV) suggested that the Bylaws Committee should review changes to the *Standing Orders* to allow the President the flexibility to do this and provide an official process for Executive Committee approval of such charitable donations in the future. This recommendation was deferred at this time, but may be considered at a future meeting.

President Furlong (NV) then announced that Greg Schmidt, former Secretary of the California Senate had passed away recently. Susan Schaar (VA) moved, seconded by Susan Kannarr (KS), that a memorial contribution of \$100.00 be sent to the charity of his family's choosing. The motion prevailed without objection. Bernadette McNulty (CA) was asked by the President to inquire about the family's charity of choice.

President Furlong (NV) then recognized Bernadette McNulty (CA) to present a proposal for the ASLCS *Professional Journal*. Bernadette stated that the goal of her proposal is to obtain a steady flow of article submissions



for the *Professional Journal*. The proposal before the Executive Committee has three objectives:

- Create an on-line repository portal for authors to submit articles
- Expand outreach to academia to obtain articles
- Publish the Professional Journal on-line only

The members of the Executive Committee considered the proposal and decided that the two ideas of on-line publishing of the *Journal* and creation of an on-line portal for submissions were acceptable ideas. The cost savings for providing only on-line content could save the society \$6000.00 worth of postage costs for each mailing. The Executive Committee hesitated to expand the submissions to include academia per the second recommendation and the members agreed to not entertain that suggestion at this time. Paul Smith (NH) added that if the submissions were offered externally, then the society could pay up to \$200.00 per submission. The Executive Committee decided to table this recommendation at this time. Russell Humphrey (TN) moved, seconded by Pat Harris (AL), to send the two approved recommendations the committee accepted to the Bylaws committee for further consideration and report on Friday. The motion prevailed without objection. President Furlong (NV) moved, seconded by Bernadette McNulty (CA), to defer consideration of this issue until the next Executive Committee meeting after being vetted by the Bylaws committee. The motion was unanimously adopted.

## Announcements

President Furlong (NV) then announced that the Idaho Senate Secretary had requested permission for their President Pro Tempore to attend some of the PDS sessions. Susan Kannarr (KS) asked the committee whether this set a bad precedent for future seminars. The Executive Committee discussed the issue and approved permission for the Senate Pro Tempore to attend the Boise PDS plenary sessions if he was inclined to do so. There was no objection to the committee extending this offer.

President Furlong (NV) then recognized Russell Humphrey (TN) for his service to the society and noted that this would be his last Executive Committee meeting.

President Furlong (NV) also recognized Susan Schaar (VA) and G. Paul Nardo (VA) for their continued fundraising efforts for our PDS meetings each year.

President Furlong (NV) also recognized Janice Gadd (UT) for stepping in when the committee experienced a vacancy with the promotion of Bill McGill (VT) as a principal in his chamber.

Jon Griffin (NCSL Liaison) then announced that Bob Ward (FL) was retiring, and Wendy Harding (WY) was the new

Clerk for the Wyoming House. Wendy is attending this year's Boise PDS and replaced Patty Benskin (WY).

## Adjournment

Without objection, President Furlong adjourned the meeting at 6:10 pm MST.

Respectfully submitted,  
Robert Haney (TX)  
Secretary-Treasurer

# Bylaws and Standing Orders Committee Meeting Minutes



Sandy Tenney (UT)  
Vice Chair



Buddy Johnson (AK)  
Chair



Paul Nardo (VA)  
Vice Chair

2016 ASLCS Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

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

## Attendance

The following members of the committee were present:

Buddy Johnson (AR) Chair, Sandy Tenney (UT) 1st Vice Chair, Paul Nardo (VA) 2nd Vice Chair, Liz Clark (AK), Claire Clift (NV), Philip Cottingham (TX), Sandra Daly (CA), Susan Furlong (NV), Janice Gadd (UT), Maryann Horch (VA), Martha L. Jarrow (AR), Mary Ann Krol (KY), William MaGill (VT), Susan Clarke Schaar (VA), Paul Smith (NH), Patsy Spaw (TX), Alfred Speer (LA), Heshani Wijemanne (CA)

Other members/guests in attendance included Susan Kannarr (KS), President-Elect of ASLCS.

## Approval of Minutes

Upon a motion by Susan Schaar, seconded by William MaGill, the minutes of the last meeting held Monday, Aug. 3, 2015 at the NCSL Legislative Summit in Seattle, WA, were approved

## Old Business

Claire Clift, immediate past chair, reported on last year's progress of the committee, which has been detailed extensively in previous meeting minutes.

## New Business

Chair Johnson expressed his gratitude to all members for serving on the committee. Also, once more guidance and direction from the president and Executive Committee is given, he will be in further communication about the committee's workload for the year.

President-Elect Kannarr thanked the committee's leaders and members for their active participation. She also said that following tomorrow's Executive Committee meeting, she will provide more direction for the committee.

Vice Chair Nardo volunteered to review the Bylaws and Standing Orders Index and begin working on an assessment and plan of action to update it in light of the past year's work of the committee.

## Adjournment

Upon a motion by Liz Clark, seconded by Paul Smith, the meeting was adjourned.

Respectfully submitted,  
G. Paul Nardo (VA), Vice Chair

# Inside the Legislative Process Committee Meeting Minutes



Donna Robinson Holiday (KY)  
Vice Chair



Corey Carnahan (KS)  
Chair



Sherry Rodriguez (NV)  
Vice Chair

2016 Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

The meeting of the Inside the Legislative Process Committee was called to order by Corey Carnahan (Kan.), Chair.

## Attendance

The following members of the committee were present: Corey Carnahan (KS), Chair; Donna Holiday (KY), Vice Chair; Sherry Rodriguez (NV), Vice Chair; Sarah Bannister (WA); Effie Ameen (CO); Lucinda Benjamin (NV); Jean Burgin (KY); Sarah Burhop (WS); Tim Carroll (Mass.); Adriane Crouse (Mo.); Lisa Davis (Miss.); Barrett Dudley (Ark.); Erin Gillitzer (Wis.); Susan Hoffman (Nev.); Kelsey Hood (Wash.); Bernadette McNulty (Calif.); Joy Murphy (Ala.); Jay Pearson (Va.); Ellen Thompson (Wyo.); Lindsey Vroegindewey (Mont.).

## Approval of Minutes

Upon a motion by Sherry Rodriguez (Nev.), seconded by Jean Burgin (Key.), the minutes of the last meeting held Mon., August 8, 2016 at the NCSL Summit in Chicago, IL, were approved.

## Old Business

There was no discussion under this item of business.

## New Business

The committee received copies of a draft survey compiled by NCSL staff. The 2016 survey topic is job duties/responsibilities. The survey contained four columns: a listing of the job functions, a column for senate staff, a column for house staff, and a column for other legislative staff. Using the job duties in the first column, a survey respondent would write down the job title in columns 2 or 3 (depending on their chamber) of the person performing the applicable task or column 4 if the task is performed by another agency.

After reviewing the draft survey language, the committee had the following comments: Add some legislative record functions to column 1, add more security job functions, add committee staff functions, consider grouping column 1 by broad categories (journal, calendar, etc.), add open records request job functions, clarify that column 4 can be used for both legislative agencies and legislative leadership, and, in general, add clarifying language to some of the functions found in column 1.

## Adjournment

Upon a motion by Donna Holiday (Ky.), seconded by Sherry Rodriguez (Nev.), the meeting was adjourned.

Respectfully submitted,  
Corey Carnahan (Kan.), Chair



# Site Selection Committee Meeting Minutes



Jennifer Novak (ID)  
Chair



Ron Smith (VA)  
Vice Chair

2016 ASLCS Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

The meeting of the Site Selection Committee was called to order by Jennifer Novak (ID) Chair.

## Attendance

The following members of the committee were present: Jennifer Novak (ID) Chair, Whitney Page (TN) Vice-Chair, Ron Smith (LA) Vice-Chair, Nanette Mitchell (TN), Heather Fahey (AZ), Susan Aceves (AZ), Steve Marshall (VT), Scott Caffey (TX), Mike Campbell (TX), Tracy Ortiz (TX), Lourdes Litchfield (Texas), Nanci Longoria (TX), Mary Andrus (UT), Julie Bochat (MO), Laura Bell (WS), Elaine Logan (MO), Gena Plummer (NV), Lucy Hepburn-Darris (MO), Greg Glass (TN), Tara Jenkins (TN), Ann Marie Brown (TN), Brad Young (OH), Yolanda Dixon (LA), Lori Roland (AK), Carmine Boal (IA), Jeanine Wittenberg (NV), Cathy Hooe (VA), Sarah Armistead (VA), Jackie Scott (VA), Jeannine Layell (VA), Kay Inabnet (WI), Meggan Foesch (WI), Daniel Hicks (TN), Pat Harris (AL), Lee Cassis (WV), Kristin Canterbury (WV.), Jim Drake (AZ), Jon Bellamy (FL), Mandi McGowan (OR), Joanna Bolstad (VA), Rose Ramsey (VA), Melanie Newby (VA), Michael Adams (VA), Bill Horn (AL), Joyce Wright (AL), Neva Parker (CA), Jason Hataway (NV), Laura Bone (NC), Obie Rutledge (OR), Jackie Schulz (AK), Ann Cornwell (AR), Alan Whittington (TN), Sarah Schaben (MO).

