



The Legislative Administrator

Summer 2017

*The State
Capitol
Building in
Topeka,
Kansas*



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of Legislative Clerks and Secretaries

Table of Contents

President’s Message	1
2016-2017 Executive Committee	2
Business Meeting and Luncheon.	3
Executive Committee Meeting Minutes	6
2016-2017 Standing Committees Meeting Minutes	
“A” Committees	
Bylaws and Standing Orders.	11
Inside the Legislative Process.	13
Site Selection	14
Technology.	15
“B” Committees	
International Communications and Development	16
Legislative Administrator	17
Membership and Communication	18
Support Staff	19
“C” Committees	
Canadian-American Relations.	21
Professional Journal.	22
Program Development	23
Southern Hospitality: When the North Meets the South	25
States at a Glance – Tennessee.	27
States at a Glance – Colorado	28
2017 Spring Business Meeting, Kansas City, Missouri	29

ASLCS 2017

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*Legislative Administrator Committee:
Paul Campos (WA), Chair
Dana Rademan Miller (MO) Sarah Schaben (MO)*



KANSAS CITY
MISSOURI



President's Message

Dear ASLCS Friends,

I hope you are having a great summer and staying cool! The Spring Meeting in Kansas City, Missouri in April was very well attended. I know it is a difficult time of the year for many legislative staff to get away so it was great to see so many ASLCS members at the meeting. We had some very productive committee meetings and a wonderful evening at the National World War I Museum, where we even learned a few things!

We were joined in Kansas City by our new NCSL liaison Holly South. Angela Andrews, who previously served the society in this capacity, will mentor Holly and attend the 2017 ASLCS meetings to ensure a successful transition of duties. Holly comes to NCSL with both legislative and association management experience. For more than three years, Holly served as a reference librarian in the Texas Legislative Library and prior to NCSL was the director of Information and Research at the Association of Chambers of Commerce Executives (ACCE). Please join me in welcoming Holly to the Society.



As President of ASLCS, I have had the honor to represent the Society at the Legislative Staff Coordinating Committee at meetings in Omaha, Nebraska and Scottsdale, Arizona. It has been very interesting getting to know more about the workings of NCSL and to share ideas with other staff sections.

Just prior to the Summit, I will attend the Association of Canadian Clerks at the Table Professional Development Seminar in Quebec City, Quebec. I am looking forward to meeting with our Canadian colleagues and others from parliaments in Australia, Scotland, Ireland, Wales and the United Kingdom.

I hope to see many of you in Boston for the NCSL Annual Summit in August. ASLCS will be sponsoring or involved in many sessions throughout the week that I hope you will attend. We will be having committee meetings on Sunday and the Business Lunch on Tuesday at a great local restaurant recommended by our Massachusetts colleagues.

As always, please remember that the ASLCS family is here for you to lend an ear, offer sage advice or just say "I know what you mean". This is your organization. Whether you are a principal or associate, new to ASLCS or a long-time member, you have a voice that deserves to be heard. I would love to hear your suggestions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Susan Kannarr".

Susan Kannarr
Chief Clerk, Kansas House of Representatives
ASLCS President



2016-2017 Executive Committee



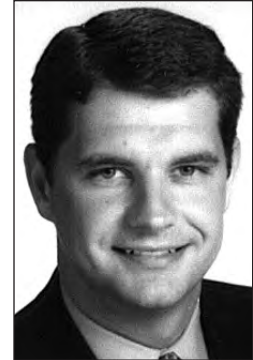
Susan W. Kannarr (KS)
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Robert Haney (TX)
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D. Patrick Harris (AL)
Secretary-Treasurer



Alan Whittington (TN)
Associate Vice-President



Paul Smith (NH)
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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 Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

President Susan Kannarr, Chief Clerk of the Kansas House of Representatives, called the meeting of the American Society of Legislative Clerks and Secretaries (ASLCS) to Order. President Kannarr thanked International Roll Call for sponsoring the Luncheon and their continued support of ASLCS.

Committee Reports

Bylaws and Standing Orders: Buddy Johnson (Ark.) reported that the committee had a full hour-long meeting. The committee discussed a project that was passed to them from the Executive Committee that they will work on for the next few months.

Inside the Legislative Process: Corey Carnahan (Kan.) reported that the committee discussed the survey that was sent out earlier this year. The Survey dealt with Job Responsibilities in each Chamber and who performs those responsibilities. They have received responses from 45 Chambers. The committee will encourage NCSL to send out a follow up in early May. If you haven't filled out the survey and sent it back in, please do so at that time. If a response to the survey hasn't been sent in from your Chamber by late May or early June, the committee has people who have volunteered to follow up via email and phone calls to try to drive the response rate up. Please look for those follow ups in the next few months.

Site Selection: Pat Harris (Ala.) was pleased to report that Wisconsin has expressed an interest in hosting the 2018 Fall PDS in Madison. They will be putting a proposal together to submit to the Executive Committee. He also stated that 2019 is not too far off and if your state is interested in hosting the Fall PDS for that year, to please contact Jennifer Novak.

Technology: Scott Kaiser (Ill.) reported that the committee discussed the various suggestions and ideas that the committee came up with in Boise as possible topics for a concurrent in Phoenix. They used the meeting time to determine which idea they would go with. The committee decided that the Technology concurrent session in Phoenix will focus on *Where Legislatures are at Now with Paperless Operations*. He stated that Robert Haney (Texas) has a great story to tell as well as several other states will be on hand to present. The Committee also discussed a charge that was given to them by President Kannarr to look at technology and the things that can be

done internally that will make the operation run better. One of the ideas that the committee came up with and discussed in-depth was how to be more creative in allowing members to participate who cannot make it to the meetings. NCSL is currently working on a similar system to allow people to participate remotely.

International Communication and Development: Joyce Wright (Ala.) reported that the Committee is currently working on the 2017 *International Directory* and plans to have electronic copies available prior to the meeting in Phoenix as well as hard copies available at the meeting. Anyone who is interested in a copy of the 2016 directory, please let Chair Liz Clark (Alaska) know and she'll be happy to email a copy to you.

Legislative Administrator: Dana Rademan (Mo.) reported that the Committee is a little behind on the Spring edition but that it should be going out next week. The committee also discussed the contents of the issues and what people like to see in them. States-At-Glance, Ask Mr. Mason, Legislative Exchange stories, Professional Development opportunities that our members take advantage of, etc. are just a few of the topics that appear in the *Administrator*. The Committee is always looking for articles to include. She stated that the States-At-A-Glance can be brief, nothing super detailed, and it is a great section to tell about what colleagues are up to and/or what is going on their state. If you have an article to contribute, please see Dana, Sara Schaben (Mo.), or email Paul Campos (Wash.). It was also suggested to include an "Opportunities" Section which would list all the professional development scholarship opportunities that the Society offers, along with a brief summary about each. Another article the Committee is interested in doing titled "Now & Then" would focus on historic photos of Chambers or of the Capitol buildings or something that historically happened and then contrast those with how things have evolved to the present day.

Membership and Communication: Paul Smith (N.H.) reported that the Committee discussed how to include members who can't attend the meetings. They discussed the possibility of utilizing streaming media for upcoming meetings. One idea was to have the presenters of the Break-Out Sessions each do a five-minute video summarizing the topic/content of that session and sending it out and making it a means to for someone to be able to participate. Hopefully, members can use this as a tool to convince their leaderships to send them to meetings. A couple of subcommittees were formed: one to focus on the curriculum of the New Attendee Orientation program and the other to work with the Program Development

Business Meeting Minutes (*continued*)

Committee to plan one of the concurrent sessions. Another topic of discussion that Paul will approach the Executive Committee about concerns utilizing LinkedIn as a means to enhance the ASLCS membership. He would also suggest making the ASLCS professional journals available on LinkedIn. He would like for LinkedIn for ASLCS to be a more professional form of social media as opposed to Facebook. The Committee will do the all popular pin competition for new attendees at the Fall PDS.

Support Staff: Sarah Armistead (Va.) reported that the Committee discussed the 2017 Expo and the lack of participation in the past few years. The Committee is trying to think of ways to generate interest and will be reaching out to various states to encourage participation. The Committee also discussed the Break-Out Sessions which will be held again this year in Phoenix. The Break Outs will be done at the beginning of the week, which will promote networking throughout the week. They also discussed topics for a concurrent session. The Committee has several topics that they are looking at, however, they welcome and encourage ideas from members about topics that they would be interested in having a session on. Please email Sarah with any suggestions you may have. They hope to have everything finalized in Boston.

Canadian American Relations: Ann Cornwell (Ark.) reported that the Committee discussed the CATTs meeting that will be held July 31st through August 4th in Quebec City. They further discussed the Joint Canadian-American Meeting that will be in Regina, Saskatchewan. Butch Speer (La.) will be contacting Iris Lang to find out what the Canadians would like for us to do as far as the ASLCS side of the programming and presentations. Because the Canadians are hosting, usually ASLCS would be responsible for 1/3 of the meeting. She further reported that Paul Smith (N.H.) has offered to host the Joint Canadian-American meeting in 2019 in New Hampshire. They have many exciting things happening that year including the bicentennial of the State House.

