



The Legislative Administrator

Fall 2017

*The State Capitol
Building in Boston,
Massachusetts*

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ASLCS BOSTON

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President's Message

Greetings!

It was wonderful to see so many of you in Boston at the NCSL Legislative Summit. Thank you to our Massachusetts colleagues for the fabulous hospitality all week, especially at the Mock Session in the Statehouse and the selection for the Business Lunch at the Amrheins Restaurant. At the Summit, I attended my final NCSL Legislative Staff Coordinating Committee (LSCC) meeting. The LSCC and its subcommittees continue to try and find ways to increase the value of NCSL and its staff sections to legislative staff across the country. If you have suggestions, I encourage you to contact the incoming President and President-Elect so they can pass it on as members of the LSCC for the coming year.



Since I last wrote to you, I have attended both the Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico (ANOMAC) and the Joint Canadian American meetings. The ANOMAC meeting was held August 24-26 in Mexico City, Mexico. Liz Clark, Janice Gadd and I met with colleagues from the states of Mexico and 12 different countries including those from Central and South America as well as Spain and our Canadian neighbors. The Joint Canadian American meeting was held in Regina, Saskatchewan from September 5-9. The meeting was attended by colleagues from 8 U.S. States and 8 Canadian jurisdictions. The Joint meeting will next be held in 2019 on the U.S. side of the border. I encourage you to attend if you are able. This is especially true if you are an athletic type and can help us win back the coveted volleyball trophy! At all of the meetings this year with our international colleagues, I have heard discussions common to all of us – civility in the process, the public's lack of respect for the legislative institution, the role and impact of information technology, the transparency of the process and efforts to keep our buildings secure but accessible. This illustrates a point I have long believed, that we have more commonalities than differences and we can learn from each other no matter where we live.

It is hard to believe that the 2017 Annual Professional Development Seminar in Phoenix, Arizona is almost here! Thank you in advance to the Arizona Host Committee for all of their hard work on what I know if going to be a fabulous meeting. Many thanks also to the standing committees who have had a part in creating the program content for the seminar. I look forward to seeing many of you in the Grand Canyon State.

A final thanks to those of you who stepped forward to contribute as committee leadership, executive committee members or in other ways. The success of the Society is based on the efforts of individual members to contribute their already stretched time and energy. As the legendary football coach Vince Lombardi once said "Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work." I encourage you to be one of the individuals who makes the extra effort to contribute to ASLCS and be a part of its success going forward.

As I come to the end of my term as President of ASLCS I am amazed at the experience and how fast the last year has gone. It has been both exciting and challenging to bring together meetings that give members the best experience possible and make it worth the time and money to attend. I hope that I have followed up on my promises from last year to try and make the Society the best it can be. There have been accomplishments but there is more work to be done. I am profoundly grateful for your support and friendship over the last year.

All the best,



Susan W. Kannarr, J.D.
Chief Clerk of the Kansas House of Representatives
ASLCS President, 2016-2017



2016-2017 Executive Committee



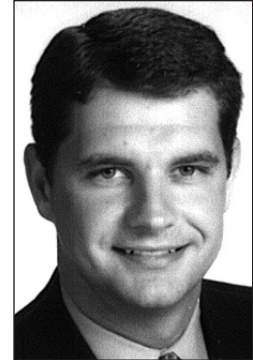
Susan W. Kannarr (KS)
President



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

Executive Committee Meeting Minutes

NCSL Summit
Boston, Massachusetts
Aug. 9, 2017

The meeting of the ASLCS Executive Committee was called to order by President Susan Kannarr (Kan.) on Wednesday, August 9 at 9:30 am in Boston.

Members Present: Susan Kannarr (Kan.), President, Patrick Harris (Ala.), Secretary-Treasurer, Jay Braxton (Va.), Yolanda Dixon (La.), Susan Furlong (Nev.), Maryann Horch (Va.), Bernadette McNulty (Calif.), Paul Smith (N.H.), Lindsey Vroegindewey (Mont.), Alan Whittington (Tenn.) and Brad Young (Ohio).

Also present: Angela Andrews, Program Director, NCSL Legislative Staff Services Program, Holly South, Policy Associate, NCSL Legislative Staff Services Program, Susan Aceves (Ariz.), Josh Babel (Ariz.), Paul Campos (Wash.), Ann Cornwell (Ark.), Jim Drake (Ariz.), Erin Gillitzer (Wis.), Buddy Johnson (Ark.), Ali Sagraves (Ohio), Susan Clarke Schaar (Va.) and Joyce Wright (Ala.).

President Kannarr recognized the 2017 NCSL Staff Chair, Chuck Truesdell (Ky.), to speak to the Executive Committee.

Approval of the Minutes

A motion to approve the April 22nd Executive Committee Meeting Minutes from the Kansas City meeting was made by Paul Smith (N.H.). Bernadette McNulty (Calif.) made note of a typo error on page 2 of the minutes where "NSCL" needed to be corrected to "NCSL." The motion to approve the minutes was seconded by Bernadette McNulty (Calif.). The motion carried.

Report from the Bylaws and Standing Orders Committee

President Kannarr recognized Buddy Johnson (Ark.) to give the report and Recommendations of the Bylaws and Standing Orders Committee. Paul Smith (N.H.) explained the proposed changes to the Standing Orders that deal with the printing of the *Professional Journal*. The first proposed change was to Section XVI E. 3 to change the second and third sentence to read "If printed, the paper used to publish the *Journal* is to be of high quality bond with card stock for the cover. If printed, the *Journal* is to be printed on 8 ½ x 11-inch paper with portrait-style formatting." Bernadette McNulty (Calif.) raised questions about who would be responsible for emailing the publication and how would the responsible party obtain the email address-

es. Paul Smith responded that there are currently multiple membership lists within ASLCS and that the issue needs to be addressed. President Kannarr stated that the issue has been referred to the Strategic Planning Committee and there is an effort underway to have a cleaner more accurate database. Bernadette stated that the data for mailing labels for the *Journal* currently comes from NCSL. President Kannarr suggested that the Chair of the Professional Development Committee or Holly could coordinate receiving the emails from NCSL. Susan Furlong (Nev.) suggested the option of posting the *Professional Journal* on the ASLCS website and emailing the membership to let them know it is available. Paul Smith (N.H.) further suggested that a link to the *Journal* on the website would be easier to send than a pdf file. It was also proposed that Section XVI E. 3 be amended by adding the following new language at the end of the paragraph: "Two printed copies of the *Journal* shall be filed with the Society's archivist." Furthermore, the Committee proposed a change to the first sentence in Section XVI E. 5a as follows: "a. An electronic copy of each edition of the *Journal* shall be mailed sent to each dues-paying Principal member of the Society, to each legislative library, and to each dues-paying Associate Member." Buddy Johnson (Ark.) was recognized to explain the second set of proposed changes to the Standing Orders that outline a formal process of communication between the Executive Committee when informing the Bylaws and Standing Orders Committee of directives that the Executive Committee would like for them to pursue. The Committee proposed adding the following language to Section VI A. 1 and Section VIII B. 2: "The ASLCS Secretary-Treasurer shall also communicate to the Bylaws and Standing Orders Committee Chair or Co-Chairs all proposed changes referred to it by the Executive Committee". Seeing no further discussion on the proposed amendments, President Kannarr recognized Pat Harris (Ala.) for a motion to adopt all changes as presented. The motion was seconded by Bernadette McNulty (Calif.). The motion carried.