## Approval of Minutes

Upon a motion by Andrew Ketchings (MS), seconded by Jennifer Novak (ID), the minutes of the last meeting held Monday, Aug. 3, 2015 at the NCSL Legislative Summit in Seattle, Wash., were approved. (Minutes should be provided by the previous chair at the Committee Chair Transition.)

## Old Business

Arizona gave an update on the 2017 Professional Development Seminar. The meeting will be held in Phoenix at the Renaissance Downtown from Sept. 24-29, 2017. They are planning some wonderful events and we may have the opportunity to go to a Diamondbacks game. They also welcomed feedback on activities individuals would like to participate in during the seminar.

## New Business

Jennifer shared with the committee that President Kannarr has asked us to review and update the Host State Manual. Jennifer will email the manual to the members to review and provide suggestions and or email prior to the Spring Meeting. Also, if you have hosted before-suggestions and tips that may be beneficial. Julie Bochat (MO), suggested putting together a quick fact sheet that provides a basic overview of hosting a PDS.

President Kannarr (KS) was recognized to provide remarks. She thanked the host state and encouraged other states to participate in hosting a PDS.

Discussion and questions then followed on what it means to be a host state, non-host state, and a hybrid. The committee also discussed who provides for the receptions, hospitality suite, and President's Dinner. Jennifer asked if anyone was interested hosting the 2018 PDS. A few suggestions were made, however, no one was able to commit at that time.

## Adjournment

Upon a motion by Alan Whittington (TN), seconded by Ann Cornwell (AR), the meeting was adjourned.

Respectfully submitted,  
Jennifer Novak (Idaho), Chairman

# Technology Committee Meeting Minutes



Amy Leach (CA)  
Vice Chair



Scott Kaiser (IL)  
Chair



Nancy Ellison (UT)  
Vice Chair

2016 ASLCS PDS Fall Business Meeting  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

The meeting of the Technology Committee was called to order by Scott Kaiser (IL), Chair.

## Attendance

The following members of the committee were present:

Scott Kaiser (IL) (Chair), Amy Leach (CA) (1st Vice Chair), Nancy Elliso (UT) (2nd Vice Chair), Nicole Albers (TX), Joshua Babel (AZ), Jay Braxton (VA), Jacquelyn Delight (CA), Joy Engelby (MO), Londi Ensor (AK), Phalin Flowers (UT), Stephanie Hall (AK), Gary Holt (WA), Crystaline Jones (AK), Sabrina Lewellen (AR), Erica Manson (VA), Carrie Maulin (ID), Tyler Peavler (KY), Ali Sagraves (OH), Timothy Sekerak (OR), Emily White (MO), and Patience Worrel (TX).

Other members/guests in attendance included:

Michael Adams (VA) (Previous Chair), Daniel Cech (OH), Zach Gill (VA), Wendy Harding (WY), Jay Jacobs (KY), and James White (NC).

## Approval of Minutes

Upon a motion by Amy Leach (CA), seconded by Nancy Ellison (UT), the minutes of the last meeting held Monday, August 8, 2016 at the 2016 NCSL Legislative Summit in Chicago, Illinois were approved.

## Old Business

Scott Kaiser (IL) (Chair), opened the meeting and outlined the work of the past year:

ASLCS Facebook Policy Update. The Facebook Policy Update, which was finalized and approved for presentation to the Executive Committee at the 2016 NCSL Legislative Summit in Chicago, is currently before the Executive Committee.

Electronic Administration of the Roster. Work with NCSL's Technology Staff on the Electronic Administration of the Roster will continue this year and should consider strategic planning needs.

NCSL Foundation E-Learning Grant Application. Chair Kaiser requested an update on the video project from Michael Adams (VA), who informed the committee that Mick Bullock, NCSL, was unable to attend the Boise PDS and a new videographer was secured. The pilot video project is an ongoing one, and he and Immediate Past President Susan Furlong (NV) would continue to work on necessary editing to create a quality product.

## Welcome from ASLCS President Susan Kannarr

ASLCS President Susan Kannarr addressed the committee and welcomed new members. President Kannarr asked the committee to continue the work from the previous year relative to the coordination of databases.

## New Business

2017 PDS Technology Concurrent Session - Chair Kaiser solicited ideas for Concurrent Sessions for next year's Fall Professional Development Seminar in Phoenix, Arizona. The committee brainstormed options for possible content for Concurrent Sessions and the Legislative Expo. A number of ideas were discussed, including:

Web site design updates with mobile device access;

Purpose of Web sites and Intranet for public and staff; E-Signatures; Guidelines for going paperless considering those without access to computers; Communication using shared documents: Dropbox.com, Google Docs, Microsoft OneDrive, and Microsoft Office 365; Cyber security in the age of document theft and ransomware; E-Filing of bills by Members; E-Signatures for Co-Sponsors; Update on paperless systems: Are they really all that paperless; Rules changes necessary to keep up with technology advances: PDFs fulfilling in-print requirements; Electronic comparison of bill versions to improve/reduce proofreading; E-Learning for Members; Member orientation on process and technology: best practices and pitfalls.

Chair Kaiser expressed appreciation to the committee members for their numerous ideas for the 2017 PDS in Phoenix, and reminded the committee that ASLCS President Kannarr asked that the committee address what technologies; Apps, Facebook, and Dropbox for example, could be used within ASLCS to improve the society.

### Adjournment

Upon a motion by Jay Braxton (VA), seconded by Ali Sagraves (OH), the meeting was adjourned.

Respectfully submitted,  
Scott Kaiser (IL), Chair





# International Communications and Development Committee Meeting Minutes



Brian Takeshita (HI)  
Vice Chair



Liz Clark (AK)  
Chair



Jackie Schultz (AK)  
Vice Chair

2016 ASLCS Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

The meeting of the International Communication and Development Committee was called to order at 3:00 p.m. by Liz Clark (AK) Chair. Also in attendance was Jackie Schulz (AK) Vice Chair. Unable to attend was Brian Takeshita (HI) Vice Chair.

## Attendance

The following members of the committee were present and each took a moment to introduce herself/himself to the group: Ann Cornwell (AK), Tyler Peavler (KY), Claire Clift (NV), Timothy Sekerak (OR), Patsy Spaw (TX), Effie Ameen (CO), Sherry Rodriguez (NV), Joyce Wright (AL), Adriane Crouse (MO), Pat Harris (AL), Laura Bell (WA), Ann Marie Brown (TN), Heshani Wijemanne (CA), Russell Humphrey (TN), Paul Nardo (VA), Nanette Mitchell (TN), Janice Gadd (UT), Whitney Page (TN), Sandy Tenney (UT), Tara Jenkins (TN), Butch Speer (LA), Crystaline Jones (AK), Susan Furlong (NV), Londi Ensor (AK), Susan Schaar (VA), Corey Carnahan (KS), Yolanda Dixon (LA), Emily White (MO).

## Old Business

Chair Clark explained the role of the committee as described in the ASLCS bylaws and welcomed new and returning committee members. Chair Clark told the committee work on the International Directory was almost complete and asked committee members to inform her if they wanted a hard copy of the directory - if not it would be available on the website before the end of the

year. Chair Clark informed the committee that minutes from the previous meeting had already been submitted in order to meet the tight publishing timeline of the Legislative Administrator. Incoming ASLCS President Susan Kannarr (KS) recounted her attendance at the recent ANOMAC meeting in Toluca, Mexico. Jackie Schulz (AK), Vice Chair also attended the meeting and added her stories and memories of an extremely productive and enjoyable trip.

## New Business

The discussion of ANOMAC led to questions regarding what ASLCS could do to boost participation by members of ANOMAC in the PDS. Chair Clark recounted a discussion with ANOMAC members who suggested if ASLCS were to provide professional translators (as ANOMAC does for English speaking guests at its meetings) that might improve the experience for an international attendee. Susan Schaar (VA) informed committee members that the discussion around translators had occurred 20 years ago at the Executive Committee level and at that time it was deemed too expensive. Janice Gadd (UT) suggested maybe the time has come to investigate it again and perhaps take a motion to request interpretation services to the Executive Committee? Chair Clark told members she would discuss barriers to increased ANOMAC participation with Edna, ANOMAC's liaison.