Professional Journal: Bernadette McNulty (Calif.) reported that the Committee has already received 6 submissions for the 2017 *Professional Journal*. The committee discussed creating a portal that would be available for article submissions. Excess articles that are received would be stored until they are able to be incorporated into the *Journal*. Bernadette further reported that she would be following up with the Executive Committee regarding making the *Professional Journal* available online only and doing away with printing hard copies. She stated that if an individual wants a printed copy that it would be easy for the pdf document to be printed by that individual. She thanked everyone for their efforts

toward keeping the *Professional Journal* going.

Program Development: Tim Sekerak (Ore.) reported that the Committee has already booked two Plenary Speakers for the Fall PDS in Phoenix. The survey results from the Boise PDS indicated that familiarity with ASLCS is the key to receptivity of the message and that was taken into account when choosing the speakers. Tim also reported that the eight concurrent sessions are coming together. Several of our Standing Committees have stepped forward and have volunteered to sponsor sessions. The eight sessions will be a mix of topics dealing with job performance, ASLCS benefits, wellness, etc. He stated that various individuals have approached committee members and expressed an interest in being a part of a panel discussion and it is greatly appreciated.

Roster Special Committee: Rose Ramsey (Va.) reported that 2017 Rosters had been recently mailed out.

Budget and Financial Review Special Committee: President Kannarr reported that the newly formed special committee, the Budget and Financial Review Committee, chaired by Patsy Spaw (Texas), will meet later in the day.

Strategic Planning Special Committee: Mike Adams reported the Strategic Planning special committee will meet later in the day to focus on the Roster with discussion about the idea of making it a centralized accessible electronic document.

Announcements

President Kannarr informed everyone that the Legislative Staff Achievement Award submissions were due the previous Friday and have been extended one week to the next Friday. At this point, only one nomination had been received. Holly sent a reminder email earlier in the week. Susan also talked about Professional Development opportunities and Scholarships that are available to ASLCS members. A handout was available on the tables for attendees. She also reiterated including this information in the *Administrator* each time as a reminder.

Pat Harris (Ala.) was recognized spoke about the recent impeachment hearings that the State of Alabama has been involved with. He stated that his affiliation with ASLCS enabled him to contact and talk with colleagues from other states, especially Scott Kaiser (Ill.), to obtain valuable information and resources to help guide the Alabama Legislature through the process. He thanked the Society for allowing all of us to come together and exchange ideas and knowledge.

Holly South was welcomed by President Kannarr as the new NCSL Liaison to ASLCS. She also recognized the international attendee, Aholiba (Olie) Albert, from Palau.

Russell Humphrey (Tenn.) announced that Tammy Letzler has been appointed to serve as the first female Chief Clerk of the Tennessee House of Representatives. Long-time house employee Kim Cox was appointed to serve as the Assistant Chief Clerk and is the first African-American to serve in the position of Clerk in the House or Senate in Tennessee history. Lastly, Russell announced that two weeks earlier, ASLCS Associate Vice President and Deputy

Chief Clerk of the Tennessee Senate, Alan Whittington, became a dad for the first time to a baby girl.

Seeing no further business or announcements, the meeting was adjourned.

Respectfully Submitted,
Patrick Harris (Ala.)
Secretary-Treasurer

Executive Committee Meeting Minutes

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

The meeting of the ASLCS Executive Committee was called to order by President Susan Kannarr (Kan.) on Saturday, April 22 at 1:30 pm.

Members Present: Susan Kannarr (Kan.), President, Robert Haney (Texas), President-elect, Patrick Harris (Ala.), Secretary-Treasurer, Jay Braxton (Va.), Yolanda Dixon (La.), Maryann Horch (Va.), Bernadette McNulty (Calif.), Paul Smith (N.H.), and Brad Young (Ohio).

Also present was Angela Andrews, director of NCSL Legislative Staff Services Program, Holly South, policy associate in the NCSL Legislative Staff Services Program, Ali Sagraves (Ohio), Tim Sekerak (Ore.), and Joyce Wright (Ala.).

Approval of the Minutes

A motion to approve the December 19, 2016 Conference Call Executive Committee Meeting Minutes was made by Paul Smith (N.H.) and seconded by Maryann Horch (Va.). Bernadette McNulty asked about the conversation that Bill Pound was going to have with the auditors regarding the possible changes to the ASLCS Dues Account. Angela reported that she didn't have any new information on that matter and would follow up with and get confirmation from Bill when they return to Denver. At this time, the ASLCS accounts will stay the same as they currently are at Wells Fargo with a one-signature requirement. The motion to approve the minutes was unanimously approved.

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 presented the report with an ending balance as of April 19, 2017 of \$59,226.44. He stated that the dues statements had been mailed out to the Principal in each Chamber and that dues checks are currently coming in, some faster than others. He stated that there is a Wells Fargo Bank location in Montgomery which has made depositing the checks easy. Pat also mentioned that when we receive dues with member updates, etc., it helps with updating the ASLCS Roster. There was discussion as to how to be able to ensure that the address information is accurate for mailing out the statements. It was suggested that if the roster were to go online, that an option would be to have an online database attached to it. It would be the

responsibility of the Principal to make sure that the information is updated and correct for their chamber. This would alleviate the problem of statements being mailed to incorrect addresses. This idea would be forwarded to the Strategic Planning Committee for discussion. Paul Smith (N.H.) questioned if there is a policy prohibiting individuals who change from being parliamentary legislative employees to being employees of a political staff (such as a Leadership staff) from continuing to be members of ASLCS. It was concluded that even though there are other staff sections within NCSL that may be more appropriate for the individual, there is not a restriction within the ASLCS rules that would prevent that member from continuing to be a dues-paying member of ASLCS. A motion to approve the Treasurer's Report as written and presented was made by Yolanda Dixon (La.) and seconded by Paul Smith (N.H.). The motion was unanimously approved.

Angela introduced Holly South to the Executive Committee as the new NSCL Liaison to ASLCS. Angela stated that she was excited to have Holly take on this role and will be working closely with her and mentoring her for the next 6 months to ensure that this is a successful transition. Angela will be in both Boston and Phoenix and will also accompany Holly to the Executive Committee meetings.

Old Business

Angela Andrews briefly explained about the four different ASLCS Financial Accounts. The first account she gave a status report was the Society fundraising account known as the ASLCS Special Meetings Fund (L190). The Report dated March 31, 2017 showed the 2016 Beginning Balance at \$214,023.42. Angela outlined the contributions received since the last report. Those included interest income for October - December 2016 of \$263.00 and a reimbursement of \$90.40 from the Grove Hotel (Boise). Further revenue shown on the report was generated by Arizona Fundraising in 2017. Those contributions include \$1000 from Veridus LLC, \$1000 from Willetta Partners, and \$500 from Copper State Consulting Group, LLC. Angela then outlined the expenditures made since the last report. Under miscellaneous expenditures a credit card fee of \$5.34 for the period of 1/1/2017-3/31/2017 was shown. This being the only expenditure, the closing/current balance as of March 31, 2017 is \$181,992.64. Angela noted that there are three pending deposits generated by 2017 Arizona Fundraising. Those include \$750.00 from Fennemore & Craig, P.C., \$1000.00 from Isaacson & Walsh, P.C., and \$500.00 from First Strategic.

Angela reported the status of the ASLCS Professional

Development Revolving Account (LLCS). This account pays for the professional development expenses of the society. The Closing Balance as of December 12, 2016, was \$1635.04. In late December, there were 2 deposits made into the account. The first was for an Executive Committee-approved transfer (Boise) of \$10,000 from the Dues account and the second deposit in the amount of 12,158.62 was the profit from the Fall 2016 PDS in Boise. The total deposits for 2016 were \$123,677.03. It was noted that the profit made from the Boise PDS was very good and considered above the normal profit average of \$6,000.00-\$8,000.00. In 2017, a deposit was made for \$157.07 which was a refund for overpayment of Scott Christopher's hotel room in Boise. There were no expenditures during the period of 1/1/2017-3/31/2017. The report showed two pending expenditures: Both were 50% down payments to secure the Plenary Speakers for the 2017 Fall PDS (\$4750.00 for Christine Cashen and \$1500.00 for Paul Chabot). The closing balance as of 3/31/2017 is \$23,950.73 (excluding the pending expenditures).