Approval of the Treasurer's Report

Susan Kannarr (Kan.) recognized Patrick Harris (Ala.), ASLCS Secretary-Treasurer to present the Treasurer's Report of the ASLCS Dues Account. Pat expressed thanks to Patsy Spaw (Texas) and Angela for their work on the *ASLCS PDS Budget History (2004-2016) Report* that shows where the Society's money is, how the money comes in, and what the money is being spent on. Pat

Executive Committee Meeting Minutes (*continued*)

then presented the Treasurer's report with an ending balance as of July 21, 2017 of \$57,825.53. He stated that dues continue to come in sporadically and that there will be several reimbursement checks issued for travel. A motion to approve the Treasurers Report as written and presented was made by Paul Smith (N.H.) and seconded by Yolanda Dixon (La.). The motion carried.

Old Business

Holly reported of the status of the ASLCS Professional Development Revolving Account (LLCS). This account pays for the professional development expenses of the society. There is one expenditure of \$500.00 during the period of 1/1/2017 -6/30/2017 to reimburse Erin Giltzer for her travel expenses incurred while participating in the Associate Exchange Program. The report shows 3 pending expenditures. Two are deposits (50% of total cost) to secure the Plenary Speakers for the 2017 Fall PDS: \$4750.00 for Christine Cashen and \$1500.00 for Paul Chabot. The third pending expenditure is a deposit for \$325.00 for Concurrent Session Speaker Marshall Trimble. These pending expenditures will not be applied until after the PDS is concluded. The current balance excluding the pending expenditures as of 6/30/2017 is \$23,450.73.

President Kannarr recognized Erin Giltzer (Wis.) to speak about the Associate Exchange Program. Erin thanked the Committee for the opportunity. The Committee discussed options to get more people to participate in the Program. Erin and Ali Sagraves (Ohio) both agreed that the information available to prospective participants is overwhelming. Paul Smith (N.H.) suggested that if your state is interested in being a host, it would be good to talk to Society members. Discussing the opportunities available in your state may encourage them to participate in the program.

President Kannarr recognized Jim Drake, Susan Aceves and Josh Babel from Arizona to give an update on the Fall PDS in Phoenix. They will give a travel guide to each attendee upon arrival giving information (including a map) about the places to go, restaurants and shopping in the area, etc. Susan Aceves (Ariz.) recognized and thanked Holly for her help and her quick responses to emails and calls during the PDS planning process. The dates of the PDS are September 24-29 and the Host hotel is the Renaissance Phoenix Downtown. The Sunday night welcome reception will be held at the hotel. The Monday night event is *A Night at the Museum* including a candlelight tour of the old Capitol using flashlights. On Tuesday night, the event will be

held at Chase Field to watch the baseball game between the Diamondbacks and the Giants. The Wednesday night event will be held at the Heard Museum (a Native American culture museum). The State Dinner will be held on Thursday evening. Jim Drake spoke about the community service project. The charitable organization that they are proposing to the Committee for approval is called the Address Confidentiality Program of Arizona. It is a program that helps victims of domestic violence and sexual offenses maintain a fictitious address. This program provides everyday needs/necessities to those people who are staying hidden for safety reasons. The Society can help by donating gift cards to the program for distribution to these people. President Kannarr commented on the Phoenix site visit and stated that the hotel and surrounding area is great, with lots of restaurants and fun things to do.

Holly reported the status of the Society's fundraising account, known as the ASLCS Special Meetings Fund (L190). The report dated June 30, 2017 showed the 2017 Beginning Balance at \$179,497.98. Holly outlined the contributions that were received since the last report: Those included interest income for January-March 2017 of \$321.00 and interest income for April-June 2017 of \$316.00. Income of \$4600.00 was generated for the 2017 Spring meeting from sponsorships (\$2100 from IRC's sponsorship of the Business Lunch and \$2500.00 from Propylon for sponsoring the WWI Museum reception). Further revenue shown on the report was generated by Host State Fundraising for the 2017 PDS in Phoenix. Those contributions include \$750.00 from Fennemore Craig PC, \$1000.00 from Issacson and Walsh PC, \$500.00 from First Strategic, \$250.00 from P3 (Public Policy Partners), \$1000.00 from Western Refining Southwest, Inc., \$500.00 from Policy AZ/John MacDonald, \$1000.00 from APS, \$1000.00 from the Greater Phoenix Chamber of Commerce, \$100.00 from John Thomas Law, \$1000.00 from AMA Better Government Fund, \$1000.00 from Professional Firefighters of AZ, \$2000.00 from the Home Builders Association of Central AZ, \$500.00 from Goodman Schwartz LLC, \$1000.00 from UniSource Energy Corporation, and \$1000.00 from Arizona Governmental Affairs. Virginia Fundraising generated contributions of \$250.00 from the Virginia Wholesalers Association and \$500.00 from the Old Dominion Electric Cooperative. Total revenue generated in 2017 is \$21,087.00. The current balance of the L190 account as of June 30, 2017 is \$179,914.97. There is \$10,500.00 in pending deposits generated by Arizona PDS Fundraising that include \$5000.00 from Salt River Project, \$1000.00 from Pivotal Policy Consulting, \$1000.00 from TriAdvocates LLC, \$1000.00

from Peters, Cannata & Moody PLC, \$500.00 from Blue Cross Blue Shield of Arizona, \$1000.00 from the Arizona Dental Association PAC and \$1000.00 from the American Federation for Children. There is \$4500.00 in pending deposits generated by 2017 Other Fund-raising (Virginia) that include \$250.00 from Virginia Cable Telecommunications Association, \$250.00 from Hancock, Daniel, Johnson, Nagle PC, \$1500.00 from McGuire Woods, \$2000.00 from Dominion Energy and \$500.00 from Williams, Mullen, Clark & Dobbins. Holly then outlined the 2017 expenditures that were made since the last report. For the 2017 Spring Meeting, expenditures include \$8374.50 for hotel food and beverage, \$138.00 for AV Equipment, \$1195.86 for hotel tax and \$1958.02 for the hotel service charge. Further expenditures for the Spring meeting were for the WW1 Museum & Memorial Reception as follows: \$3509.75 for space and equipment rental, \$1658.50 for food and beverage, \$227.12 for Tax, \$390.29 for the service charge and \$750.00 on transportation to and from the Museum. There was also a 2017 Arizona PDS expenditure for \$2450.00 (50% Deposit) for the AZ Diamond-backs Game Event. Lastly, \$12.03 was spent on credit card fees (the cost associated with dues and contributions that are paid by credit card). Total expenditures for 2017 is \$20,670.01. Two pending expenditures for the 2017 PDS include \$1475.00 (50% Deposit) for the Heard Museum and \$713.00 for the Host State Gift (engraved flashlights for Night at the Museum event). Total amount of pending expenditures is \$2188.00.