## Adjournment

Upon a motion by Susan Schaar (VA), seconded by Tyler Peavler (KY), the meeting was adjourned.

Respectfully submitted,  
Liz Clark (AK) Chair

## Legislative Administrator Committee Meeting Minutes



Dana Rademan Miller (MO)  
Vice Chair



Paul Campos (WA)  
Chair



Sarah Schaben (MO)  
Vice Chair

2016 ASLCS Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

### Call to Order

The meeting of the Legislative Administrator Committee was called to order at 3:15 p.m. by Paul Campos (WA), Chair.

### Attendance

The following members were present: Bernadette McNulty (CA), Carrie Maulin (ID), Susan Aceves (AZ), Maryann Horch (VA), Donna Holiday (KY), Julie Bochat (MO), Scott Kaiser (IL), Kelsey Hood (WA), Paul Campos (WA), and Sarah Schaben (MO). Special guest: Susan Kannarr (KS), ASLCS President.

### Approval of Minutes

Upon a motion by Scott Kaiser (IL), seconded by Bernadette McNulty (CA), the minutes of the last meeting held Monday, Aug. 8, 2016 at the NCSL Legislative Summit in Chicago, IL, were approved.

### Old Business

The Chair noted that the "Ask Mr. Mason" column remains a popular item in the Administrator. Those submissions came via Denise Weeks (NC) who is retiring. Bernadette McNulty (CA) volunteered to become the new point of contact and will discuss the development and submission of additional Q&As with the Chair of Mason's as well as review previously printed questions to avoid repetition. The Chair continues to solicit "States at a Glance" articles comprised of a few paragraphs from each capitol about things of general interest - legislative

action; campaign / ballot initiatives, chamber restoration updates, etc. Sarah Schaben (MO) asked about the Associate Exchange Program and possibly providing additional notification in the magazine. It was agreed that this program and other programs and scholarships would have a focus in the next Administrator. The Chair noted that the Exchange program had been discussed with the liaison from NCSL. Once the participating states are verified, the Program and the host states would be in the next issue. Sarah Schaben (MO) suggested some details of what is expected of a host state also be included. Carrie Maulin (ID) suggested electronic versions of the Administrator be available. The Chair noted that, while not easily found, past issues are available via the ASLCS web page within the NCSL website.

### New Business

Following on the Associate Exchange discussion, Carrie Maulin (ID) suggested an "Opportunities" section that highlights all upcoming programs, scholarships, and events with descriptions be created. The Chair will work on including that new section. The Chair discussed placing key article titles on the cover page so it is easier to find articles in prior issues. The Chair also discussed creating an index of all the articles. The Chair noted that a number of attendees have asked to review all the photos taken during the conference(s). Committee members present suggested Facebook, Dropbox, and Flickr. The Chair and Maryann Horch (VA), the Society's photo archivist, will be discussing ways to most easily accomplish that online. The Chair stated that articles for the next issues should be in by the month of November for the Winter issue, with the expectation that the next Administrator will be out in early January 2017.

## Legislative Administrator Committee Meeting Minutes (*continued*)

### Adjournment

Without any further business, upon a motion by Bernadette McNulty (CA), seconded by Scott Kaiser (IL), the meeting was adjourned.

Respectfully submitted,  
Paul Campos (WA), Chair





# Membership and Communication Committee Meeting Minutes



Angela Smith (LA)  
Vice Chair



Bill MaGill (VT)  
Chair



James White (NC)  
Vice Chair

2016 ASLCS Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

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

## Attendance

The following members of the committee were present: Phil Cottingham (TX), Jason Hataway (NV), Daniel Hicks (TN), Susan Hoffman (NJ), Lourdes Litchfield (TX), William MaGill, Chair (VT), Mandi McGowan (OR), Gena Plummer (NV), Lori Roland (AK), Ali Sagraves (OH), Paul Smith (NH), James White, Vice Chair (NC), Alan Whittington (TN), Jeanine Wittenberg (NV), Patience Worrel (TX), and Brad Young (OH).

Other members/guests in attendance included: Jon Belamy (FA), Carmine Boal (IO), Jean Burgine (KY), Jaci Delight (CA), Greg Glass (TN), Wendy Harding (WY), Jay Jacobs (KY), Jeannine Layell (VA), Amy Leach (CA), Neva Parker (CA), Jackie Scott (VA), Ellen Thompson (WY), Denise Weeks (NC).

## Approval of Minutes

Upon a motion by Paul Smith (N.H.), seconded by Jackie Scott (Va.), the minutes of the last meeting held Mon., Aug. 8, 2016 at the NCSL Legislative Summit in Chicago, Ill., were approved.

## Old Business

No old business.

## New Business

The committee discussed possible changes to the New Member Orientation for any future PDS. A complaint was expressed by a New Member that the conference room for orientation was too small. The following suggestions/enhancements for New Member Orientation were discussed: Reaching out for feedback from New Members after the conclusion of the PDS; A special social event/reception for New Members on the first Sunday of the PDS; Providing earlier notice to sponsors of New Members. Additionally, positive feedback was expressed by New Members on Friendship Tables and the pin competition.

The committee further discussed enhancing communication within ASLCS. The following suggestions were proposed: Implementing a quarterly newsletter, additional email correspondence, or use of Facebook to keep ASLCS Members informed; Further promotion of the ASLCS on the Facebook webpage, and adding a link on the NCSL Webpage; Communicating vital Association information when dues members are contacted.

## Adjournment

Upon a motion by Paul Smith (NH), seconded by Brad Young (Ohio), the meeting was adjourned.

Respectfully submitted,  
William MaGill (VT)  
Chair, Membership and Communications Committee

# Support Staff Committee Meeting Minutes



Lisa Davis (MS)  
Vice Chair



Sarah Armistead (VA)  
Chair



Mark Garcia (TX)  
Vice Chair

2016 Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

The meeting of the Support Staff Committee was called to order by Sarah Armistead (VA) Chair.

## Attendance

The following members of the committee were present: Sarah Armistead (VA), Chair, Lisa Davis (MS), Vice Chair, Mark Garcia (TX), Vice Chair, Michael Adams (VA), Nicole Albers (TX), Mary Andrus (UT), Josh Babel (AZ), Sarah Bannister (WA), Lucinda Benjamin (NV), Joanna Bolstad (VA), Jay Braxton (VA), Sarah Burhop (WS), Scott Caffey (TX), Joseph Calvo (TX), Mike Campbell (TX), Kristin Canterbury (WV), Lee Cassis (WV), Dan Cech (OH), Sandra Daly (CA), Nancy Ellison (UT), Phalin Flowers (UT), Zach Gill (VA), Erin Gillitzer (WS), Stephanie Hall (AK), Cathy Hooe (VA), Gary Holt (WA), Maryann Horch (VA), Kay Inabnet (WS), Sabrina Lewellen (AK), Nanci Longoria (TX), Mary Ann Krol (KY), Erica Manson (VA), Joy Murphy (VA), Melanie Newby (VA), Tracy Ortiz (TX), Neva Parker (CA), Jay Pearson (VA), Rose Ramsey (VA), Donna Schulte (MO) and Ron Smith (LA).

## Approval of Minutes

Upon a motion by Jay Braxton (VA), seconded by Rose Ramsey (VA), the minutes of the last meeting held Aug. 8, 2016, during the 2016 NCSL Legislative Summit in Chicago, Ill., were approved.

## Old Business

Chair Armistead asked for the opinion of the Committee regarding the breakout sessions, particularly the way they were broken down. The Expo was discussed. How can we revamp and gather more interest from other states? Prizes at each table for correct answers to games, etc. Mark Garcia (TX) recommended a state by state expo coupled with the breakfast. Ron Smith (La.) stated that having the Expo in the same room as the breakfast was a good idea. Jay Pearson (VA) made a statement that maybe the expo should be given a rest. Have the sponsors set up at the Capitol or outside of the ballroom. Jay Braxton (VA) commented in the past vendors were set up in the hospitality suite. Scott Caffey (TX) stated the breakout sessions are more useful than the expo.

Ron Smith (LA) stated that having a mock session for the next PDS should be mentioned to the host state. Joshua Babel (AZ) commented he would be happy to accommodate the mock sessions in both chambers next year.

Michael Adams (VA) mentioned that the Technology Committee last year highlighted the different innovative social media to get their message out. This idea was floated (?) to set up a corner for the state to display their presentation.