New Business

Review and Approval of the 2017 PDS Budget

Discussion regarding the 2017 PDS and establishing the budget for the meeting was first on the agenda. The meeting budget is based from registrations fees and contributions received. Angela and Holly are currently in the process of reaching out to various companies regarding sponsorship. A proposed budget was presented to the Committee. The summary of expenses on the proposed budget include \$1838.00 for Staff Travel (Holly and the Meeting Planner for 6 days) and \$4848.85 to cover plenary speaker fees (2 nights) and international guests (CATTS, ANZACATT, ANOMAC, ATELCA, SALSA) (5 nights). Per the Standing Orders, ASLCS pays for 5 nights' accommodations for the President or his/her designee of each international society to attend the Fall PDS. Room comps earned (1 per 45) will be applied to help to offset this expense. Side note: The fees for Paul Chabot and Christine Cashen included their airfare in their rate, which helps in reducing the budget along with the room comps. The proposed budget showed an amount of \$450 for Printing & Design (which includes a Save-The-Date postcard), \$190 for Postage, \$550 for Shipping and Freight (all supplies from NCSL including signage, agendas, etc.), \$10,169.69 for Audio Visual expenses (AV equipment rental, wi-fi for meeting rooms, Legislative Expo room and table top expenses, etc.), and \$2600.00 for Miscellaneous Expenses (credit card fees, ribbons, award, new attendee orientation, and a site visit). Angela indicated that a site visit is a great opportunity and very helpful for the ASLCS President and Liaison to meet with the host state on site, tour the hotel, meet with the

hotel staff, see the venues, etc. A motion was made and seconded to approve travel for Susan Kannarr to Phoenix for an onsite visit to be paid out of the L190 account. The motion was approved unanimously. The proposed budget also included \$60,821.40 for meals provided during the meeting, including breakfast each morning, the business meeting lunch, the President's reception and the State Dinner, gratuities and taxes (10% discount will be applied when \$30,000 is applied to Food and Beverage). It was noted that NCSL is not tax-exempt for charges incurred in the State of Arizona. \$145.48 was budgeted for meeting badges and lanyards and \$7,870 for NCSL's Overhead Allocation. The NCSL Overhead Allocation is for expenses and costs to administer the meeting. It helps to offset the cost for the meeting planner who does a large amount of work ahead of time and on the backend of the meeting. The cost is figured on a base amount of \$2500.00 plus the number of registrations. (\$35.00 per full registration for the first 150 attendees; \$10.00 per full registration after the first 150). All staff sections are required to pay the NCSL Overhead Allocation. A question arose about Conference Direct and if their expense was shown within the budget. Angela explained that Conference Direct receives their net commission off the rooms and is part of the hotel contract. ASLCS does not pay Conference Direct. The proposed budget is for 160 full paid attendees at the Fall meeting. The total anticipated expenses for the 2017 Fall PDS are \$89,483.42.

The estimated total of legislative staff attendees is 160 paying a \$325 registration fee which would generate an estimated revenue of \$52,000.00. 12 guest registrations at \$195.00 each are anticipated to generate a revenue of \$2340.00 and 2 business registrations at \$500 each would bring in \$1000.00. The proposed budget shows a 4% rebate of \$2,372.69 off the hotel master bill which was received because the hotel contract was signed prior to the end of 2016. Estimated contributions (based on what has been given in the past) from National Sponsors (Tallan, Ross Video, Thompson Reuters, Sliq, Propylon, International Roll Call, and Lexis Nexis) totals \$16,500. Total estimated revenue for the 2017 Fall PDS is \$71,840.00. The current Budget as proposed shows a loss of \$17,643.42. It was noted that Arizona fundraising is for Host State Activities and not for the meeting budget. Discussion focused on the need to generate revenue, cut costs, or a combination of the two. One option for increasing revenue would be to raise the registration fee. Susan made the point that the registration fee was set in 2003 and that the cost of holding meetings has gone up but registration fee of \$325 has not been raised since that time. The Committee reviewed current registration fees from the other staff section meetings and it was determined that ASLCS has the lowest fee. NLSSA just this year raised their fee to \$425 for early bird registra-

Executive Committee Meeting Minutes (*continued*)

tions. LINC'S and NALFO currently charge \$375 and are contemplating raising their fee to \$400 for early bird. Angela stated that there is no early bird registration for ASLCS and that the deadline for registration is typically two weeks prior to the start of the meeting. The deadline is stated to give the staff the opportunity to get ahead on the internal planning, creating badges, etc. Anyone can register onsite and pay the same fee of \$325. Discussion took place as to how much to raise the fee to a reasonable amount to generate the needed revenue. It was noted that ASLCS is the only staff section that has the registration fee set in its Standing Orders. Paul Smith (N.H.) suggested that the Standing Orders be amended to remove the monetary stipulation so that the rate could be adjusted as needed. The Executive Committee would ask the Bylaws and Standing Orders Committee to draft an amendment to remove the existing registration fee requirement and have new language added giving the ASLCS Executive Committee the authority to determine the registration fee. The idea of reducing the conference by one day was brought up and it was determined that there would be some cost savings. It was further noted that when a meeting is being held in a costlier location that meeting length and programs and meals, etc. offered need to be taken into account when determining the budget. And that it would be helpful to have a proposed PDS budget available based on the cost of the location that is being considered and approved. However, the contract is in place for the 2017 meeting and so the length cannot be adjusted. Angela stated that she and Holly could begin working on the budget for the 2018 PDS in Madison to have more information available when making the fiscal decisions prior to signing the contract. Pat Harris (Ala.) made a motion seconded by Jay Braxton (Va.) that the registration fee for legislative staff be raised to \$375 and the guest fee to \$200. The motion carried. Several committee members stated that they felt the fee should have been raised to \$400. Angela also reminded the members that additional costs would be incurred if the Food and Beverage minimum is not met or if the ASLCS room block at the hotel is not met. She stated that cutting 1 or 2 meals would not affect that F & B minimum and that traditionally the room block gets sold out so there has not been a problem with hotel attrition. Paul Smith (N.H.) pointed out that cutting out the breakfast on the day of the business luncheon would be a savings of \$4060.00. Robert Haney (Texas) asked about the possibility of data existing to support NCSL's Overhead Allocation. He asked if there is data to show if the amount paid is valid for what is actually needed for the services that are being provided. Angela explained

that she is not aware of data that exists to answer the question and that the amount was established in 2007 or 2008 by the Legislative Staff Coordinating Committee. The Overhead Allocation covers the cost of administrative support for the meeting (meeting planner's time). She reiterated that all staff sections pay a minimum of \$2500.00. It was agreed by the Executive Committee that the NCSL Overhead Allocation was a non-negotiable item in the proposed budget. The discussion of having breakfast offered each day of the meeting was discussed. The case was made that some of the attendees don't have a generous per diem and that offering breakfasts was a part of the registration fee and a benefit. A suggestion was made to have a continental-style breakfast instead of a plated breakfast on one or two of the days. Angela stated that this type of breakfast has received negative feedback in the past for various reasons. It was stated that the survey showed that people liked the breakfast when it was held in conjunction with the Expo. Robert Haney (Texas) suggested that money could be saved to change the Expo breakfast to a continental breakfast. Angela made the point to the committee that none of the breakfasts at \$29 pp on the proposed budget were full hot plate breakfasts with eggs, etc. and that it wouldn't work to change them to continental-style breakfasts. The decision about the breakfasts would have to be whether to eliminate them rather than to downsize them. Angela asked the committee to consider the fact that the Legislative Expo has seemed to have poor attendance in recent years and to eliminate the breakfast would possibly negatively impact attendance even more. It would be unfair to sponsors and exhibitors who use that time to get in front of the group to showcase their goods and services. The Committee agreed with her point. A motion to eliminate the breakfast on Tuesday and Thursday morning of the PDS was made by Paul Smith (N.H.) and was seconded by Bernadette McNulty (Calif.). The motion carried. Having voted on the prevailing side, Bernadette McNulty (Calif.) moved to reconsider the vote passed to increase the registration fee for legislative staff to \$375 and the guest fee to \$200. The motion to reconsider was seconded by Yolanda Dixon (La.). The motion carried. Bernadette McNulty (Calif.) made a motion seconded by Yolanda Dixon (La.) that the registration fee for legislative staff be raised to \$400 and the guest fee to \$200. The motion carried. A motion to approve the 2017 PDS Budget as amended was made by Paul Smith (N.H.) and seconded by Maryann Horch (Va.). The motion carried.

2017 Phoenix PDS Update

Holly South updated the Committee on the Phoenix PDS. She stated that Norma Chastain was sorry that no one from Arizona could attend the Spring meeting to tell about the Fall PDS in person. She asked that Holly convey how excited they are to host and that they are working hard to make this a great event. Holly distributed the page from the letter that is being sent from the Host State Committee to potential contributors outlining the budget for the PDS. They are hoping to raise \$80,000 and have raised \$5,000 to date. They have a number of other contributors in the works. The proposed events and functions with their estimated costs include the State Welcome (\$8,000), the Welcome Reception (\$10,000), Arizona-Specific Events (\$33,000), Entertainment (\$4,000), Transportation (\$5,000), the Hospitality Suite (\$15,000), and the Host State Meeting Expense (\$5,000). The Arizona-Specific Events that have been confirmed include the Social Event at the State Capitol and the Night at the Museum. They are in the process of confirming the Heard Museum and the Diamondbacks and are confident that these events will work out as well. Norma asked Holly to remind everyone not to worry, that Phoenix is a dry heat.

Holly further reported that ASLCS has Christine Cashen and Paul Chabot under contract to be plenary speakers at the Phoenix PDS. Holly saw Christine recently at a convention and stated that she was very energized, funny, and entertaining. The audience loved her. She talks about how to inspire employees, to work through conflict, and to manage change. Her two proposed topics are "Stop Global Whining" and "Why Can't Everybody Just get Along." Paul Chabot is a more serious speaker who is an Iraq war veteran (Navy) and a former White House Senior Advisor to two Presidents. He is a motivational speaker who talks a lot about organizational change and management. He has political experience that will be interesting to the group. Both speakers will separately meet with the Program Development Committee ahead of time to make sure each understands what ASLCS does and what the Society wants out of the plenary session.