The next item on the agenda was the 2017 PDS Budget. Holly reported that there were 70 registrations as of the end of July but the 85% Hotel attrition requirement has been filled. She suggested that expanding the block should be considered as she is anticipating registrations to pick up after the NCSL Summit meeting. The PDS Budget includes expenses of \$1838.00 for staff travel, \$4135.76 for faculty and guest travel expenses (including international guests), \$450.00 for printing and design, \$190.00 for postage, \$550.00 for shipping and freight, \$10,169.69 for Audio Visual, \$2,600.00 for miscellaneous items (credit card fees, new member orientation, ribbons, awards, site visit, etc.), \$49,973.08 for meals that will be provided including the President's reception and the State Dinner, \$145.48 for meeting materials and badges, and lastly, \$7870.00 for the NCSL Overhead Allocation. Total budgeted expenses for the 2017 PDS total \$77,922.01. Projected revenue for the PDS is based on 160 full fee attendees, totaling \$67,400.00. Further revenue of \$17,000.00 is anticipated from commitments from national sponsors (Tallan, Thomson Reuters, Propylon, International Roll-Call and Lexis Nexis). The total anticipated revenue for the 2017 PDS is \$84,400.00. Holly pointed out several

changes to the previous budget that was reviewed and approved by the Executive Committee at the Spring Meeting. The first change is an additional hotel night for Holly and the NCSL Meeting Planner (7 nights instead of the previous 6) to meet with the hotel staff (who will be unavailable over the weekend). The second change is the addition of a small stipend for Jack Sharman (the attorney involved in the Illinois and the Alabama impeachment proceedings), who will be participating in the Impeachment Concurrent Session.

It was noted that there has not been any negative feedback regarding the small increase in the registration fee.

The next order of business was the discussion about memorial contributions that was deferred from the Spring Meeting. The discussion concerned whether a memorial contribution should be made in honor of an individual who was never a dues-paying member or participated in any way with ASLCS. Discussion was prompted by a current situation and a decision as to whether or not to make the contribution. A motion was made by Paul Smith (N.H.) to not make a contribution. The motion did not receive a second; therefore, President Kannarr stated that the current policy will stay in place. A motion was then made by Bernadette McNulty (Calif.) to make a contribution on behalf of the individual in question and it was seconded by Maryann Horch (Va.). President Kannarr called for discussion on the matter before the committee. Paul Smith (N.H.) voiced his opposition to the decision and stated that the policy to pay memorial contributions for non-paying / non-participating individuals appears to be set by precedent. He made the point that active dues-paying members of the Society are investing in the future of their professions as a whole. Paul further noted that he personally pays his own dues each year. President Kannarr confirmed that there are no written records that confirm making contributions to non-paying Principals. President Kannarr recognized Susan Clarke Schaar (Va.), who explained that there has been debate in the past as to whether non- dues-paying Principals should be considered members of ASLCS. She noted that the organization is the "American Society of Legislative Clerks and Secretaries" and that making all Principals members and including them in the Roster might encourage their participation in the Society. She further stated that Principals and their staffs from certain states may have been active participants in the past but have dropped off the radar for a number of reasons such as lack of support from their leadership or travel restrictions. Bernadette McNulty (Calif.) added that the Society was originally created to include all clerks and secretaries, and continuing the practice of considering all Principals to be members (regardless of dues status) goes along

Executive Committee Meeting Minutes (*continued*)

with the overall intent of why the Society was created. Maryann Horch (Va.) agreed that out of respect for the office and the Society as a whole it is appropriate to include the Principals from all states. However, she stated it is also appropriate to try to do more for those who are active dues-paying members of the Society. Paul Smith (N.H.) noted that it would be appropriate to also make a contribution for past Associate Vice-Presidents. Angela Andrews confirmed that the Standing Orders allow for a \$250 memorial contribution to be made in honor of an associate that served as the Associate Vice-President of the Society. Seeing no further discussion, President Kannarr restated the motion to establish a precedent to pay a memorial contribution upon the death of a Principal, whether or not they are a dues-paying member, and called for yeas and nays. The motion carried.

President Kannarr recognized Alan Whittington for an update on the ASLCS Archives at NCSL. Alan thanked the committee for allowing him to travel to NCSL as an ASLCS representative for this task. He further thanked Angela Andrews and Brenda Erickson for their help. There were 15 filing cabinet drawers to go through. Much of the contents were journals that were produced over the years; however, there were also two drawers that were full of pictures, some of which were 40 years old. Alan stated that he made a list of everything in the drawers. *ASLCS: The Lighter Side of Legislatures* compiled by the Support Staff Committee in 1992 and 1993, multiple *Legislative Administrators, Journals, handbooks, ASLCS lapel pins, and videotapes* from the 1998-2001 State Dinners are just a few items that he found. He stated that a determination needs to be made about what to do with those types of items. Nine of the filing cabinet drawers contained notes and plans for various past PDS meetings. He stated that there is a large amount of information and a decision on whether to keep it would be made based on the usefulness of the documents to the Society. Is planning information from a PDS that took place 25 years ago relevant and useful, and does it help the Society today? Alan suggested that if the Committee deemed the information worth keeping, he would be willing to have the information sent to Nashville and would oversee the scanning of the documents as electronic files. He did note that this would be a large and time-consuming project but he is willing to take on the task. Angela stated that many of the records contained old contracts and purchase orders and keeping those wouldn't be of as much of a benefit to the Society as past PDS programs, pocket agendas, etc.. Alan posed a question to the Committee about whether the Society should create a digital storing system for

the documents so that when questions arise about the past decisions, actions, etc. of the Society, the digital documents could be accessible from any location to quickly find the answer. He pointed out that questions arose recently about how and why some changes were made in the Bylaws years ago. Having the notes available electronically as opposed to having them filed in a cabinet would prove most beneficial when trying to find the information. It would be good to view each document in the file cabinets and see if that type of information is stored there. He further questioned that if the Society decides to go the electronic storage route, should the Society form its own Storage place, such as Dropbox, separate from NCSL, so that the documents will stay within ASLCS and not be in danger of getting lost or deleted. He stated that membership would have access to the files; however, only a few designated people would have administrative privileges. President Kannarr suggested that because Steve James (Mass.) is the Society's Archivist, coordination of this idea with him would be appropriate. Alan stated that there is a fair amount of duplication between Denver and Massachusetts. However, there are quite a few items in Denver that require appropriate action. He suggested sending all of the old pictures to Maryann Horch (Va.), the Society Photo Archivist. He questioned what to do with the videotapes since most people no longer own a VCR. President Kannarr suggested that the subcommittee that Alan chairs meet at the next PDS and also confer with Steve James (Mass.) to draft a proposal to present to the next Executive Committee. Susan Clarke Schaar (Va.) confirmed that her office is happy to scan and archive the photos. Furthermore, she offered to take on the task of converting the videotapes to digital format. Alan suggested that long-serving members of the Society be invited to participate in the subcommittee discussions. Their experience will help to ensure that nothing of importance is missed. Angela suggested asking Brenda Erickson to help Holly with the subcommittee discussions. Alan reiterated that having important past documents in an accessible place is important and determining how to move forward with handling future documents is equally important.