## New Business

Chair Armistead encouraged states to become a host state for the associate exchange program and to encourage staff members to participate.

## Adjournment

Upon a motion by Maryann Horch (VA), seconded by Michael Adams (VA), the meeting was adjourned.

# Canadian-American Relations Committee Meeting Minutes



Lee Cassis (WV)  
Vice-Chair



Ann Cornwell (AR)  
Chair



Paul Smith (NH)  
Vice-Chair

2016 Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

The meeting of the Canadian-American Relations Committee was called to order by Ann Cornwell, AR, Chair, Canadian-American Relations Committee.

## Attendance

The following members of the committee were present: Ann Cornwell (AR), Chair, Paul Smith (NH), Vice-Chair, Lee Cassis (WV), Vice-Chair, Butch Speer (LA), William MaGill (VT), Corey Carnahan (KS), Patsy Spaw (TX), Michael Adams (VA), Brad Young (OH), Pat Harris (AL), Robert Haney (TX), Jackie Schultz (AK), Liz Clark (AK), Emily White (MO), Tyler Peavler (KY), Sandy Tenney (UT), Lindsey Vroegindewey (MT), Stephanie Hall (AK), Steve Marshall (VT), Effie Ameen (CO), Alan Whittington (TN), Crystaline Jones (AK), and Londi Ensor (AK).

Other members/guests in attendance included: Denise Weeks (NC), Janice Gadd (UT), Lori Roland (AK), Carrie Maulin (ID), James White (NC), Andrew Ketchings (MS), Yolanda Dixon (LA), Deborah Deller, Clerk of the House (Ontario, Canada), Jeffrey LeBlanc, Principal Clerk, (Ottawa, Canada).

## Approval of Minutes

Upon a motion by Denise Weeks, seconded by Paul Smith, the minutes of the last meeting held Monday, August 8, 2016, at the 2016 NCSL Summit in Chicago, IL, were approved with the following corrections: under the "Attendance" section of the minutes, the spelling of

the name William MaGill (VT) was corrected, and Patsy Spaw (TX) was added.

## Old Business

Ann Cornwell noted that Brad Young, Clerk of the Ohio House of Representatives, and his staff, hosted the 2015 Canadian-American joint meeting in Columbus, OH. Brad Young spoke to the committee about his experience as a host state and noted that the host state manual update is near completion.

## New Business

Ann Cornwell reminded the committee that the next Canadian-American joint meeting would be held in Saskatchewan, Canada, in 2017, and would return to the United States in 2019. She mentioned Oregon, New Hampshire, Tennessee, Louisiana, and Alaska as possible hosts in 2019.

Butch Speer suggested the committee choose a host state by the 2017 PDS.

Discussion then centered on the programming of the joint meeting and Deborah Deller suggested appointing a programming committee. Butch Speer was nominated to work with the Iris Lang on the committee.

Denise Weeks spoke about the importance of the Jane Richards Scholarship and suggested the Canadian-American Relations Committee could do more to promote it to ensure participation in the Canadian-American Exchange Program.

Jeffrey LeBlanc informed the committee about a Parliamentary Officers' Study Program offered by the Canadian Parliament and encouraged the attendance of American



## Canadian-American Relations Committee Meeting Minutes (*continued*)

clerks and secretaries. He noted he would email additional information about the seminar to the members of the committee.

### **Adjournment**

Upon a motion by Paul Smith, seconded by William McGill, the meeting was adjourned.

Respectfully submitted,  
Lee Cassis (WV), Vice-Chair, Canadian-American Relations Committee

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# Professional Journal Committee Meeting Minutes



Ann Krekelberg (AK)  
Vice Chair



Bernadette McNulty (CA)  
Chair



Tammy Wright (NH)  
Vice Chair

Professional Development Seminar  
Boise, ID  
Thursday, September 22, 2016

## Call to Order

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

## Attendance

The following members of the committee were present:

Bernadette McNulty, Chair (CA), Ann Krekelberg, Vice-Chair (AK), Tammy Wright, (Vice Chair) (NH), Joy Engelby (MO), Gary Holt (WA), Mary Ann Krol (KY), Wendy Harding (WY), Heshani Wijemanne (CA), Jason Hataway (NV).

Chair McNulty thanked the new members of the Professional Journal committee. She gave a brief history of the committee and suggested that committee members become familiar with the publication by reviewing past volumes online. She clarified that the job of the committee is to seek out articles and edit them for the publication.

## Approval of Minutes

No minutes to adopt from the Spring Meeting in Alexandria, VA. Ann Krekelberg, Vice Chair, provided minutes from NCSL Summit, Chicago, IL., August 8, 2016. Upon motion by Ann Krekelberg (AK), seconded by Tammy Wright (NH), the minutes from Chicago's committee meeting were approved.

## Old Business

Chair McNulty updated the committee members on the three proposals made to the Executive Committee by

the Professional Journal Committee:

- Allow academia to submit articles for the Journal.
- Omit printing of the Journal and post online for ASLCS members, as well as offer the pdf for emailing or printing by members.
- Create an online portal to submit articles that allows Professional Journal Committee members to read and review articles.

Committee members discussed alternatives to the proposals should the Executive Committee reject them. Some ideas for savings on printing costs were: print Journal for article authors and print one copy for each chamber of each state. Chair McNulty clarified if we only print one copy for each chamber the standing orders would need to be amended. The standing orders clearly state that every dues paying member of ASLCS receive a copy of the Professional Journal.

A clarification was offered to the online portal submission process. The committee could work with ASLCS Technology committee and NCSL to create a secure website that would allow for authors to submit their articles, in addition to allowing committee members to access and read the articles prior to the selection and publishing of the Professional Journal.

## New Business

Chair McNulty opened up the floor to discuss ideas for finding articles for the 2017 Professional Journal. Suggestions were to approach Legislative Research departments; write about any interesting or historical events occurring in Chamber. Chair McNulty has asked the international attendees of the Boise PDS to submit articles. The optimal article will be five pages minimum,

## Professional Journal Committee Meeting Minutes (*continued*)

ten pages maximum. Goal for the 2017 edition of the Professional Journal: all articles in by end of July to be reviewed and printed (or emailed) by September.

The committee members agreed that communication from the Chair and Vice-Chairs is easiest via email.

### Adjournment

Upon motion by Jacquelyn Delight (CA), seconded by Jason Hataway (NV), the meeting was adjourned.

Respectfully submitted,  
Bernadette McNulty, (CA), Chair





# Program Development Committee Meeting Minutes



Ali Sagraves (OH)  
Vice Chair



Tim Sekerak (OR)  
Chair



Joyce Wright (AL)  
Vice Chair

2016 Fall Professional Development Seminar  
Boise, Idaho  
Thursday, September 22, 2016

## Call to Order

The meeting of the Program Development Committee was called to order at 4:00 p.m. by Tim Sekerak (OR), Chair.

## Attendance

The following members of the committee were present: Nicole Albers (TX), Mary Andrus (UT), Sarah Armistead (VA), Josh Babel (AZ), Sarah Bannister (WA), Lucinda Benjamin (NV), Julie Bochat (MO), Jay Braxton (VA), Kristin Canterbury (WV), Claire Clift (NV), Phil Cottingham (TX), Sandra Daly (CA), Barrett Dudley (AK), Daniel Hicks (TN), Cathy Hooe (VA), Maryann Horch (VA), Buddy Johnson (AK), Scott Kaiser (IL), Jeannine Layell (VA), Amy Leach (CA), Sabrina Lewellen (AK), Lourdes Litchfield (TX), Nanette Mitchell (TN), Paul Nardo (VA), Melanie Newby (VA), Jennifer Novak (ID), Tracy Ortiz (TX), Neva Parker (CA), Jay Pearson (VA), Gena Plummer (NV), Sherry Rodriguez (NV), Ali Sagraves (OH), Sarah Schaben (MO), Jackie Scott (VA), Tim Sekerak, Chair (OR), Ron Smith (LA), Ellen Thompson (WY), Jeanine Wittenberg (NV), Patience Worrel (TX), and Joyce Wright (AL).

Other members/guests in attendance included Susan Aceves (AZ), Jon Bellamy (FL), Carmine Boal (IA), Scott Caffey (TX), Mike Campbell (TX), Jim Drake (AZ), Heather Fahey (AZ), Mark Garcia (TX), Kelsey Hood (WA), Nanci Longoria (TX), and Susan Schaar (VA).

## Approval of Minutes

Upon a motion by Jim Drake (AZ), seconded by Jackie

Scott (Va.), the minutes of the last meeting held Mon., Aug. 8, 2016, at the NCSL Legislative Summit in Chicago, Ill., were approved.