NCSL Preliminary Meeting Schedule

The Committee reviewed the NCSL Legislative Summit preliminary schedule. Holly pointed out that the NCSL At-A-Glance preliminary schedule had quite a few time blocks Sunday through Wednesday reserved for Staff Sections meetings. The ASLCS Business Luncheon will be held on Monday, August 7 from 12:15-2:00 pm. The ASLCS A, B, and C Committee meetings will be held on Sunday afternoon, August 6, and the ASLCS Executive Committee is scheduled to meet on Wednesday, August 9, from 9:30-11:30 am. She also pointed out several

programs that are being offered by NCSL that are available for ASLCS to co-Sponsor. The Program Development Committee is currently working on that now. Susan suggested that ASLCS Co-Sponsor all the Programs that are listed unless any of the Committee members had an objection or a concern. The topics are "Expecting the Unexpected," "Inquiring Minds Want to Know," "Media Credentialing: A Modern Change" (LINCS), "Captioning Legislative Webcasts" (NAILIT), and "Cybersecurity Preparedness and Response" (NAILIT). Seeing no objections, Susan recognized Tim Sekerak, Program Development Chair, and stated officially the Committee's support to co-sponsor all the listed programs.

Memorial Contributions

Discussion took place about Memorial Contributions and if one should be made for a person who is not a dues-paying member of ASLCS. It was pointed out that Principals are automatically members of ASLCS whether or not they pay dues. Bernadette McNulty (Calif.) made the point that the Society was created for all Legislative Clerks and Secretaries and that to honor and memorialize those who do what we do is appropriate whether they are a dues-paying member or not. The normal contribution is \$100 unless the individual was a past president, for whom the amount is \$500. Contributions for \$100 generally happen about once or twice a year and the those in the amount of \$500 are rare. The Committee members agreed that more thought and dialogue was needed on this topic and motion was made by Yolanda Dixon (La.) and seconded by Pat Harris (Ala.) to defer the discussion to the next Executive Committee meeting. The motion carried.

ASLCS Archives at NCSL Update

Angela reported that Alan Whittington (Tenn.) travelled to Denver in late January and took an inventory of the ASLCS archives at NCSL. It was reported from NCSL staffers that he was very efficient in his work. Alan is currently working on a report to submit to the Committee at a later date.

Travel Approval

A motion was made by Pat Harris (Ala.) and seconded by Bernadette McNulty (Calif.) to approve travel for the following: Susan Kannarr and Robert Haney, or their designees, to attend the Summer LSCC Meeting on August 5 in Boston; Susan Kannarr, or her designee, to attend the Joint Canadian-American meeting to be held September 5-8 in Regina, Saskatchewan; Susan Kannarr, Alan Whittington, and Ann Cornwell, or their designees, to attend the CATTs meeting to be held July 31-August 4 in Quebec City, Quebec; and Susan Kannarr, Alan Whittington, and Liz Clark, or their designees, to attend the ANOMAC meeting (meeting dates and location TBD). The motion was approved.

Executive Committee Meeting Minutes (*continued*)

Paul Smith (N.H.) asked for clarification regarding the Chair of the Canadian-American Relations Committee being approved to travel to the CATTs meeting and the Joint Canadian-American Meeting. Pat Harris (Ala.) explained that on the years that both meetings occur, the Chair is approved to travel to one of the two meetings at the expense of the Society. The Chair may choose which meeting he/she wants to attend. Because Ann Cornwell (Ark.) was approved to attend the CATTs meeting in the above motion, Paul inquired about the option of her being able to attend the Joint Canadian-American Meeting in the event she was unable to attend the CATTs meeting. The Committee agreed that if Ann cannot attend the CATTs, that approval to make that change could occur at the next Executive Committee Meeting in Boston.

Other Business

Online Roster

Maryann Horch gave a report on the Online Roster project. Rose Ramsey, Erica Manson, and Joanna Bolstad of Virginia have worked on the Roster. They have made a PDF file with enhancements that contains all of the information that is in the hard copy. Maryann demonstrated how the Table of Contents contains hyperlinks that can be clicked on to take one directly to a specific section. Also, there is the option to click on an individual's email address while in the online roster and it will open it up in the email program that one uses. It was determined that the file is too large to email to the ASLCS membership. There was also clarification that the online roster project was not associated with the database streamlining project that the Strategic Planning Committee is working on. Questions arose as to whether the online roster could be put on the ASLCS page of the NCSL website. Angela explained that the document can be posted online and that NCSL has a public website and a private website for members only and that this document would have been on the private website. However, the private side of the NCSL website is not for ASLCS members only. The fact that personal information is included in the roster was discussed. It was agreed there would not be any problem with putting the document online if the personal information could be removed. The hard copy would continue to list the private information. Robert Haney (Texas) made the point that professionally and advocating the Society forward that it's good to put the Clerks and Secretaries online as members of ASLCS. That

ASLCS is a professional organization and there should be a professional staff representation online in a directory. The Committee agreed that pursuing the posting of the roster online without the personal information was the best way to go. An email would be sent to the ASLCS membership to let them know that the document was available for their use. Maryann has the document currently in Dropbox and several of the members inquired about being able to access to the document to download it to their computers.

Bernadette McNulty (Calif.) asked for confirmation from the Committee regarding amending the Standing Orders to allow for the *Professional Journal* to be made available online only for the 2017 edition. Paul Smith (N.H.) stated the discussion took place on this subject during the Bylaws and Standing Orders Committee Meeting and that it was agreed that the publication should be put online, but to have printed copies (50) available at the Legislative Expo as well. The Bylaws Committee felt that the Expo is a good time to highlight the *Journal*. Angela stated that NCSL would like several copies for their Archives. A subcommittee is currently drafting the language to allow for the *Journal* to go online since the Bylaws specifically allow for the *Journal* to be printed. Bernadette McNulty made the point that printing only 50 copies may not be simple or cost-effective for some states. She further stated that if an individual wanted a printed copy that he/she could print a hard copy from the online pdf file. Paul Smith responded that language was going to be drafted to allow for the putting the *Journal* online and would be available for review and approval in August. He further stated that having 50 or so copies would be a huge cost savings in that less copies were being printed and the none were being mailed out.

Seeing no further business to discuss on the meeting agenda, Susan Kannarr (Kan.) asked the Committee for any additional comments or questions. Seeing none, she recognized Pat Harris (Ala.) 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
ALSCS Secretary-Treasurer

A

Bylaws and Standing Orders Committee Meeting Minutes



Sandy Tenney (UT)
Vice Chair



Buddy Johnson (AK)
Chair



Paul Nardo (VA)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 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, Janice Gadd (Utah), Maryann Horch (Va.), Paul Smith (N.H.), Patsy Spaw (Texas), Alfred Speer (La.).

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

Approval of Minutes

Upon a motion by Paul Smith, seconded by Janice Gadd, the minutes of the last meeting held Thursday, Sept. 22, 2016 at the Professional Development Seminar in Boise, Idaho, were approved

Old Business

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

New Business

Chairman Johnson provided the committee with the assignments forwarded to the committee by the Executive Committee, to-wit:

1. Review the Table of Contents and Index for the Bylaws and the Standing Orders;
2. Draft Language for the Standing Orders Section XVI(E) to allow the *Professional Journal*

to be published online only; and

3. Develop language in the Standing Orders to require a vote of the Executive Committee before NCSL or the Host State Committee contacts a hotel procurement organization (such as Conference Direct) when planning a PDS.

Chairman Johnson lead a discussion of the Executive Committee's charges and this committee's processes for meeting the charges.

For charge no. 1: Chairman Johnson informed the committee that the Executive Committee intended to ensure the accuracy of the ToC and the index and that all new provisions are reflected in the ToC and the index. Chairman Johnson will communicate to the committee greater detail as to the scope of this charge. This discussion led to an agreement that the communication of Executive Committee actions that should be included in the Standing Orders was nowhere memorialized and thus occurred in a hap-hazard manner.

For charge 2: Paul Smith volunteered to lead the drafting subcommittee, to be assisted by Janice Gadd and Patsy Spaw, to propose language to the committee to amend S.O. XVI(E), which motion was agreed to without objection.

For charge 3: President Kannarr explained the kerfuffle which arose concerning the Phoenix PDS and the hotel procurement therefore. Alfred Speer volunteered to lead the drafting subcommittee, to be assisted by Patsy Spaw, to propose language to meet the Executive Committee charge and the appropriate placement within the Standing Orders, which motion was agreed to without objection.

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

In reaction to the discussion of charge 1 the Committee discussed formalizing the channels of communication between the Executive Committee and the Bylaws and Standing Orders Committee thus insuring that Executive Committee actions are reduced to draft language by the Committee and then forwarded to the Executive Committee. Janice Gadd moved, seconded by Maryann Horch, that the Secretary-Treasurer be the officer tasked with communicating Executive Committee action to the Chair of the Bylaws and Standing Orders Committee,

which motion was agreed to without objection. Janice Gadd volunteered to draft language for the Committee to review at their meeting in Boston.

Adjournment

Upon a motion by Patsy Spaw, seconded by Maryann Horch, the meeting was adjourned.