New Business

The next order of business was to discuss travel approval for Ann Cornwell (Ark.) to attend the Joint Canadian-American Meeting in Regina, Saskatchewan. Ann was unable to attend the CATTs meeting in Quebec City. President Kannarr noted that she, Yolanda Dixon (La.) (in place of Alan Whittington (Tenn.)), and Lee Cassis (W.Va.) (on behalf of the Canadian-American Re-

lations Committee) attended the CATTs seminar. President Kannarr noted that the Standing Orders do not contain a provision for an additional person to travel to the Joint Canadian-American Meeting. A motion to approve travel for Ann Cornwell (Ark.) was made by Bernadette McNulty (Calif.) and seconded by Paul Smith (N.H.). Brad Young (Ohio) suggested that at a future time that the Committee consider including a provision for the chair of the Canadian-American Relations Committee to travel to the Joint Canadian-American Conference. There was discussion about giving the Canadian-American Relations Committee chair the option to choose which conference to travel to when the Joint Canadian-American Meeting and CATTs meeting are in the same year. President Kannarr stated that regarding the current situation, the Standing Orders would not allow for Ann's travel to be covered. She further posed the question to the Executive Committee as to their mindset in tasking the Bylaws Committee to draft language to allow for the chair of the Canadian-American Relations Committee to be reimbursed for travel to both the CATTs and Joint Canadian-American Meeting when they fall in the same year. President Kannarr asked Buddy Johnson (Ark.) how much time would be needed to draft the language and if it would be ready to present to the Executive Committee at the first meeting of the PDS. It was determined, because of the short amount of time before the PDS, that the proposal would have to be presented to the Executive Committee on the last day of the PDS. Susan further suggested allowing the Associate Vice-President to travel to both meetings and be eligible for reimbursement. She restated the pending motion before the Committee to reimburse Ann Cornwell (Ark.) for travel to the Joint Canadian-American Meeting in Regina and called for the yeas and nays. The motion carried. The next issue is to direct the Bylaws and Standing Orders Committee to draft language that would allow for reimbursement for the President, the Associate Vice-President and the chair of the Joint Canadian-American Relations Committee (or their designees) to attend the Joint Canadian-American Meeting. Brad Young (Ohio) moved to adopt the motion, seconded by Bernadette McNulty (Calif.). The motion carried. Susan then directed Secretary-Treasurer Pat Harris (Ala.) to forward the communication/minutes to the Bylaws and Standing Orders Committee.

Travel Approval

A motion was made by Paul Smith (N.H.) and seconded by Bernadette McNulty (Calif.) to approve travel for the following: The President and President-Elect, or their designees, to attend the Fall NCSL/LSCC Meeting on October 13-14 in Sioux Falls, South Dakota. The motion carried.

Betty King Scholarship Winner

Two applications were received for this scholarship from Mathew Burns of the California Senate and Nona Snell of the Washington House of Representatives. A motion to approve both applicants to receive the Betty King Scholarship was made by Bernadette McNulty (Calif.) and seconded by Jay Braxton (Va.). The motion carried.

Holly informed the Committee that Thomson Reuters will be contributing \$1500.00 toward this year's scholarships.

Selection of the Edward Burdick Memorial Scholarship Winner

Five applications were received for this scholarship from Anabel Urbina (Calif.), Michael Linn (Minn.), Michael Coe (N.H.), Jessica Rodic (Pa.), and Jeff Beighley (Wis.). The Standing Orders allow for two associate members to be awarded the scholarship. After much discussion it was decided that the decision would be made via secret ballot. Each Executive Committee member was directed to vote for two candidates. After the votes were counted, it was determined that Jessica Rodic (Pa.) and Jeffrey Beighley (Wis.) would be awarded the Edward Burdick Memorial Scholarships.

Selection of the Millicent "Millie" McFarland Scholarship Winner

There were no applications submitted for the Millicent McFarland Scholarship. The deadline has been extended twice. The general sentiment of the Committee was disappointment in not being able to award the scholarship to someone. A question arose about the possibility of reaching out to Principals from different states and to obtain a list of interested candidates. The committee would then meet via conference call to choose two individuals to receive the scholarship. Of concern was the short amount of time that the recipients would have to plan the trip since the PDS is only a little over a month away. It was then suggested to send one last email blast to Principals encouraging them to submit an application for the scholarship. The deadline to receive the applications would be August 25 and the Executive Committee would meet via conference call on Tuesday, August 29 to select the scholarship recipients. Several committee members liked the idea of personally calling Principals to determine their level of interest in attending the PDS and encouraging them to apply for the scholarship. Angela stated that she and Holly would compile a list of less-active Principals to target. The Committee was also reminded that the *Legislative Administrator* devoted a full page to ASLCS scholarship information in a past issue and will do so in the next edition.

Executive Committee Meeting Minutes (*continued*)

Jane Richards Scholarship Discussion

Several Canadian Provinces have previously expressed an interest in hosting an ASLCS member in their Chamber as a part of the Canadian-American Exchange program. The scholarship recipient should be chosen by September 1; however, there is currently no arrangement with the Provinces that wish to participate. President Kannarr suggested deferring this discussion to the Fall PDS Executive Committee meeting and in the meantime, firming up arrangements with the various interested Provinces. She also noted that the deadline for submitting applications would be extended. The Committee was in agreement.

Southwest Airlines Ticket Raffle at the Legislative Expo

Southwest Airlines has donated two airline tickets for travel from October 2017 to October 2018. President Kannarr and Holly discussed raffle options to award the tickets. They came up with the idea of having a raffle connected with the Legislative Expo to encourage people to attend. Ideas included a trivia game or having a

sheet that is marked off by each booth that is visited at the expo. The Committee agreed that offering the chance to win the airline tickets to Expo attendees is a great way to encourage participation. The drawing will take place at the State Dinner with the requirement that the person whose name is drawn must be present to win. The Expo Raffle will be put in the Know-Before-You-Go Information that is sent out prior to the conference. It was noted that the airline tickets were obtained through Host State fundraising and outreach.

Seeing no further business to discuss, Susan Kannarr (Kan.) asked the Committee for any additional comments or questions. Seeing none, she recognized Paul Smith (N.H.) to make a motion to adjourn and it was seconded by Bernadette McNulty (Calif.). Seeing no objections, the meeting was adjourned.

Respectfully submitted, Patrick Harris
ASLCS Secretary-Treasurer

Bylaws and Standing Orders Committee Meeting Minutes



Sandy Tenney (UT)
Vice Chair



Buddy Johnson (AK)
Chair



Paul Nardo (VA)
Vice Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Sunday, Aug. 6, 2017

Call to Order

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

Attendance

The following members of the committee were present: Buddy Johnson (Ark.), chair, Sandy Tenney (Utah), 1st vice chair, Judy Barrows (Maine), Paul Campos (Wash.), Liz Clark (Alaska), Susan Furlong (Nev.), Maryann Horch (Va.), Martha L. Jarrow (Ark.), William MaGill (Vt.).