## New Business

Chair Tim Sekerak thanked the previous committee leaders for their work to make this year's PDS a success and thanked all attendees of the committee for their willingness to contribute to the discussion and planning of next year's PDS in Phoenix, Ariz.

The Chair asked the previous Chair, Jim Drake (AZ), to offer his expertise regarding the role of the committee in working with the host state and executive committee to plan the PDS. The Chair also explained that the committee needs to develop a program that includes eight concurrent sessions and two plenary sessions and that it is recommended that the committee secure the plenary speakers as soon as possible. Committee members offered ideas of potential speakers to consider.

The Chair reviewed the committee binder from previous years, and explained to the committee that there were a number of topics that were commonly requested by ASLCS members to be covered in both concurrent sessions and by plenary speakers that could be considered. Those topics were discussed in greater detail by members of the committee and included open government vs. confidentiality issues, parliamentary procedure, employment law issues, developing career track, management of difficult people/customer service, continuity of government, and wellness/health/nutrition aspects. Members also discussed finding a speaker to discuss issues surrounding Millennials vs. Baby Boomers in the workplace.

## Program Development Meeting Minutes (*continued*)

Susan Schaar (VA) spoke to the fact that the Support Staff committee typically plans a concurrent session. Technology committee Chair Scott Kaiser (IL) stated his committee's ideas for a couple of concurrent sessions. Others offered that there was already a Mason's Manual vs. other parliamentary guides concurrent session being planned, along with a potential session related to international communication.

ASLCS President Susan Kannarr also briefly addressed the committee and expressed her eagerness to hear the committee's programming ideas and thanked the committee for its willingness to take on the task

### Adjournment

Upon a motion by Paul Nardo (VA), seconded by Cathy Hooe (VA), the meeting was adjourned at 4:50 p.m.

Respectfully submitted,  
Tim Sekerak (OR)  
Chair

Ali Sagraves (OH)  
Vice Chair

Joyce Wright (AK)  
Vice Chair

## Clerks Making an Impact



*The Union Leader's 40 Under Forty program recognizes some of the state's brightest young achievers who have a record of professional and volunteer accomplishments in New Hampshire.*

**Paul C. Smith, 36, of Epsom is clerk of the New Hampshire House of Representatives**

### Why did you choose your profession?

As a legislative Clerk, I have one of the most unusual jobs in the country (there are only 99 of us) and feel truly blessed to have it! As a 22 year-old, I was a new state representative but quickly developed a love for the process, procedure, history and institution (as a whole) of the New Hampshire House, which helped me arrive at the conclusion that I wanted someday to be Clerk of the House. It took 12 years and winning a contested race, but I was honored to be elected in December 2014. Being the guardian of the rules, records and processes of such a storied institution is my greatest professional honor, and one I do not take lightly.

### What motivates you to give back to your community?

I love New Hampshire and feel connected to it in many ways: Growing up as a Boy Scout I came to love her natural resources; as a student, her history; as a man the many community and fraternal organizations that seek to make the state a better place. As a football official I am able to share good practices and advice with players to make the game safer; as a Freemason I am honored to take part in charitable campaigns and work toward bettering society; and as an active member of St. Paul's Church, I see their benefit to the community. I believe New Hampshire and its people have given me amazing opportunities, and as a new dad, I want to raise my son with the same sense of appreciation for his community that I have felt all my life.

### The Daniel Webster Council of the Boy Scouts of America honor Paul Smith

The Daniel Webster Council delivers the Boy Scouting program to more than 10,000 youth in New Hampshire, with the help of more than 5,000 volunteers and 450 chartered partners. In December, the Council bestowed the National Eagle Scout Association (NESA) Outstanding Eagle Scout Award upon its outstanding Eagle Scouts. The NESA Outstanding Eagle Scout Award (NOESA) is a prestigious recognition granted by the local council Eagle Scout association to Eagle Scouts who have demonstrated outstanding achievement at the local, state or regional level. One of the NOESA honorees was Paul Smith, Clerk of the New Hampshire House of Representatives.

## Holly South, NCSL liaison to ASLCS

The Society is pleased to welcome Holly South as the NCSL liaison to ASLCS. Holly took on this role in March, 2017. Holly is a Baltimore native who graduated from Washington & Lee University in Virginia. Since her college days she has lived in Singapore, Seattle, Ann Arbor (where she got a master's in Information Science at the University of Michigan), and Austin. The highlight of her time in Austin, aside from the great food and music, was her nearly four years as a reference librarian at the Texas Legislative Reference Library.



After nine years in Denver – and after finding a place to get blue crabs in the summer – she finally refers to it as “home.” (Though possibly still with a Baltimore accent.) She lives with her frequently delightful husband and children (a nine-year-old son and six-year-old daughter), as well as a very sweet Shepherd mix. And a lizard. She loves to read and to spend time in Grand Lake, Colorado, where there is plenty of water in the summer and snow in the winter. She’s spent the last several years as a freelance book editor and director of information and research at the Association of Chamber of Commerce Executives. She’s very excited to be at NCSL and to work with the ASLCS – and looks forward to getting to know you all!

## In Memoriam - Janet Jones (1937 - 2016)

Janet E. Jones, 78, former Chief Clerk of the Kansas House of Representatives, passed away on August 5, 2016, after a long battle with Parkinson's disease.

Janet's legislative career began in 1974 when she joined the office of the Kansas Revisor of Statutes and the administrative staff of the Kansas House of Representatives. She started as the House Reading Clerk and served in many other capacities before being appointed as the Chief Clerk in 1988. Janet retired in December 2008 after 34 years of service to the Kansas Legislature. During her time as Chief Clerk, she was an active member of ASLCS. Janet served on the ASLCS Executive Committee and on the Mason's Manual Commission. In 2001, she earned the NCSL Legislative Staff Achievement Award.

Janet's husband Buck, who often traveled with her to ASLCS meetings, passed away in 2011. She is survived by two daughters, Colleen Jones Lippe, and her husband David, and Monica Jones; and two grandchildren, Andrew Lippe and Allison Lippe. A memorial contribution in her name has been made to the Topeka and Shawnee County Public Library Foundation.







## “What Do You Think?”

### Through a Thicket of Questions, Answers Lead the Way

*By David A. Byerman*

Embattled. Beleaguered. Troubled. Demoralized.

Not the most enticing words to describe a workplace. But these were words Kentucky newspapers used to describe the agency that I was considering joining in what would become the biggest move of my professional life.

Following nearly five years of service as Nevada’s Secretary of the Senate, I was pursuing a job opportunity that, if things panned out, would prompt my family to move 2,000 miles from our Nevada home to a new home in Kentucky. I had my sights set on serving as Director of the Legislative Research Commission (LRC), the administrative branch of the Kentucky Legislature. As an admitted legislative nerd who visits state capitols on vacation and sports a license plate that reads “GO VOTE,” leading a legislative staff is in my blood.

I was aware that the LRC had hit a rough patch in recent years. Agency leadership had been questioned about the way it handled its response to sexual harassment allegations against a former legislator, and the ensuing spotlight revealed other problems, including low staff morale and a pervasive feeling that the agency wasn’t being run in a fair and open way for its staff. The previous Director had resigned amid considerable pressure and controversy.

I wasn’t seeking a “Mission: Impossible.” Before I applied to the LRC, I spoke with professionals at NCSL who had conducted an in-depth performance review of the agency. Their responses were unanimous: LRC

was staffed by dedicated professionals with top-notch skills. They weren't the problem. Rather, staff had been let down by their leadership.

### **Getting Started**

Once I accepted an offer to lead the agency, I showed up in Frankfort on Day One fully aware of the big challenges ahead. Still, I was eager to get started. Before I moved into my Capitol office last October, I brought the 320 nonpartisan LRC staff together to say that while I had been hired as a change agent, I was not one who yet possessed all the answers. Rather, I had questions, many questions that I'd relentlessly pose to staff members as we charted a new, better course together.

The answers I heard in those early days weren't always easy to hear. Some LRC staff members felt like they worked in silos for years, without any connection to other parts of the agency or its leadership. Others believed decisions regarding pay and promotions had been made based on favoritism or nepotism. Many reported that agency decisions were made without explanation and without input from affected staff. The most common refrain was that employees didn't feel like they were valued or that they had a voice.

As I listened, I didn't immediately offer specific fixes. But I promised everyone that communications would drastically improve and that they'd see processes that would demonstrate fairness in agency management.

### **Internal Communications**

Changing the culture at the LRC started with an emphasis on communications. There's no such thing as too much information when asking people to buy into workplace changes.