Respectfully submitted,
Buddy Johnson (Ark.), Chair

A

Inside the Legislative Process Committee Meeting Minutes



Donna Robinson Holiday (KY)
Vice Chair



Corey Carnahan (KS)
Chair



Sherry Rodriguez (NV)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

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

Attendance

The following members of the committee were present: Jeannette Alpers (Mo.), Megan Martin (Pa.), Bernadette McNulty (Calif.), Marilyn Seaton (Mo.).

Other members/guests in attendance included John Harrington, Propylon, and Angela Andrews, NCSL.

Approval of Minutes

Upon a motion by Bernadette McNulty, seconded by Jeannette Alpers, the minutes of the last meeting held Thursday, September 22, 2016 at the Professional Development Seminar in Boise, Idaho, were approved.

Old Business

The chairperson distributed a listing of chambers responding to the current legislative survey regarding job responsibilities. As of April 21, 45 chambers had responded to the survey. To increase the response rate, the committee recommended a follow-up email re-

minder possibly followed by phone call reminders. The committee appointed Corey Carnahan, Megan Martin, and Bernadette McNulty as members to coordinate the follow-up emails and phone calls.

The committee then reviewed the topic of survey result distribution. The committee recommends future survey results be distributed at the annual professional development seminar as part of the registration packet and will work with NCSL on the best approach for ensuring society members receive copies.

The committee then reviewed the topic of survey questions sent out via the ASLCS listserv. The committee recommended that some questions include a deadline for responding.

New Business

The committee discussed potential topics for the next survey question. The only potential topic discussed was a survey on methods for responding to open records requests. The committee will continue to explore potential topics at the 2017 NCSL Summit.

Adjournment

Upon a motion by Bernadette McNulty, seconded by Marilyn Seaton, the meeting was adjourned.

Respectfully submitted,
Corey Carnahan (Kan.), Chairperson

Site Selection Committee Meeting Minutes



Jennifer Novak (ID)
Chair



Ron Smith (VA)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

The meeting of the Site Selection Committee was called to order at 9:00 am on Saturday, April 22, 2017 by Patrick Harris (Ala.).

Members present: Michael Adams (Va.), Sarah Armistead (Va.), Ann Cornwell (Ark.), Betsy Dearixon (Mo.), Yolanda Dixon (La.), Pat Harris (Ala.), Bill Horn (Ala.), Tara Perkinson (Va.), Rose Ramsey (Va.), Obie Rutledge (Ore.), Sarah Schaben (Mo.), Joyce Wight (Ala.), Brad Young (Ohio).

Pat Harris (Ala.) welcomed everyone to the meeting and explained that he was conducting the meeting at the request of the Chair, Jennifer Novak (Idaho), who was unable to attend the Spring Meeting.

Approval of the Minutes

A motion was made by Sarah Armistead (Va.) and seconded by Ann Cornwell (Ark.) to approve the Committee meeting minutes from the September 22, 2017 meeting held in Boise. The motion was approved.

Old Business

The Site Selection Committee is working to update the Host State Manual. It was last updated in 2013. Also,

a One-Page Quick Fact Sheet which provides a basic overview of hosting a PDS is being created to go along with the Host State Manual. Because the Chair was not able to be at the meeting, a motion was made to defer the discussion about that project to the next committee meeting at the Legislative Summit in Boston.

New Business

The Wisconsin Group has received official approval to host the 2018 ASLCS Fall PDS. Thank you, Wisconsin! They will put a proposal together to have the meeting in Madison to submit to the Executive Committee. It is not too early to start looking for states to host the 2019 Annual PDS. If you are interested in having your state host in 2019, please contact Site Selection Chair Jennifer Novak at jnovak@senate.idaho.gov.

Adjournment

There being no other new business to discuss, a motion to adjourn was made by Tara Perkinson (Va.) and seconded by Bill Horn (Ala). The meeting was adjourned.

Respectfully Submitted,
Joyce Wright (Ala.)

Technology Committee Meeting Minutes



Amy Leach (CA)
Vice Chair



Chair Scott Kaiser (IL)
Chair



Nancy Ellison (UT)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

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

Attendance

The following members of the committee were present: Scott Kaiser (Ill.), Chair, Nancy Ellison (Utah), 2nd Vice Chair, Aholiba Albert (Palau), Jay Braxton (Va.), Joy Engelby (Mo.), Robert Haney (Texas), John Hollman (Ill.), Carrie Maulin (Idaho), Dana Rademan Miller (Mo.), Ali Sagraves (Ohio), Timothy Sekerek (Ore.), Patience Worrel (Texas).

Approval of Minutes

Upon motion by Ali Sagraves (Ohio), seconded by Jay Braxton (Va.), the minutes from the last committee meeting held on Thursday, September 22, 2016, in Boise, Idaho, were approved.

Old Business

Chair Kaiser opened the meeting and reported on the results of the survey we sent out regarding topics for the concurrent session that we are in charge for the September meeting in Phoenix, Arizona. He also touched on a couple of ongoing topics such as the Roster, the digitization of ASLCS history, and other items to improve the technology of ASLCS itself.

New Business

The committee discussed the 6 topics from the survey. Robert Haney touched on how improving technology often

affects rules of chambers, open and public meetings laws, leadership, and how there are political costs to legislators wanting to “change the 80-year old traditions,” etc. The other topics touched on were cosponsors, lobbyist registration, constituent services, and E-Witness slips. John Hollman and Scott Kaiser are going to approach Arizona regarding a possible demonstration of constituent services items and e-witness slips. The committee decided on “paperless chambers” as a main topic for the concurrent session. Joy Engelby was assigned to create a “cute” name for the session. We discussed the format of the meeting - perhaps 2-3 presenters for 20 minutes each and then time for Q&A. It was suggested that we ask our presenters to focus on “what is successful” and “what is not successful” in regards to their assigned topic, while keeping in mind the definition of “success” (lack of opposition?). The question of how technology might speed up the legislative process in such a way that it takes away its deliberativeness was raised.

Angela Andrews from NCSL joined the meeting and answered questions regarding the roster and reported to the committee that NCSL is working hard to coordinate 3 databases to help with the issues. Both Angela and Tim Sekerek talked about facilitating remote participation in ASLCS through the NCSL platform for E-Meetings. The Technology Committee may be asked to test E-Meetings and Joy Engelby, Dana Rademan Miller, and Carrie Maulin will work with Angela Andrews on this project.

Adjournment

Upon a motion by Ali Sagraves (Ohio), seconded by John Hollman (Ill.), the meeting was adjourned.

Respectfully submitted,
Nancy Ellison (Utah), 2nd Vice Chair

International Communications and Development Committee Meeting Minutes



Brian Takeshita (HI)
Vice Chair



Liz Clark (AK)
Chair



Jackie Schultz (AK)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

The meeting of the International Communication and Development Committee was called to order at 10:00 a.m. on Saturday, April 22, 2017 by Joyce Wright (Ala.).

Members Present: Corey Carnahan (KS), Ann Cornwell (Ark.), Yolanda Dixon (La.), Janice Gadd (Utah), Pat Harris (Ala.), Bill Horn (Ala.), Obie Rutledge (Ore.), Patsy Spaw (Texas), Alfred Speer (La.), and Joyce Wright (Ala.).

International Guest Aholiba (Olie) Albert from Palau was also in attendance.

Joyce Wright (Ala.) welcomed everyone to the meeting and explained that she was conducting the meeting at the request of the Chair, Liz Clark (Alaska), who was unable to attend the Spring Meeting.

Approval of The Minutes

A motion was made by Ann Cornwell (Ark.) and seconded by Obie Rutledge (Ore.) to approve the Committee meeting minutes from the Boise PDS. The motion was approved. As members signed in, they were asked to note any foreign language proficiency.

Old Business

Compilation of the 2017 International Directory is underway! The 2016 Directory is available in hard copy. If you would like a hard copy, Liz Clark is happy to mail one to you. Please email her with your request at Liz.Clark@akleg.gov. The Committee hopes to complete the 2017 International Directory in advance of the ASLCS PDS in Phoenix, Arizona. The plan is to have the directory available in electronic form and have a few hard copies available at the Fall meeting.

New Business

Committee members were reminded to welcome and assist any international guests that were in Kansas

Adjournment

There being no other new business to discuss, a motion to adjourn was made by Pat Harris (Ala.) and seconded by Bill Horn (Ala.). The meeting was adjourned.

Respectfully Submitted,
Joyce Wright (Ala.)

B

Legislative Administrator Committee Meeting Minutes



Dana Rademan Miller (MO)
Vice Chair



Paul Campos (WA)
Chair



Sarah Schaben (MO)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

The meeting of the Legislative Administrator Committee was called to order by Dana Rademan Miller (Mo.), Vice Chair.

Attendance

The following members of the committee were present: Sarah Schaben (Mo.), Vice Chair, Susan Kannarr (Kan.), Carrie Maulin (Idaho), and Bernadette McNulty (Calif.).

Approval of Minutes

Upon motion by Bernadette McNulty (Calif.), seconded by Carrie Maulin (Idaho), the minutes of the last meeting held Thursday, September 22, 2016 at the ASLCS Professional Development Seminar in Boise, Idaho, were approved.