Other members/guests in attendance included Janice Gadd (Utah) and Susan Clarke Schaar (Va.).

Approval of Minutes

Upon a motion by Judy Barrows (Maine), seconded by Sandy Tenney (Utah), the minutes of the last meeting held Saturday, April 22, 2017, at the ASLCS Spring Meeting in Kansas City, Missouri, were approved as amended.

Chairman Johnson expressed appreciation to Holly South, NCSL liaison to the ASLCS, for preparing the committee agenda packet and making it available for the meeting.

Old Business

Chairman Johnson announced there was no old business from the prior meeting.

New Business

Chairman Johnson presented a proposed Standing Orders

change, developed by Paul Smith (N.H.), regarding the *Journal of the American Society of Legislative Clerks and Secretaries*. The proposal provided mechanisms in the Standing Orders in the event the Journal was not published in printed form as had been the practice. One change required an electronic copy of the Journal be sent to each dues-paying Principal member of the Society, to each legislative library, and to each dues-paying Associate member. ASLCS member Susan Clarke Schaar recommended the proposal be amended to require two hard copies of the Journal be filed with the Society's archivist. Committee member Liz Clark made a motion, seconded by Janice Gadd, that the proposal be amended as suggested. The motion passed. The committee then by acclamation recommended the proposed Standing Order change to the Executive Committee.

Janice Gadd presented the second proposed change to the Standing Orders to direct the Secretary-Treasurer of the ASLCS to formally communicate Executive Committee recommendations for changes to the Bylaws and Standing Orders to the chair or co-chairs of the Bylaws and Standing Orders Committee. The proposal inserted the directive into two places in the Standing Orders: In Section VI, Committees, under duties of the Bylaws and Standing Orders

Committee; and in Section VIII, General Administration - Officers and Duties, under duties of the ASLCS Secretary-Treasurer. Liz Clark made the motion, seconded by Janice Gadd, for adoption of the proposed change, which the Committee did by acclamation.

Janice Gadd withdrew from Committee consideration a related proposal to amend the Bylaws to include the directive for the Secretary-Treasurer to communicate

Bylaws and Standing Orders Committee Meeting Minutes (*continued*)

Executive Committee recommendations to the Bylaws and Standing Orders Committee.

The Committee without objection voted to table two other agenda items: A proposed Standing Order change related to hotel selection for the ASLCS Professional Development Seminar, and committee review of the table of contents of and index to the ASLCS Standing Orders. Chairman Johnson suggested the two agenda items be taken up at the PDS in Phoenix.

Chairman Johnson said the two proposals adopted by

the Committee would be developed as amended and presented to the Executive Committee at its meeting on Wednesday, Aug. 9, in Boston.

Adjournment

Upon a motion by Susan Clarke Schaar, seconded by Maryann Horch, the meeting was adjourned.

Respectfully submitted,
Buddy Johnson, chair



Inside the Legislative Process Committee Meeting Minutes



Donna Robinson Holiday (KY)
Vice Chair



Corey Carnahan (KS)
Chair



Sherry Rodriguez (NV)
Vice Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Sunday, Aug. 6, 2017

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: Donna Holiday (Ky.), Vice Chair Sarah Bannister (Wash.), Barrett Dudley (Ark.), Bernadette McNulty (Calif.), Lindsey Vroegindewey (Mont.).

Other members/guests in attendance included Hugh Ady (Ore.), Cynthia Aiken (S.C.), Isabella Ilobah, Steven James (Mass.), Sheila Mason (Ky.), Lisa M. Ortiz McCutcheon (N.M.), Jose Rodriguez-Amoros (Puerto Rico), Betsy Thompson (Mass.), Moritz von Wyss, Brittany Yunker Carlson (Wash.), and Brenda Erickson, NCSL

Approval of Minutes

Upon a motion by Bernadette McNulty (Calif.), seconded by Lindsey Vroegindewey (Mont.), the minutes of the last meeting held Saturday, April 22, 2016 at the ASLCS Spring Business Meeting in Kansas City, Missouri, were approved.

Old Business

The chair recognized Brenda Erickson, NCSL, to update the committee on the survey that was distributed earlier

this year regarding job titles and job duties. The committee was given a handout showing which chambers had not responded. In total, nearly 40 chambers had not provided input on the survey. At the Spring Meeting, the committee recommended follow-up phone calls and emails. However, given the response rate by the time of the Summit matched the response rate from last year, the committee recommends closing the survey on job titles and job duties. NCSL also provided copies of the survey results.

The committee then discussed potential new survey formats including shorter questions to yield a higher response rate and briefly discussed ways to improve how survey results are distributed to Society members.

New Business

The committee then discussed topics for the next survey to be distributed in late 2017 or early 2018. (At the 2017 Spring Business Meeting, the committee reviewed the potential topic of how chambers/states respond to open records requests.) The committee will conduct further review of the survey format at the 2017 PDS in Phoenix.

Adjournment

Upon a motion by Barrett Dudley (Ark.), seconded by Bernadette McNulty (Calif.), the meeting was adjourned.

Respectfully submitted,
Corey Carnahan (Kan.), chair

Technology Committee Meeting Minutes



Amy Leach (CA)
Vice Chair



Scott Kaiser (IL)
Chair



Nancy Ellison (UT)
Vice Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Sunday, Aug. 6, 2017

Call to Order

The meeting of the Technology Committee was called to order at 2:20 p.m. by Scott Kaiser (Ill.), chair.

Attendance

The following members of the committee were present: Robert Haney (Texas), Crys Jones (Alaska), Scott Kaiser, chair (Ill.), Ann Krekelberg (Alaska), Sabrina Lewellen (Ark.), Erica Manson (Va.), Carrie Maulin (Idaho), Tyler Peavler (Ky.), Ali Segraves (Ohio), and Timothy Sekerak (Ore.).

Other members/guests in attendance included David Byerman (Ky.), Michael Menszer (La.), and Rose Ramsey (Va.).

Approval of Minutes

Upon a motion by Robert Haney (Texas), seconded by Ali Segraves (Ohio), the minutes of the last meeting held Saturday, April 22, 2017, at the Spring Business Meeting in Kansas City, Missouri, were approved.

Old Business

Chair Scott Kaiser explained to the committee that after surveying committee members earlier this year and further discussion, the committee decided to sponsor a concurrent session at the Fall Professional Development Seminar centered on "Legislating with Es." He explained

that two speakers had been identified, and they would discuss electronic filing of legislative documents, as well as electronic co-sponsoring, minutes, signatures, testimony, and witness slips.

One of the panelists, Robert Haney (Texas), gave a brief overview to the committee of what he will discuss from his experience of employing a new electronic program in his chamber. He plans to review the challenges he faced from the time of discussing the possibility of implementing the product through the actual implementation and the chamber's status and successes with the project.

Based on the amount of discussion that resulted among committee members, the committee determined that having two presenters and plenty of time for questions and answers was the appropriate format for the session.