Shortly after I arrived, I began "open office hours" during which staff members could schedule one-on-one meetings with me. Within my first few months on the job, I had over 125 meetings with staff from throughout the agency. It was the best possible orientation I could have received, and it laid the groundwork for many of the improvements we've pursued since. I asked "What do you think?" quite a lot in those first few months.

We started a bimonthly newsletter (based on one I had published on a quarterly basis with the Nevada Senate) that profiles the people and offices in our agency, shares stories and photos, and offers recognition to our employees. Some have said a few issues of that newsletter have informed them more about their colleagues than they had learned in the past ten years!

We also started a morning email bulletin, delivered to all staff inboxes by 9 a.m. each day, to share agency announcements, committee meeting information, and other items of interest.

At my direction, we established an LRC YouTube Channel that reports on legislative news and offers features on aspects of our agency. Videos show how our team contributes to the success of the Kentucky General Assembly. You can find the channel at [bit.ly/CapitolConnection](http://bit.ly/CapitolConnection).

Social media has also allowed us to make new connections within the agency and across the state. I established a Twitter presence in my new role to share a steady stream of updates and information about the LRC. You can follow me @DirectorLRC.

### **Classification and Compensation Fairness**

When I arrived, LRC's organizational charts were not readily available for staff or members of the public to see. When I finally dug out three different charts for the agency, I saw that they didn't align with each other. No wonder I was hearing from staff that there was confusion on who reports to whom! Within months of my arrival, we created a unified organizational chart and posted it online and in house for all to see.

An even bigger challenge was that the LRC lacked a classification system for agency jobs. Without clear-cut job descriptions it was hard to inform people what was expected of them and to hold anyone accountable.

To fix this, my team worked with managers and staff throughout the agency to establish job descriptions for each position, along with tiers that created a path forward for career advancement. After four months of effort, we now have a plan in hand that will soon be merged with compensation ranges for each position and each tier. Allowing everyone to see a clear picture of the agency and the individual job descriptions, we'll have a powerful tool to ensure fairness and help current and prospective employees know what to expect in their professional development.

This will also give us a basis for our next big step: the development of an employee evaluation system. This will ensure that staff members have a clear understanding of what's expected and also provide a mechanism for our employees to earn promotions and recognition.

### **Employee-Led Initiatives**

Part of the culture we're creating at the LRC places an emphasis on giving people the freedom to pursue their own ideas on agency improvements. Managers now have latitude to lead their teams in the way they see fit, and employees have opportunities to suggest new initiatives. We are always asking our staff, throughout the agency, "What do you think?"

As a result of employee suggestions, we now have a staff-directed LRC Wellness Initiative (called "LRC On the Move!") that provides activities and health tips. I've also recruited a Millennial Task Force to advise me on how to make our agency attractive to young professionals, with an eye toward making sure our agency remains on sound footing with the wave of Baby Boomer retirements that is already cresting over legislative agencies nationwide.

### **Team Building and Morale Improvement**

Working for a legislature offers opportunities for so many intrinsic rewards. We do interesting work and serve alongside talented people. But to make the most of the opportunities for legislative staff to enjoy their work and careers, our agency has made a conscious effort over the past ten months to promote professional development and a team atmosphere.

On the professional development front, we democratized opportunities for staff members to attend training and conferences so that it wasn't just select staff who were aware of these opportunities. We also ramped up in-house trainings and invested in top-notch online training programs.

While staff meetings were rare in the past, they now occur regularly in offices throughout the agency so that staff can discuss their work and share ideas. Supervisors also gather quarterly for meetings with me, and a leadership team meets weekly to ensure that ideas are shared among senior management on an ongoing basis.

### **Still Seeking Continual Feedback**

My experience at the LRC tells me that people accept change if they have a voice in the process and that change stays on a wise course by cultivating strong two-way lines of communication.

I was reminded of that early this year as I discussed some of the agency's challenges with a senior staff member and asked what she thought about a situation. She raised her eyebrows and said, "Excuse me?" I repeated the question and she said, "I just wanted to make sure I heard right. No one here has asked me that before." What followed from her were words of wisdom and insight that I wouldn't have heard if I hadn't actively sought them out.

The work continues and there is, of course, so much still to be done. But I arrive at the Capitol every morning increasingly optimistic that we're on the right course. Given the exceptionally bright and talented



staff members who work together in public service, it is my fervent belief that the best guidance for anyone leading a legislative agency often comes by asking the simple question, broadly and with humility: “What do you think?”

— END —



*David Byerman has served as Director of the Legislative Research Commission of Kentucky since 2015. Previously Director Byerman served as Secretary of the Senate for Nevada. The Legislative Research Commission (LRC) serves as a fact-finding and service body for the Legislature administered by a joint legislative panel of 16 legislators. <http://www.lrc.ky.gov/lrc/aboutlrc.htm>*



## Ask Mr. Mason

*(Any reference to Mason’s Manual of Legislative Procedure is to the 2010 edition)*



**Dear Mr. Mason,**

**If a body’s adopted rules explicitly permit the presiding officer to determine something and the presiding officer is merely following the order adopted by the body, may a point of order be raised to question the presiding officer’s decision?**

**How would you advise the presiding officer?**

**s/ Point Me In the Right Direction**

*Dear Point Me in the Right Direction:*

*Mason’s sections 175, 177 and 187 and chapters 23, 24 and 25 establish that questions may arise from the work of the body, and they give high precedence to parliamentary inquiries, points of order and appeals. According to Mason’s section 240, the purpose of a point of order is to draw the presiding officer’s attention to a failure to follow the rules and orders of the body. Furthermore, an appeal from the ruling of the chair is the parliamentary mechanism allowing the body to express its opinion as to the rules and orders of the house.*

*While the rules may give decision-making authority to a presiding officer, do the rules provide an irrebuttable presumption that the presiding officer’s decision is always proper and in keeping with the body’s rules and orders?*

*Assignment of specific duties to a presiding officer by rule does not remove a member’s right to question whether those duties are being performed or performed correctly. Presiding officers are fallible. No presiding officer’s discretion should be immune from question and consideration by the body as a whole.*

## Denise G. Weeks Retires

The Honorable Denise G. Weeks, Principal Clerk of the North Carolina House of Representatives, announced her retirement in 2016. The North Carolina House, however, took its leisurely time approving that action. Some may see that as their genteel way, it speaks more though of the high regard in which Ms. Weeks has been held for so long. Finally, however, in February 2017, more than a year after making her intentions known, this past session marked the last session for the Principal Clerk, her personal sine die had arrived.



Ms. Weeks' remarkable career with the North Carolina General

Assembly began in the Clerk's office in 1977. She served in a variety of roles including Assistant Calendar Clerk, Computer Clerk, Calendar Clerk and Administrative Assistant. Ms. Weeks' devotion to the North Carolina House of Representatives culminated in her election to the office of Principal Clerk in 1993, a position she held for the rest of her legislative career.



During her twenty-four years as Principal Clerk Ms. Weeks worked with seven different Speakers and over 670 representatives, assisting them in passing pieces of legislation critical to the great state of North Carolina. Her distinguished service has been characterized not only by her devotion to the House as an institution and respect for each of the representatives elected but, notably, by the graceful manner in which she administered the office.

Few times was her devotion and resolve more challenged than when Ms. Weeks presided, for five days, over an evenly divided House while the



membership struggled to organize. Of her time in the Speaker's chair it was said, "She was calm. She was friendly. She was not afraid to use her gavel." Both sides of the aisle commended her for her equanimity and her fair and equitable treatment of all while presiding over a sometimes contentious body. As Principal Clerk, Ms. Weeks' knowledge of parliamentary

procedures has allowed speakers and members to conduct the business of the North Carolina House efficiently and effectively. Time and time again, the house body on both sides of the aisle have relied on her guidance and advice.

Ms. Weeks has been a leading authority on parliamentary procedures not only in North Carolina but also across the country. She has been an active, enthusiastic and welcomed member of the American Society of Legislative Clerks and Secretaries and of the National Conference of State Legislatures. Throughout her membership in the Society, she has volunteered, been tapped, assigned, but nearly never coerced by her peers for various offices and duties within the Society. She has been elected President of the Society

*"A member once called her the 121st Member of this Body, and the most important Member of this Body. And I say that because, in her position, she advises us, she tells us where we go wrong. She tells us what we should do, she tells us what we shouldn't do. And the funny thing about it is all of us listen to her - I call her an 'ego buster.' If you are ever in this Body and you can see a Member storming down to the front because that Member perceives a problem that he should have presented and he comes face to face with a smiling, cheerful Denise Weeks, who says 'no, you are wrong.' That's an 'ego buster.'"*







(1999) as well as President Elect (1998), Secretary/Treasurer (1997), and a member of the executive committee. Additionally, she served as a member of the Mason's Manual Commission for years, including as vice chair of the Commission. Through her good offices, North Carolina has hosted the Society's professional development seminar on several occasions, most recently in 2015. Her leadership of the ASLCS' various committees, often multiple times, bespeaks her value as a member of the Society. Ms. Weeks also served on the NCSL's Legislative Staff Coordinating Committee, including as president.