Old Business

The members present discussed the timeline for the receipt of the Spring 2017 issue of the *Administrator*, which is currently in the process of being printed. Carrie Maulin (Idaho) indicated that she had offered to submit an "ASLCS Opportunities" piece outlining the awards, professional development, and scholarship opportunities available to ASLCS members and was following up with

the committee to gauge if there was still an interest for a future submission. Those present agreed that including such a summary would be a good reminder of the opportunities available for all members of the Society.

New Business

The Committee discussed future articles and publication timelines, including if it would be helpful to combine upcoming issues, if more time was needed for publication. President Kannarr indicated that she finds the historical aspect of the publication helpful since each issue includes the meeting minutes of the standing committees. Those present agreed that legislative clerks and secretaries generally enjoy the historical aspect of their roles within the legislature, and it was suggested that in addition to the popular "States-at-a-Glance" articles, several states could further develop a "Legislative Then and Now" feature that could compare and contrast historic legislative operations with current practice. Bernadette McNulty (Calif.) offered to submit a draft of the first "Then and Now" feature to be reviewed for an upcoming issue.

Adjournment

Upon a motion by Bernadette McNulty (Calif.), seconded by Carrie Maulin (Idaho), the meeting was adjourned.

Respectfully submitted,
Dana Rademan Miller (Mo.), Vice Chair

Membership and Communication Committee Meeting Minutes



Angela Smith (LA)
Vice Chair



Bill MaGill (VT)
Chair



James White (NC)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

The meeting of the Membership and Communication Committee was called to order by Paul Smith (N.H.).

Attendance

The following members of the committee were present: Megan Martin (Pa.), Ali Sagraves (Ohio), Paul Smith (N.H.), Patience Worrel (Texas), and Brad Young (Ohio).

Other members/guests in attendance included Buddy Johnson (Ark.) and Angela Andrews (NCSL).

Approval of Minutes

Upon a motion by Ali Sagraves (Ohio), seconded by Patience Worrel (Texas), the minutes of the last meeting held Thursday, Sept. 22, 2016, at the Fall Professional Development Seminar in Boise, Idaho, were approved.

Old Business

The committee continued its ongoing discussion of New Attendee Orientation at this year's Fall PDS in Phoenix. Paul Smith (N.H.) reiterated that the committee has decided to move away from an ice breaker game and, instead, will make the request that the Hospitality Suite be opened earlier on the first evening of the PDS (Sunday) specifically for new attendees to meet their sponsors in a less formal setting before everyone else arrives. Orientation on Monday would then be more informational and drive interaction. Chair Bill MaGill (Vt.) had informed Paul Smith (N.H.) that he would discuss the possibility of an early entrance to the Hospitality Suite with the Arizona team.

The committee agreed that the number of friendship tables should be increased and that the room secured for orientation needs to be large enough to comfortably fit all sponsors and attendees. It is also important that ample time be al-

lotted for the orientation prior to the first plenary session.

To aid in planning the orientation, Paul Smith (N.H.) asked Angela Andrews (NCSL) to provide the Chair with a list of the number of new attendees from the previous five PDS meetings to anticipate the number of needed sponsors. The committee also needs to find a way to connect sponsors with new attendees sooner, if possible. The committee discussed the idea of having a checkbox on the online registration page that members could select to indicate their interest in being a sponsor. Brad Young (Ohio) mentioned adding a hyperlink to the check box with additional information regarding what being a sponsor entails.

New Business

As this committee was asked to sponsor a concurrent session at the Phoenix PDS, Ali Sagraves (Ohio) discussed the possibility of a trivia game during which attendees could learn more about ASLCS and the benefits of being involved. She would discuss this further with the Chair.

Paul Smith (N.H.) informed the committee that Brad Young (Ohio), as the immediate past Chair, and Bill MaGill (Vt.), as Chair, would form a subcommittee to discuss the agenda and program for New Attendee Orientation.

The committee then discussed ways to leverage social media to more regularly engage members regarding the Society and augment what is communicated in the Legislative Administrator. The discussion also included ways to engage members that are unable to travel to ASLCS meetings, such as possibly using a product like GoToMeeting or another tool to stream a concurrent or plenary session or do an interview with a plenary speaker that could be posted online.

Adjournment

Upon a motion by Patience Worrel (Texas), seconded by Ali Sagraves (Ohio), the meeting was adjourned.

Respectfully submitted,
Brad Young (Ohio)

Support Staff Committee Meeting Minutes



Lisa Davis (MS)
Vice Chair



Sarah Armistead (VA)
Chair



Mark Garcia (TX)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

The meeting was called to order by Chair Sarah Armistead (Va.).

Attendance

The following members of the committee were present: Sarah Armistead (Va.), Chair, Michael Adams (Va.), Jenny Alpers (Mo.), Jay Braxton (Va.), Nancy Ellison (Utah), Joy Engelby (Mo.), John Hollman (Ill.), Maryann Horch (Va.), Tara Perkinson (Va.), Rose Ramsey (Va.), Marilyn Seaton (Mo.), Betsy Dearixon (Mo.).

Approval of Minutes

Upon a motion by Rose Ramsey (Va.), seconded by Nancy Ellison (Utah), the minutes from the last meeting held on Thursday, September 22, 2016, in Boise, Idaho, were approved.

Old Business

Chair Armistead informed the committee that the survey results (shared from Program Chair Tim Sekerak) showed attendees liked having the Staff Breakouts at the beginning of the week, so the program committee will keep that near the beginning of the week. This allows new attendees to find out who does a similar job and they can network for the remainder of the week.

This year the Associate Exchange Program had two participants - Erin Gillitzer (Wisconsin Senate) visited the Louisiana House and Dianne Russell (North Carolina

House) visited the Washington Senate. Chair Armistead let the group know that their articles for the *Legislative Administrator* have not yet been received but are in the works.

New Business

Chair Armistead passed out a flyer advertising the upcoming Legislative Expo and reminded the committee that they are looking for participants. In the last few years it seems attendance has dwindled some and Chair Armistead asked the committee for their thoughts. Tara Perkinson (Va.) recommended calling and asking states to participate, that oftentimes with a personal invitation, people are more willing to participate. Maryann Horch (Va.) recommended having a list of ideas/topics that people could have on display at their table. She noted that sometimes when you do your job day in and day out, it may not seem innovative, but to another state it just may be what they are looking for. Michael Adams (Va.) added that he leans towards encouraging participation. Maryann Horch (Va.) also suggested when Chair Armistead sends out her update to the Support Staff committee she could ask what process, etc., people are looking to update in their chambers, what would they like to see or learn about at the Expo. This information will assist co-chairs when they ask states to participate, they can have a list of topic ideas to share with potential participants to help prompt them to think of their process from a different perspective. Tara Perkinson (Va.) also mentioned the Legislative Expo is a great opportunity for our Sponsors to show their latest and greatest.

Tim Sekerak (Ore.), Program Chair, asked the committee for ideas for a concurrent session, which run about

Support Staff Committee Meeting Minutes (*continued*)

1½ hours. Other committees that usually sponsor a concurrent include: Mason's, International, Technology. Additional ideas that have come up include Wellness or Packing: 1 bag for 2 weeks.

Nancy Ellison (Utah) liked the idea for Wellness- we are all overworked and stressed, it would be nice to have a wellness topic on how to achieve balance at work.

Susan Kannarr (Kan.) agreed and encouraged the committee to think outside of the box.

Michael Adams (Va.) suggested the committee members review past programs they have seen to recommend ideas on topics they would like to pursue. When Chair Armistead sends out information to the committee she could include those topic ideas.

Tara Perkinson (Va.) pointed out that a large portion of attendees are not at the management level, and a focus on them and their professional development would be helpful. John Hollman (Ill.) asked if the new attendees had any suggestions from the survey. Tim Sekerak (Ore.) replied that the survey was not broken out that specifically. Tim listed some of the topic ideas that were suggested- career track, hiring and firing, performance reviews, benefits - why do you stay?

Michael Adams (Va.) spoke on the idea of succession planning to include how training staff to succeed and how staff can relay the benefits to management.

Maryann Horch (Va.) expanded on the idea of benefits and why you stay. The hours are long and it is stressful, yet many of our coworkers have been there for years,

while hiring and keeping new talent is challenging. A concurrent highlighting some of the benefits and nontraditional benefits of people's jobs would be interesting.

Jay Braxton (Va.) mentioned there was a session "Reflections on Legislative Service from an Associate's Perspective" and Associates discussed how they got started in the legislature, etc. It was a more casual, story-telling kind of session. Panelists discussed topics that covered "What you do and what you love about what you do, etc." Tara Perkinson (Va.) added she thinks it was presented in Sacramento and it was a well-attended session, a packed room.

Joy Engelby (Mo.) was in agreement and added that she is amazed with the longevity service.

Nancy Ellison (Utah) mentioned expanding on cross training and succession planning to address the challenges of it.

Obie Rutledge (Ore.) suggested a concurrent on compensation, position descriptions, and salary. How do other states do it? How do you retain talent?

Tara Perkinson (Va.) mentioned the project by the Inside the Legislative Process Committee that has a database with job titles and position descriptions that could be a resource for some of that information.