New Business

The chair asked the committee to think of ways that the Society may benefit from technology. This includes but is not limited to ways to help members who cannot travel to meetings, particularly to the PDS, be engaged in the Society and help it grow. He asked members to bring their ideas to the PDS.

Adjournment

Upon a motion by Tyler Peavler (Ky.), seconded by Crys Jones (Alaska), the meeting was adjourned at 3:01 p.m.

Respectfully submitted,
Ali Segraves (Ohio)

International Communications and Development Committee Meeting Minutes



Brian Takeshita (HI)
Vice Chair



Liz Clark (AK)
Chair



Jackie Schultz (AK)
Vice Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Sunday, Aug. 6, 2017

Call to Order

The meeting of the International Communication and Development Committee was called to order at 3:08 p.m. by Liz Clark (Alaska), Chair. Unable to attend was Brian Takeshita (Hawaii), Vice Chair.

Attendance

The following members of the committee were present: Ann Cornwell (Ark.), Tyler Peavler (Ky.), Joyce Wright (Ala.), Bill Horn (Ala.), Janice Gadd (Utah), Robert Haney (Texas), Butch Speer (La.), Crystalline Jones (Alaska), Susan Furlong (Nev.), Jen Novak (Idaho), Susan Schaar (Va.), Corey Carnahan (Kan.), Yolanda Dixon (La.), Ann Krekelberg (Alaska), Steve Marshall (Vt.), Crys Jones (Alaska), Sandy Tenney (Utah), and Scott Kaiser (Ill.).

Old Business

Upon a motion from Ann Cornwell (Ala.), seconded by Yolanda Dixon (La.), the minutes from the spring meeting in Kansas City, Missouri were adopted. Thanks again to Joyce Wright (AL) for producing those minutes.

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 underway 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 Vice Chair Takeshita (Hawaii) had reached out to her for an assignment and was currently working on updating the information from

the members of SALSA (The Secretaries' Association of Legislatures of South Africa). ASLCS President Susan Kannarr (Kan.) recounted her attendance at the recent CATTs meeting in Quebec City. Yolanda Dixon (La.) also attended the meeting and added her agreement that the meeting was productive and enjoyable.

New Business

Chair Clark discussed the upcoming ANOMAC meeting in Mexico City and reported that both she and ASLCS President Susan Kannarr will attend. The ANOMAC meeting will take place August 24-27, 2017. Both have attended ANOMAC meetings in the past and reported they are informative and quite interesting but can be difficult due to an ever-fluctuating schedule of events. Both ladies agreed to share their experiences after the upcoming meeting.

Chair Clark invited members to attend the simulated session scheduled to take place at the Massachusetts State House at 3:00 p.m. on Monday, Aug. 7. The session is designed to give international attendees to NCSL an example of how the House of Representatives conducts its daily business. Steve James, Clerk of the House in Massachusetts, stopped by the meeting to give committee members more information. Chair Clark summed up by expressing her appreciation to Mr. James for the opportunity to participate in the simulated session. It was noted that Ms. Jones (Alaska) will also play a part.

Adjournment

Upon a motion by Scott Kaiser (Ill.), seconded by Janice Gadd (Utah), the meeting was adjourned.

Respectfully submitted with thanks to Crys Jones for taking notes, Liz Clark (Alaska), Chair

Legislative Administrator Committee Meeting Minutes



Dana Rademan Miller (MO)
Vice Chair



Paul Campos (WA)
Chair



Sarah Schaben (MO)
Vice Chair

2017 ASLCS Business Meeting

Boston, Massachusetts

Sunday, August 6, 2017

Call to Order

The Legislative Administrator Committee was called to order by Paul Campos (WA), Chair.

Attendance

Paul Campos (WA), Lindsey Vroegindewey (MT), Cynthia Aiken (SC), Brittany Yunker Carlson (WA), Lisa M. Ortiz McCutcheon (NM), Mario Sassman (South Africa), Carrie Maulin (ID), Bernadette McNulty (CA), Donna Holiday (KY)

Approval of Minutes

(I don't recall if we approved minutes? It's not in my notes)

Old Business

Chair Paul Campos (WA) announced that the summer issue of the Legislative Administrator was sent out and is now available.

New Business

Chair Paul Campos (WA) announced that the next issue of the Legislative Administrator will be sent prior to the Phoenix PDS. He asked members to submit "States at a Glance" articles for inclusion in future issues. Paul will create an index of past "States at a Glance" articles for easy look-up. Bernadette McNulty (CA) recommended that the "States at a Glance" articles be made easy to access online and be shared with all ASLCS members.

A call was made for more "Ask Mr. Mason" articles for future publications. Bernadette McNulty (CA) shared the history of the "Ask Mr. Mason" articles on masonchallenge.com. She has noted very low usage of the website and recommended its promotion by ASLCS. Donna Holiday (KY) recommended that masonchallenge.com be linked prominently on the ASLCS website and perma-linked on the ASLCS Facebook page. "States at a Glance" article listings should also be promoted in these ways.

Adjournment

Upon motion of Bernadette McNulty, and seconded the meeting was adjourned.

Respectfully submitted
Paul Campos (WA)

Membership and Communication Committee Meeting Minutes



Angela Smith (LA)
Vice Chair



Bill MaGill (VT)
Chair



James White (NC)
Vice Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Sunday, Aug. 6, 2017

Call to Order

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

Attendance

The following members of the committee were present: William MaGill, chair (Vt.), Angela Smith, vice chair (La.), James White, vice chair (N.C.), Ali Sagraves (Ohio), Timothy Sekerak (Ore.), and Brad Young (Ohio).

Other members/guests in attendance included: Judy Barrows (Maine), Barrett Dudley (Ark.), Finos “Buddy” Johnson (Ark.), Jeannine Layell (Va.), Ann Luck (N.C.), Jackie Scott (Va.), and Holly South (NCSL).

Approval of Minutes

Upon motion of Brad Young (Ohio), seconded by Finos “Buddy” Johnson (Ark.), the minutes of the last meeting held Saturday, April 22, 2017 at the Spring Business Meeting Kansas City, Missouri, were approved.

Old Business

No old business.

New Business

The committee discussed new programs for the 2017 Professional Development Seminar (PDS). Ali Sagraves (Ohio) presented information on a new “trivia session” to be held during New Member Orientation. The committee further discussed suggestions on prizes for the winner. Trivia questions would be based on ASCLS history and Bylaws.

The committee additionally focused on enhancing the experience and networking for New Members. The following suggestions were proposed and discussed: a New Member Reception, opening the Hospitality Suite early on Sunday to New Members, and ensuring a large enough room for New Member Orientation at the PDS.

The chair reminded the committee members that volunteers for Sponsors of New Members were crucial and that more information would be sent to the committee via email. Brad Young (Ohio) indicated the importance of pairing Sponsors and New Members who held similar duties/roles in their legislatures.

Adjournment

Upon a motion by Finos “Buddy” Johnson (Ark.), seconded by Jackie Scott (Va.), the meeting was adjourned.