Ms. Weeks is married to Mr. Henry Burke and they attend Western Boulevard Presbyterian Church in

Raleigh. She plans on spending time with her grandchildren and weeks at the beach. For Society members, the difficulty of Denise's retirement is not only the realization that one of the Society's most cherished principals has moved on but the feeling that the Society is losing a valuable role model, a trusted colleague and endearing friend. Of course, the Society can take comfort in the fact that she is not really leaving. Gracious as ever, she'll remain engaged with the Society and welcome the occasional call and email. Her passion for the Society won't allow her but to continue to help where and when she can. A grateful Society thanks Principal Clerk Denise Weeks for her invaluable service to ASLCS and its members, offers its congratulations and wishes Denise a very long and very happy retirement.

Denise Gale Weeks was born on July 22, 1955, and was one of 4 children to Mack and Winnifred Stephenson Weeks.

Denise Gale Weeks graduated from Fuquay-Varina High School in 1973 and attended NCSU.



#### Society committee memberships and Chair

- Budget and Revenue Special Committee
- Canadian American Relations Committee
- International Communication and Development Committee
- Site Selection Committee
- Program Development Committee
- Membership and Communications Committee
- Legislative Administrator Committee

#### Legislative Staff Achievement Award recipient







## **AWARD, PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP OPPORTUNITIES AVAILABLE TO ASLCS MEMBERS**

### **NCSL Legislative Staff Achievement Award**

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

Nomination deadline for 2017: April 26.

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

The Betty King Scholarship was established to assist ASLCS members with tuition costs in attending the Legislative Staff Management Institute.

The Betty King Scholarship, which covers half of the tuition, will be awarded to both Principal and Associate members of the Society and funded from the Professional Development Revolving Account..

LSMI application deadline for 2017: May 5.

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

### **Edward A. Burdick Memorial Scholarship**

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

Application deadline: July 1.

### **Jane Richards Scholarship**

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

The Jane Richards Scholarship of \$1,000 will be awarded biennially to one member of the Society.

Application deadline: July 1.

### **Millicent (Millie) MacFarland Memorial Scholarship**

The Millicent (Millie) MacFarland Memorial Scholarship of \$1,000 will be awarded annually to no more than two Principal members of the Society. The purpose of this scholarship is to help ASLCS Principal Members defray the costs associated with attending the Society's Annual Professional Development Seminar (PDS)

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

Application deadline: July 1.

### **Associate Exchange Program**

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

Each participant is eligible to receive a minimum of \$500 toward expenses.

Application deadline: Late Fall.

This list is merely for information purposes, further descriptions and additional information on application requirements can be found in the standing rules or through our NCSL Liaison, Holly South at [holly.south@ncsl.org](mailto:holly.south@ncsl.org).

## Boise, Idaho—50 Years of ASLCS Professional Development Seminars

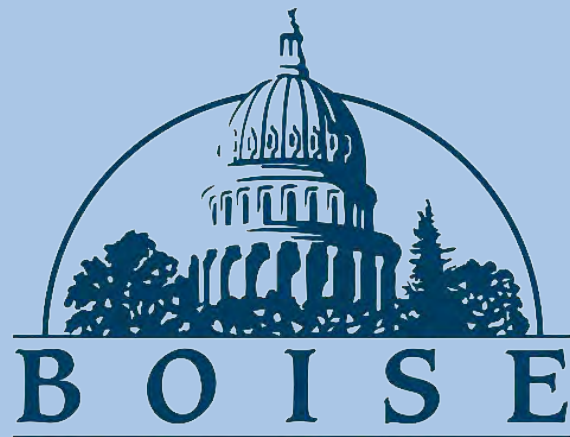
The American Society of Legislative Clerks and Secretaries met in Boise, Idaho for its 50th annual professional development seminar September 18, 2016. Picture perfect weather greeted attendees as they gained additional knowledge and new perspectives and experienced a different part of the country. Of course, it was all done while making new friends and once again renewing old ties.

Governor C.L. "Butch" Otter welcomed the Society and Lieutenant Governor Brad Little made remarks prior to an amazing dance performance and a delicious dinner presented by Idaho's large and active Basque community.

Hosting the seminar were Jennifer Novak, Secretary of the Senate and Carrie Maulin, Chief Clerk of the House of Representatives and the staff of Idaho Legislature. Boise (Boy-see), the City of Trees, proved a popular location with an amazingly vibrant downtown on a compact scale.

The Society was fortunate be able to hold a professional development seminar in Boise and looks forward to its next visit.