Adjournment

Upon a motion by Tara Perkinson (Va.), seconded by John Hollman (Ill.), 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

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

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

Attendance

Paul Smith (N.H.), Vice Chair, Patsy Spaw (Texas), Marilyn Seaton (Mo.), Jenny Alpers (Mo.), Corey Carnahan (Kan.), Robert Haney (Texas), Alfred Speer (La.), Yolanda Dixon (La.), Michael Adams (Va.), Aholiba Albert (Palau), Janice Gadd (Utah), Obie Rutledge (Ore.), Brad Young (Ohio), Pat Harris (Ala.), Carrie Maulin (Idaho), and Dana Rademan Miller (Mo.).

Approval of Minutes

Upon motion by Pat Harris (Ala.), seconded by Carrie Maulin (Idaho), the minutes from the PDS committee meeting in Boise, Idaho were approved.

Old Business

The CATTs meeting this summer will take place from July 31-August 4 in Quebec City. Susan Kannarr and

Pat Harris will be attending the meeting. Pat is looking forward to attending and pointed out that the Canadians pride themselves on interactive meetings. From September 5-9, the Joint Canadian-American meeting will be taking place in Regina, Saskatchewan. Butch is currently working on programming with the Canadians and reminded members that although Regina is "not easy transit wise, we shouldn't appear disinterested." The program will be planned by the Boston meeting and shared with the committee.

New Business

Paul Smith made a presentation for New Hampshire to host the 2019 Joint Canadian-American meeting in Concord, New Hampshire. There was a consensus about the location, with specific dates to be presented at a later meeting.

Adjournment

Upon a motion by Pat Harris (Ala.), seconded by Alfred Speer (La.), the meeting was adjourned at 11:13 a.m.

Respectfully submitted,
Paul C. Smith (N.H.), Vice Chair

Professional Journal Committee Meeting Minutes



Ann Krekelberg (AK)
Vice Chair



Bernadette McNulty (CA)
Chair



Tammy Wright (NH)
Vice Chair

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 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.) and Joy Engelby (Mo.).

Other members/guests in attendance included Betsy Dearixon (Mo.).

Approval of Minutes

Upon a motion by Joy Engelby, seconded by Bernadette McNulty, the minutes of the last meeting held Thursday, September 22, 2016 at the ASLCS PDS in Boise, Idaho, were approved.

Old Business

No old business.

New Business

To date the committee has received five articles for publication. 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 Chair will follow up with the request to have the *Professional Journal* publication produced online only.

Adjournment

Upon a motion by Joy Engelby, seconded by Bernadette McNulty, 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

ASLCS Spring Business Meeting
Kansas City, Missouri
April 22, 2017

Call to Order

The meeting of the Program Development Committee was called to order at 11:02 a.m. by Tim Sekerak (Ore.), Chair.

Attendance

The following members of the committee were present: Sarah Armistead (Va.), Jay Braxton (Va.), Nancy Ellison (Utah), John Hollman (Ill.), Maryann Horch (Va.), Buddy Johnson (Ark.), Scott Kaiser (Ill.), Megan Martin (Pa.), Tara Perkinson (Va.), Rose Ramsey (Va.), Ali Sagraves (Ohio), Sarah Schaben (Mo.), Tim Sekerak, Chair (Ore.), Patience Worrel (Texas), and Joyce Wright (Ala.).

Other members/guests in attendance included Susan Kannarr, ASLCS President, Holly South (NCSL), and Angela Andrews (NCSL).

Approval of Minutes

Upon a motion by Joyce Wright (Ala.), seconded by Sarah Armistead (Va.), the minutes of the last meeting held Thursday, September 22, 2016, at the Fall Professional Development Seminar in Boise, Idaho, were approved.

New Business

Chair Tim Sekerak reviewed the results compiled from attendee responses to the 2016 PDS program survey, and the committee discussed the length of the program, the location, the plenary speakers, and the fact that the concurrent sessions were well-attended.

ASLCS President Susan Kannarr encouraged the committee to think about ways in which to give frequently-used concurrent session topics a twist, as there are a lot of new members who could benefit from discussions on those topics; the committee could find a different way of looking at them so that all attendees will find value. She also mentioned that discussions centered around how various states accomplish the same tasks tend to be helpful. This led into a conversation on the benefits of roundtable-style concurrent sessions, similar to the staff breakout sessions, that typically engage attendees, both well-seasoned and newer, into dynamic discussion.

The Chair discussed the co-sponsorship opportunities presented to ASLCS for a number of sessions taking place at the NCSL Summit in Boston in August. The committee was in agreement that it would be advantageous to agree to co-sponsoring any programs that could be relevant to the members of the Society; these programs would then be included on the schedule that Holly South (NCSL) sends out to members prior to the Summit.

The Chair provided an update on the two plenary speakers that have been booked for the Fall PDS: Christine Cashen and Dr. Paul Chabot. The committee also discussed the selection process for plenary speakers and the importance of those speakers knowing our society well so as to provide a relevant program. Holly South (NCSL) explained that the committee leadership would be meeting with the plenary speakers via conference call this summer to ensure they have a strong sense of the purpose and function of the society and the PDS. The speakers' topics would also be narrowed down at that time. It was mentioned that the committee could discuss and decide what the speakers need to know about the society at the August committee meeting in Boston.

Program Development Meeting Minutes (*continued*)

The committee then discussed the various ideas for concurrent sessions that had been presented by the ASLCS standing committees from their meetings that day, as well as some additional ideas for sessions that could be of interest. Since the committee was tasked with developing eight concurrent sessions, and this discussion brought forth a greater number of ideas, the Chair mentioned that the committee would work toward narrowing the list in the coming weeks and finalizing the programming at the next meeting on Sunday, August 6.

Adjournment

Upon a motion by Scott Kaiser (Ill.), seconded by Jay Braxton (Va.), the meeting was adjourned at 12:06 p.m.

Respectfully submitted,

Tim Sekerak (Ore.)

Chair

Ali Sagraves (Ohio)

Vice Chair

Joyce Wright (Ala.)

Vice Chair

Southern Hospitality: When the North Meets the South

By: Erin Gillitzer



I've been with the Wisconsin State Senate for 4.5 years as the Records and Journal Clerk. I have attended 2 Professional Development Seminars, my first being in Baton Rouge. I had the pleasure of getting to know the Louisiana House Chief Clerk's staff at the PDS, so when I had the opportunity to go back to Louisiana, I knew I had to take it. I was excited to get see them again, though I may have been secretly more excited for the food! I went to Baton Rouge in the middle of May. I was not prepared for the humidity. Luckily, Ruby Johnson, Journal Clerk, picked me up at my hotel each morning and took me to the capitol.

I never really imagined there could be so many differences between Wisconsin and Louisiana. Arriving at the capitol on my first day, Ruby took me to get my visitor's pass from the House Sergeant at Arms, Clarence Russ. The pass would ensure I had the access I needed to get into and around the building. I also had to wear the pass at all times. In Wisconsin, we have photo ids but are not required to wear them. Our

capitol building is completely open. We have 8 entrances anyone can go through without security. After getting my pass, I was introduced to the Clerk's staff. Some members were already in the Chamber preparing for session that afternoon. Ruby went through what she does to prepare for session and how the journal is created. Louisiana uses a series of pre-printed forms for all the actions that are done, some of which can be completed before going onto the floor. As someone who loves organization, I really liked the form system. It is something I tried to come up with for us to use when we are on the floor, but I just could never figure out how to make it work. In Wisconsin, we use hand-written notes for actions done on the floor.

I had the privilege of sitting at the front desk while they were in session, which was every day I was there. Watching their session was like night and day from what I'm used to. I immediately noticed all the noise and commotion. The members are allowed to eat and drink on the floor, use laptops, wear headphone while watching the tvs on their desks, talk on the phone, and walk around to talk to each other. Wisconsin does not allow any of those things to happen in our chamber. They even have their own fountain pop machine! (I still haven't had any luck in getting one here.) We don't even allow our members' staff onto the floor.



Another difference I noticed was the back and forth debate between the representatives. In Louisiana, the author stands in front and speaks on the bill. The other reps. are allowing to stand up and debate the author. In Wisconsin, a Senator has to ask the President if another Senator will yield to a question. If he/she does, the requestor can ask one question. After the Senator answers, the process needs to be repeated for any other questions. I may have used the word "chaotic" to describe the floor time many times, but it could not have ran any smoother. Everyone knew what they were doing, what was going on, and a lot of things got accomplished in a short amount of time. With the Louisiana legislature being part-time, they only have a few months to get done what Wisconsin does in two years. Committees generally meet in the morning, with session in the afternoon. Whereas in Wisconsin, our committees meet in our downtime on non-session days.



Although the ultimate goal is the same, the process to creating the journal is quite different. In general, the journals in Louisiana are much longer than they are here. They average between 40-50 pages, while we have about 10 for our floor days. Non-floor days are much shorter. One reason for the length difference would be the printing of amendment texts. As we all know, amendments can be very long! Like I mentioned earlier, Ruby uses several different forms to record what needs to go into the journal. I use a combination of hand written notes, reports and emails to create our journal. I am the only journal clerk for the Wisconsin Senate, while the Louisiana House has 4 people involved. Ruby

and Steven sit at the front desk to take the notes. Ruby uses the forms, and Steven writes his own notes. They send the forms down in batches to Angela, who is in the Clerk's office, to input the information. When session is over and Angela is done inputting, Ruby, Steven, Angela, and Michael get together to proof the journal and fix any errors. They have to get the journal off to be printed and put online the same night, so they have to stay until it is done. Our journal does not have to be completed the same night. I am the only person inputting and proofing, so it may take a day or two to complete. I did really like the proofing process they used. I am starting to implement a similar process here.