Respectfully submitted,
William MaGill (Vt.), chair

Support Staff Committee Meeting Minutes



Lisa Davis (MS)
Vice Chair



Sarah Armistead (VA)
Chair



Mark Garcia (TX)
Vice Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Sunday, August 6, 2017

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, Michael Adams (Va.), Josh Babel (Ariz.), Sarah Bannister (Wash.), Erin Gillitzer (Wis.), Nathan Hatfield (Va.), Cathy Hooe (Va.), Maryann Horch (Va.), Kay Inabnet (Wis.), Kathy Jackson (Utah), Sabrina Lewellen (Ark.), Erica Manson (Va.), Michael Menszer (La.), Tara Perkinson (Va.), Rose Ramsey (Va.), Ron Smith (La.), and Alan Whittington (Tenn.).

Approval of Minutes

Upon a motion by Rose Ramsey (Va.) and seconded by Maryann Horch (Va.), the minutes of the last meeting held during the 2017 ASLCS Spring Meeting in Kansas City, Missouri, were approved.

New Business

Erin Gillitzer (Wis.) was a participant in the Associate Exchange Program participant and went to the Louisiana House. Erin commented she learned so much and there was just not enough time. Her article about her

experience is published in the Summer 2017 Legislative Administrator.

Dianne Russell (N.C.) was also selected as an Associate Exchange candidate, but unfortunately, she was unable to attend.

Support Staff committee has come up with their ideas for their sponsored concurrent session for the Fall Professional Development Seminar in Phoenix, Arizona: Legislators and Staff Using Social Media. Michael Adams (Va.) has volunteered to be the Moderator and Lisa Davis (Miss.) and Bernadette McNulty (Calif.) have agreed to be panelists.

Chair Armistead (Va.) passed around a description of the concurrent session.

Vice Chairs have been working to encourage participation in the Legislative Expo for the Fall PDS, which will be 8:30-10:30 on September 27, 2017. Some of the confirmed participants include Texas (Senate), Virginia (House and Senate), Wisconsin, and 5-6 sponsor tables.

Moderators for the Staff Breakout sessions have been assigned and notified. It was recommended they have a topic and a back-up topic ready for discussion.

Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,
Maryann Horch (Va.)

Canadian-American Relations Committee Meeting Minutes



Lee Cassis (WV)
Vice-Chair



Ann Cornwell (AR)
Chair



Paul Smith (NH)
Vice-Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Sunday, Aug. 6, 2017

Call to Order

The meeting of the Joint Canadian-American Committee was called to order by Ann Cornwell (Ark.), Chair.

Attendance

The following members were present: Ann Cornwell (Ark.), Michael Adams (Va.), Liz Clark (Alaska), Bernard Dean (Wash.), Yolanda Dixon (La.), Susan Furlong (Nev.), Bill MaGill (Vt.), Crystaline Jones (Alaska), Steve Marshall (Vt.), Carrie Maulin (Idaho), Tyler Peavler (Ky.), Butch Speer (La.), Sandy Tenney (Utah), Lindsey Vroegindewey (Mont.), Brad Young (Ohio), Janice Gadd (Utah), Bill Horn (Ala.), and Brittany Yunker Carlson (Wash.).

Approval of Minutes

Upon motion of Yolanda Dixon (La.), seconded by Sandy

Tenney (Utah), the minutes from the Spring Meeting of ASLCS in Kansas City, Missouri were approved.

Old Business

Yolanda Dixon (La.) shared her recent experiences at the CATTs meeting in Quebec, Canada. She reported on the four-day program.

New Business

Chair Ann Cornwell (Ark.) updated the committee members about the upcoming meeting of the Joint Canadian-American Clerks Conference September 5-9, 2017, in Regina, capital of the province of Saskatchewan.

Adjournment

Upon a motion by Liz Clark (Alaska) and seconded by Janice Gadd (Utah), the meeting was adjourned.

Respectfully submitted,
Sandy Tenney (Utah)

Professional Journal Committee Meeting Minutes



Ann Krekelberg (AK)
Vice Chair



Bernadette McNulty (CA)
Chair



Tammy Wright (NH)
Vice Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Saturday, Aug. 8, 2017

Call to Order

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

Attendance

The following members of the committee were present: Bernadette McNulty (Calif.), Ann Krekelberg (Alaska), Martha Jarrow (Ark.), and Kay Inabnet (Wis.).

Approval of Minutes

Without objection, the minutes of the last meeting held April 22, 2017 at the ASLCS Spring meeting in Kansas City, Missouri were approved.

Old Business

No old business.

New Business

The chair has emailed the articles to the committee membership for their review and suggested edits. The chair and vice-chairs will follow-up with our international guests who volunteered to write articles. The committee members will ask their Legislative Research departments to determine if they can provide articles on a regular basis for the publication.

Adjournment

Upon a motion by Ann Krekelberg, seconded by Kay Inabnet, the meeting was adjourned.

Respectfully submitted,
Bernadette McNulty (Calif.), Chair

Program Development Committee Meeting Minutes



Ali Sagraves (OH)
Vice Chair



Tim Sekerak (OR)
Chair



Joyce Wright (AL)
Vice Chair

2017 NCSL Legislative Summit
Boston, Massachusetts
Sunday, Aug. 6, 2017

Call to Order

The meeting of the Program Development Committee was called to order at 3:45 p.m., by Tim Sekerak (Ore.), chair.

Attendance

The following members of the committee were present: Sarah Armistead (Va.), Joshua Babel (Ariz.), Sarah Bannister (Wash.), Jay Braxton (Va.), Barrett Dudley (Ark.), Erin Gillitzer (Wis.), Donna Holiday (Ky.), Cathy Hooe (Va.), Maryann Horch (Va.), Kathy Jackson (Utah), Scott Kaiser (Ill.), Jeannine Layell (Va.), Sabrina Lewellen (Ark.), Ann Luck (N.C.), Jennifer Novak (Idaho), Tara Perkinson (Va.), Ali Sagraves (Ohio), Jackie Scott (Va.), Tim Sekerak, chair (Ore.), Angela Smith (La.), Ron Smith (La.), and Joyce Wright (Ala.).

Other members/guests in attendance included ASLCS President Susan Kannarr (Kan.), Judy Barrows (Maine), Steven James (Mass.), Erica Manson (Va.), Rose Ramsey (Va.), Mario Sassman (Western Cape Provincial Parliament), Susan Schaar (Va.), Betsy Thompson (Mass.), James White (N.C.), and Holly South (NCSL).

Approval of Minutes

Upon a motion by Sarah Armistead (Va.), seconded by Jennifer Novak (Idaho), the minutes of the last meeting held Saturday, April 22, 2017, at the Spring Business Meeting in Kansas City, Missouri, were approved.

Old Business

Chair Tim Sekerak provided an overview of the agenda for the upcoming Fall Professional Development Seminar in Phoenix and solidified details for the various planned concurrent sessions. Members discussed the “Clerks without Borders” program, as well as the wellness session, and discussed potential ideas for the social media session.