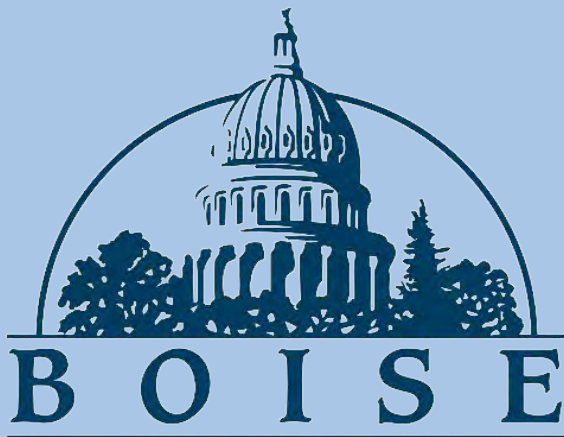
<p><b>Saturday, September 17, 2016</b></p> <p>9:00 am - 9:30 am 2016 Mason's Manual Commission The Ivy - 2nd Floor 1:00 - 4:00 pm Registration &amp; Information Desk Landing 1 - 2nd Floor 2:00 - 4:00 pm Networking Committee The Ivy - 2nd Floor 4:00 - 7:30 pm Executive Committee The Ivy - 2nd Floor Welcome Reception: "Bird's Eye View of Boise" The Grove Hotel Terrace 9:00 - 11:30 pm Hospitality Suite Terrace Suites 408 &amp; 412</p> <p><b>Sunday, September 18, 2016</b></p> <p>7:30 am - 9:00 am Registration &amp; Information Desk Landing 1 - 2nd Floor Breakfast Ballroom - 2nd Floor 8:15 am - 8:45 am New Attendee Orientation Ballroom - 2nd Floor 8:30 - 9:00 am Short Social Walk to Idaho Capitol The Grove Lobby 9:00 am - 11:30 am Plenary: Skills and Stories Expound The Power of Our Words Idaho Capitol - Lincoln Auditorium 1:00 - 1:30 pm Lunch on Your Own 1:30 - 1:45 pm A Visit From The Big Idaho Potato Truck Foot of the Capitol 1:30 - 1:45 pm Governor's Welcome to Bay-See Idaho Capitol - Lincoln Auditorium</p>	<p>1:45 - 3:15 pm Staff Roundtable Sessions Principal Clerks and Secretaries Senate Majority Caucus Room - W403 Assistant/Deputy Clerks and Secretaries Senate Minority Caucus Room - W433 Legislative Operations: Journal Staff Room WW54 Legislative Operations: Technology Room WW55 Legislative Operations: Enrolling and Engraving Room WW53 Legislative Operations: Calendar Staff, Bill Status/History and Committee Staff Room WW17 Administrative and Support Services: Administration, PE Facilities, Safety and Security Staff Room W140 8:00 - 9:00 pm Social Event: "Mixing It Up Basque Style" Double R Ranch Club at Boise State University's Shovel &amp; Spade Center 9:30 - Midnight Hospitality Suite Terrace Suites 408 &amp; 412</p> <p><b>Monday, September 19, 2016</b></p> <p>8:00 am - 9:00 am Registration and Information Desk Landing 1 - 2nd Floor 8:30 - 11:00 am Legislative Expo &amp; Breakfast - 1 Bill, 2 Bills, 3 Bills more! Journals, Calendars, Voting so much more Ballroom - 2nd Floor Lunch on Your Own 1:00 - 1:30 pm Committee Chair Transition Riverfront - 3rd Floor 2:00 - 3:30 pm Concurrent Session: "Up to the Minute!" - Legislative Journals, Post, Present, &amp; Future The Ivy - 2nd Floor 3:00 - 3:30 pm Concurrent Session: "Off the Record" Ballroom - 2nd Floor 3:30 - 3:45 pm Break 3:45 - 5:00 pm Concurrent Session: International - Things in Latin From Our International Friends The Ivy - 2nd Floor</p>	<p>10:30 am - Noon Concurrent Session: Just What We Thought Presiding Night Becomes Obedience, Along Come Autocorrect! The Ivy - 2nd Floor Noon - 2:00 pm Lunch and Business Meeting Ballroom - 2nd Floor 2:00 - 2:45 pm 2016 Mason's Manual Commission White Water - 3rd Floor 3:00 - 7:30 pm Social Event: "Back on the Boogie Board" The Basque Block 9:00 - Midnight Hospitality Suite Terrace Suites 408 &amp; 412</p> <p><b>Tuesday, September 20, 2016</b></p> <p>8:00 am - 9:00 pm Registration and Information Desk Landing 1 - 2nd Floor 8:30 - 11:00 am Legislative Expo &amp; Breakfast - 1 Bill, 2 Bills, 3 Bills more! Journals, Calendars, Voting so much more Ballroom - 2nd Floor Lunch on Your Own 1:00 - 1:30 pm Committee Chair Transition Riverfront - 3rd Floor 2:00 - 3:30 pm Concurrent Session: "Up to the Minute!" - Legislative Journals, Post, Present, &amp; Future The Ivy - 2nd Floor 3:00 - 3:30 pm Concurrent Session: "Off the Record" Ballroom - 2nd Floor 3:30 - 3:45 pm Break 3:45 - 5:00 pm Concurrent Session: International - Things in Latin From Our International Friends The Ivy - 2nd Floor</p>	<p><b>Wednesday, September 21, 2016 Cont.</b></p> <p>8:45 - 9:00 pm Concurrent Session: All Quiet on the Public Square Ballroom - 2nd Floor 8:00 pm - Midnight Hospitality Suite Terrace Suites 408 &amp; 412</p> <p><b>Thursday, September 22, 2016</b></p> <p>8:00 am - 9:00 pm Registration and Information Desk Landing 1 - 2nd Floor 8:15 - 9:15 am Breakfast Ballroom - 2nd Floor 9:15 - 9:30 am Short Social Walk to Idaho Capitol The Grove Lobby 9:30 am - Noon Plenary: The Levity Effect: It Pays to Lighten Up The Capitol - Lincoln Auditorium Noon - 2:00 pm Lunch on Your Own 2:00 - 3:00 pm "K" Committees Inside the Legislative Process The Ivy - 2nd Floor Site Selection Ballroom - 2nd Floor Technology Ballroom - 2nd Floor Refrains and Standing Orders White Water - 3rd Floor 3:00 - 4:00 pm "C" Committees Membership and Communication The Ivy - 2nd Floor Support Staff Ballroom - 2nd Floor International Communication and Development Ballroom - 2nd Floor Legislative Administrator White Water - 3rd Floor 4:00 - 5:00 pm "C" Committees Professional Journal Ballroom - 2nd Floor</p>	<p><b>Program Development</b> White Water - 3rd Floor Canadian-American Relations The Ivy - 2nd Floor Basque Ballroom - 2nd Floor 6:00 - 7:00 pm President's Reception The Grove Terrace 7:00 - 11:00 pm State Dinner Ballroom - 2nd Floor 9:00 - Midnight Hospitality Suite Terrace Suites 408 &amp; 412</p> <p><b>Friday, September 23, 2016</b></p> <p>8:00 - 9:30 am Breakfast and Business Meeting Ballroom - 2nd Floor 9:30 am - Noon 2016-2017 Executive Committee Meeting The Ivy - 2nd Floor</p>	 <p><b>ASLCS 50th Professional Development Seminar 2016</b></p> <p><b>POCKET AGENDA</b></p>
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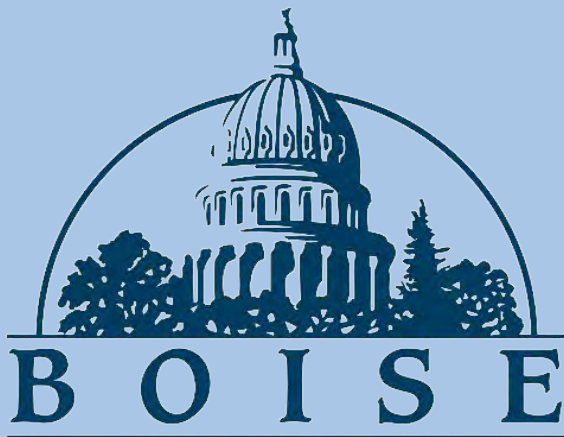






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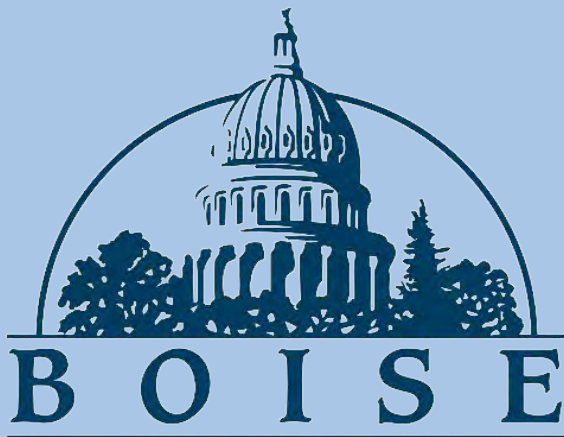






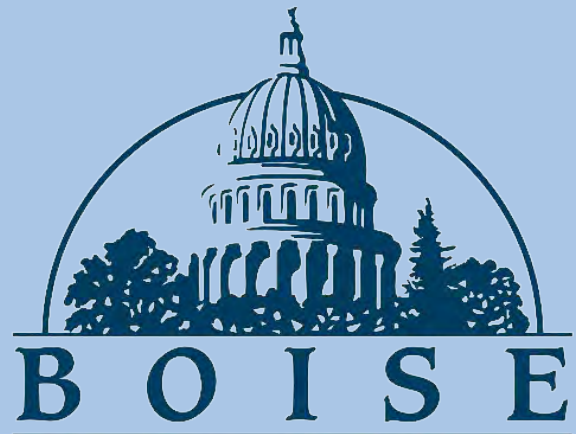
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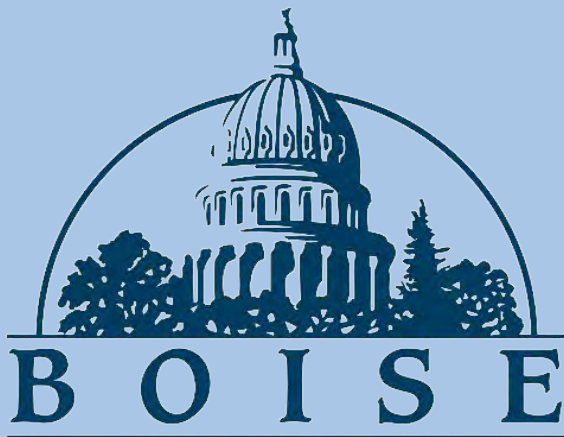
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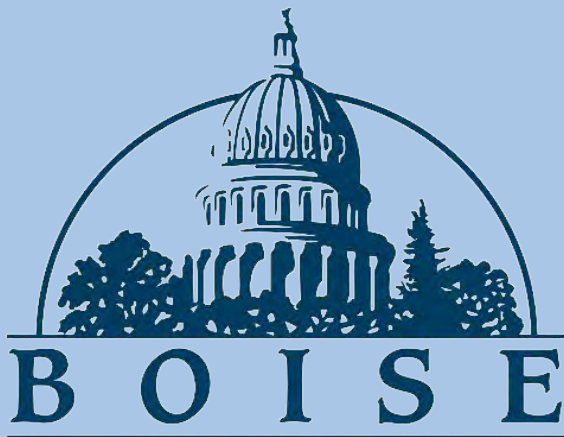




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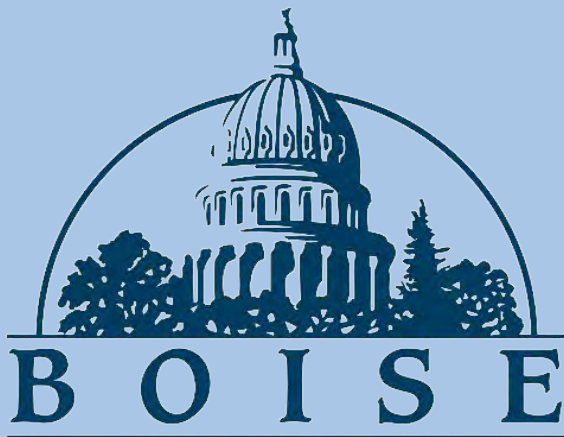






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