I could go on and on about what was the same and what was different. All I do know for sure is that my experience could not have been any better. I learned more than I ever thought possible, yet there is so much I still do not know. As I go about my daily job duties, I am always thinking about how they would do it or how they would handle this situation. I met so many wonderful people, though some were not to happen when I would remind them how the Badgers beat LSU in football the previous year! I cannot thank Butch and his staff, especially Ruby, enough for welcoming me and making me feel at home. Thank you to ASLCS for this great experience. If you ever get an opportunity to participate in the Associate Exchange Program, please do. I promise you will not regret it!



PROFESSIONAL DEVELOPMENT OPPORTUNITY AVAILABLE TO ASLCS MEMBERS

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.

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.



States at a Glance — Tennessee

*By: Ann Marie Walp
Executive Clerk for Policy and Research, Senate Clerk's Office, Nashville, TN*



In the fall of 2017 the Tennessee General Assembly will journey from its longtime home in Legislative Plaza and relocate to the historic Cordell Hull Building. The Cordell Hull Building stands at 11 stories tall and was named for the longest serving Secretary of State during the Franklin D. Roosevelt administration. Having previously been slated for demolition, the Cordell Hull Building has undergone a complete renovation.

Once completed, the building will include individual offices for all Senate and House members as well as space for the offices of Fiscal Review, Legal Services, Legislative

Administration, Legislative Budget Analysis, and Legislative Information Systems which were previously spread between three different buildings.

The new facility will showcase a conference center, state of the art

energy efficient windows, new HVAC systems, eight additional elevators, and a law library. The Senate and House floors will include seven committee rooms with cloak rooms connected to each, joint filing offices, amendment offices staffed by legal services, multiple public gathering spaces, and a food service area.



Construction of the underground tunnel

The Legislative Plaza building, which has served the General Assembly since 1978, will be repurposed. The legislature will continue to meet in the Capitol while in session from January through May.



A newly remodeled office space

The new office space will be connected to the Capitol by a new tunnel that began blasting in May of 2016. The new tunnel is 150 yards long and will come in 50 feet below the existing Motlow tunnel in order to join the two buildings.



Hull Building during renovation

States at a Glance — Colorado

*By: Effie Ameen
Secretary of the Senate, Colorado General Assembly*

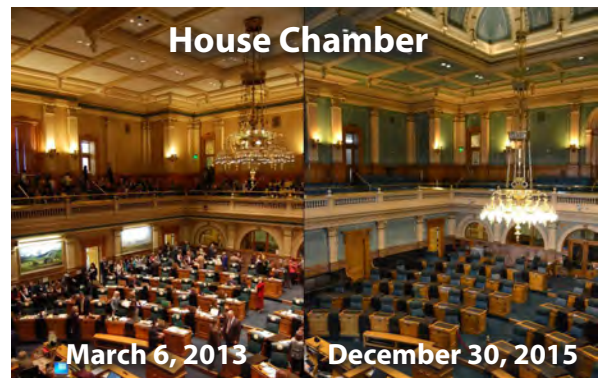
The 2017 legislative session marked the first session for Colorado legislature to enjoy the completely restored Colorado House and Senate chambers in all the chambers' intended grandeur. Over the past four years, a major restoration project restored the walls of the chambers to their original appearance with hand-painted stenciling; uncovered and restored the skylights in each chamber; returned the chandeliers to their original design; and rebuilt the galleries overlooking the chambers, complete with new seating and lights.



The impressive undertaking got its start in 2011, when then-Speaker Frank McNulty asked House Chief Clerk Marilyn Eddins to repair a crooked radiator in the House gallery. Since the 1950s, the walls and ceilings of the House of Representatives and the Senate were covered in white acoustic tiles. While functional, the tiles never looked quite right with the grandeur of the rest of the room. When requesting the radiator repair, Speaker McNulty also suggested removing a white acoustic tile out of curiosity to see what was behind it.

As it turned out, the white acoustic tiles were glued directly onto the original chamber walls. Removal of the tiles revealed ornate hand-painted stenciling by Denver artist Manuel Hill. The House and Senate each had different designs of stenciling, the House walls and ceilings were green, and the Senate red. Further exploration revealed that the ceilings were also stenciled, and that original coffers had been covered over, obscuring the skylights in each chamber.

With help from historic photos, the Denver Art Museum, preservationists at History Colorado, the Office of the State Architect, and Anderson Hallas Architects, the restoration of the House and Senate chambers began in 2013. The walls were completed in 2014, and the ceilings, complete with coffers, were finished in time for the start of the 2016 session. Finally, in January 2017, the gallery restoration work was complete, the Senate had its restored chandelier in place, and the skylights in the House and Senate chambers were revealed for the first time in more than fifty years.



Functionality is as important as design, so acoustical material was used on the House and Senate walls. The hand-painted stenciling was recreated on top of the new material, allowing for excellent sound in the large chambers. The chambers now display the magnificence and artistry they were originally intended to have, along with functional acoustics. The chamber restoration has inspired more Capitol restoration projects, including windows, committee rooms, and legislator offices. Colorado is proud to work on returning the Capitol to its historic stateliness.

Additional information and photographs of the refurbished spaces may be found at the National Trust for Historic Preservation web site.

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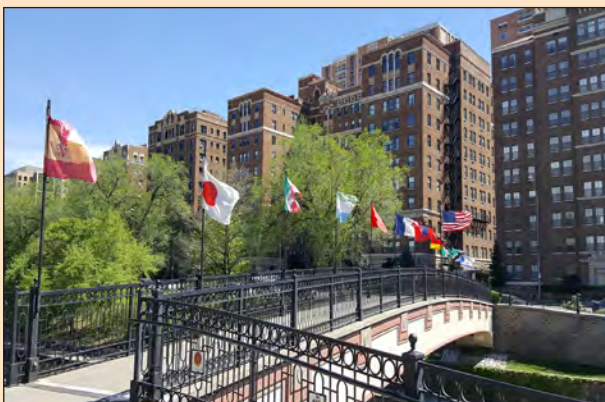
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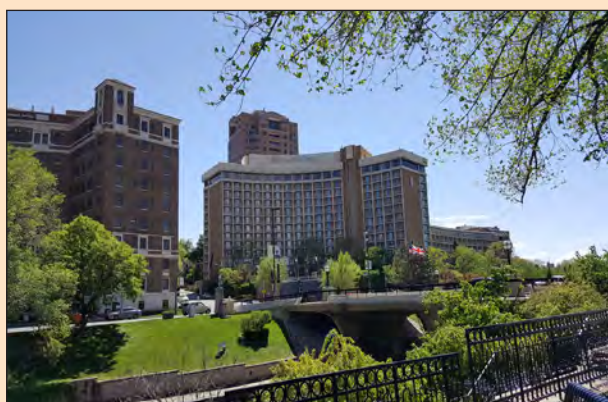




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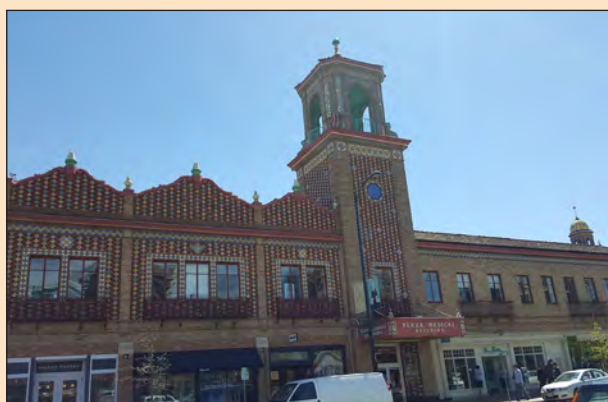


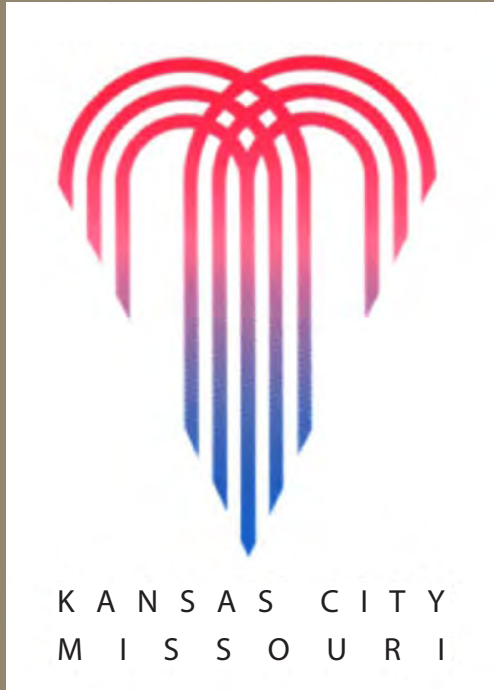


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