For the “ASLCS Believe It or Not” concurrent session, the chair asked committee members to think about who may have helpful stories to share and to send him names of individuals who may be interested in actively participating. He mentioned that the session’s purpose is to assist with not losing “war stories” so that we, as parliamentarians, are able to effectively problem-solve and handle situations that may arise.

Holly South (NCSL) further discussed the agenda layout and that the concurrent session topics cover professional areas, personal areas, and a little bit of everything. She stated that the sessions might be reordered if the committee determines that any of them should occur at a different time. Scott Kaiser (Ill.) voiced that the order makes sense and thanked her for her thoughtful planning. Holly also reminded the committee that she, the Society president, and the committee leadership would be holding conference calls with the plenary speakers to ensure that they know their audience.

New Business

The chair asked the committee to think about potential options for attendees during the instances when ASLCS standing committee meetings are short and how to fill the spare time. ASLCS President Susan Kannarr (Kan.)

Program Development Meeting Minutes (*continued*)

suggested that attendees join other committee meetings occurring at that time and adding a note encouraging them to do so in the PDS program. Jennifer Novak (Idaho) mentioned having a designated social spot or roundtable at which attendees could gather.

The chair also stated that attendees would have more opportunities to explore local restaurants for meals on their own this year, and Josh Babel (Ariz.) mentioned that the Arizona team was working on trying to provide options and incentives to visit local restaurants.

Adjournment

Upon a motion by Scott Kaiser (Ill.), seconded by Jennifer Novak (Idaho), the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Ali Sagraves (Ohio)
Vice Chair

2018 ASLCS Meetings Overview

Spring Meeting

The spring meeting is a working meeting for the Society's standing committees and Executive Committee. The committees work on their projects and programs for the year. This meeting is held over a weekend in March or April. The location of the meeting is chosen by the ASLCS president.

April 20-22, 2018

**Renaissance Charleston Historic District
Charleston, South Carolina**

Summer Meeting

The Society's summer meeting is held in association with the NCSL's Legislative Summit. This meeting presents an opportunity for ASLCS to interact with other NCSL committees and staff sections. It is a four-day meeting, in late July or early August.

July 30-August 2, 2018

Los Angeles, California

Fall Professional Development Seminar

Each fall, ASLCS holds its Professional Development Seminar and Annual Meeting. It consists of five days of intensive training and information exchange, designed specifically for legislative clerks and secretaries and their office staff. This meeting usually is held in September or October. The location of the meeting is determined by the ASLCS Site Selection Committee.

September 23-28, 2018

**Madison Concourse Hotel
Madison, Wisconsin**

Joint Canadian-American Clerk's Conference

The Joint Canadian-American Clerks' Conference is held biennially in odd-numbered years. It is hosted alternately between Canada and the United States. Unlike other Society meetings, participation in this conference is limited to principal clerks and secretaries or to the principal assistant if the clerk or secretary is unable to attend. The meeting typically occurs in August or September. The location is determined by joint recommendation of the ASLCS Canadian/American Relations Committee and the Canadian Association of Clerks-at-the-Table.



Maryann Horch

The American Society of Legislative Clerks and Secretaries recognized Maryann Horch for her outstanding contributions to the Senate of Virginia and her distinguished service to ASLCS and NCSL.

Maryann, a Senior Systems Analyst, has been with the Senate for more than 10 years working to integrate technology into the legislative process. During the 2017 session she helped to develop a new electronic committee voting system that expedited the process of recording committee votes and saved the chamber the expense of an additional position. Her work has greatly enhanced the legislative process while also respecting it.

Maryann has been an extremely active member of ASLCS. A valuable member and chair of ASLCS standing committees and special committees, she has served on ASLCS and NCSL meeting panels – and is the Society’s unofficial photographer. She has also devoted her time and talents to the ASLCS Executive Committee, serving in the highest position possible for Associate members, as Associate Vice-President.

She has contributed greatly to the Senate of Virginia, NCSL, and ASLCS and has the respect of her colleagues from both her state and across the country – all of whom cherish her collaborative spirit, technological expertise, and wonderful sense of humor.

Maryann was honored with this award for her professionalism, commitment to duty, love of the legislative process, and dedication to the legislative institution. ASLCS proudly honored her with the 2017 Legislative Staff Achievement Award.



Steven James

The American Society of Legislative Clerks and Secretaries recognized Steven James for his outstanding contributions to the Massachusetts House of Representatives and his distinguished and continuing service to ASLCS and NCSL.

Steve started out as a page in the Massachusetts House and served in several positions in the Clerk’s office before being elected as Clerk himself in 1999. During his tenure he has demonstrated the highest degree of professionalism and worked diligently to increase efficiencies in the legislature.

His service to ASLCS is unparalleled. His many contributions include service on the Executive Committee and as Vice Chair and Chair of several committees, including International Communication and Development and Canadian-American Relations. He has worked to enhance international relations by attending conferences with CATTs and ANOMAC, and by creating a CD entitled “Twenty-Five Years of Friendship” in commemoration of ASLCS’s association with CATTs. He has also been a contributor to ASLCS publications, and, most notably, has been the Society’s archivist for the past 12 years. As archivist, he maintains all the records and history of ASLCS – and enjoys the respect and appreciation of his peers for these efforts.

Steve was honored with this award for his professionalism, commitment to duty, love of the legislative process, and dedication to the legislative institution. In recognition of his invaluable contributions to the Massachusetts House of Representatives, NCSL, and the Society, ASLCS proudly honored him with the 2017 Legislative Staff Achievement Award.



Jonathan Palmore and Hobie Lehman

Demonstrating that the excellence of Society members knows no bounds, ASLCS members Jonathan Palmore (VA) and Hobie Lehman, (VA) were also recognized for their work by NCSL’s National Association of Legislative Information Technology.

Both serve in the Virginia State Senate. Palmore is Senior Assistant Clerk for Technology and Lehman is Assistant Clerk-Committee Operations/Sergeant-At-Arms.

Virginia General Assembly



The Virginia General Assembly has relocated from its member office building of four decades as it prepares for the construction of a new facility. Legislative operations – including member and staff offices, House and Senate Clerks office staff and other legislative branch agencies – moved from the General Assembly Building (GAB) to the nearby Pocahontas Building earlier this summer. The Virginia General Assembly worked with the Department of General Services to sell items in the GAB before it is demolished, including everything from committee room chairs to office furniture and even asbestos and other signs off the walls. Net proceeds of over \$45,000 were generated from the once-in-a-lifetime sale and the monies went to the Virginia Capitol Foundation for preservation efforts on and around Capitol Square.

Abatement of the General Assembly Building began in August, with demolition to follow in January. Construction of a new facility is expected to take until 2021, meaning the legislature will be in temporary digs for four years. The General Assembly decided to keep the historic 1912 façade portion of the now old GAB and integrate it into the design of the new building. The construction of the new GAB will provide safe, functional, modern space for legislators, staff, media and above all citizens, while respecting the building's important location as a complement to our historic Capitol Square, which also is celebrating its bicentennial.



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.

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..

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.

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.

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.

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.

ASLCS BOSTON







ASLCS BOSTON



ASLCS BOSTON