



# The Legislative Administrator

## Santa Fe 2025



An Official Publication of the American Society of Legislative Clerks and Secretaries



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## President's Message



Greetings ASLCS Friends,

It is both an honor and a privilege to have been elected President at last fall's PDS in Santa Fe, New Mexico. The New Mexico delegation delivered hospitality at its finest, and the program committee provided exceptional programming that allowed us to sharpen our skills, gather fresh ideas from colleagues across the country, and continue our unique brand of networking. On behalf of ASLCS, I extend sincere thanks to Cheri Lujan Hamilton, Lisa Ortiz, and the entire host state team for an outstanding week.

This past year, NCSL celebrated its 50th anniversary, culminating in a memorable final celebration in Boston, Massachusetts. ASLCS was proud to be part of the planning process. A special thank you goes to our own Sabrina Lewellen, past staff chair of the NCSL Executive Committee, whose tireless efforts helped make the commemoration a success. I also want to recognize all ASLCS members who served on the NCSL Executive Committee—your dedication ensured the Boston celebration was truly remarkable.

The work of ASLCS continues in full force. Our Canadian-American Exchange Program has returned, and we look forward to re-establishing and expanding this valuable partnership. The newly formed Legislative Civics Education Support Committee is also thriving, as members share innovative ideas from across the states and bring them home to enrich students and constituents alike.

Looking ahead, we are excited to gather for our spring meeting in Asheville, North Carolina, May 1–2, 2026, at The Grand Bohemian Hotel in Biltmore Village. I look forward to seeing many of you there as we continue the important work of ASLCS while enjoying the renowned southern hospitality of western North Carolina.

Plans are also well underway for our upcoming PDS in Washington, D.C., October 4–8, 2026. As our nation commemorates its 250th birthday, it is fitting that legislative clerks and secretaries from across the country will celebrate this milestone in the heart of our government. While in our nation's capital, we will learn from and share with our federal and District of Columbia counterparts, reflect on our nation's past, honor those who came before us, and look ahead to the future of our legislative institutions.

Finally, I extend heartfelt gratitude to the Legislative Administrator Committee for your dedication in creating and publishing this edition. On behalf of all ASLCS members, thank you for your hard work. Producing this publication is no small task, yet you accomplish it with excellence, and your efforts are deeply appreciated.

Thank you once again for the opportunity to serve as your President.

Sincerely,

Donna Robinson Holiday  
Chief Clerk  
Kentucky State Senate





# 2025-2026 Executive Committee



**PRESIDENT:**  
**DONNA ROBINSON  
HOLIDAY**  
Chief Clerk,  
Kentucky Senate



**PRESIDENT-ELECT:**  
**JOHN HOLLMAN**  
Clerk,  
Illinois House of  
Representatives



**SECRETARY-TREASURER:**  
**LEE CASSIS**  
Clerk of the Senate,  
West Virginia Senate



**ASSOCIATE  
VICE PRESIDENT:**  
**SHERRY RODRIGUEZ**  
Assistant Secretary,  
Nevada Senate



**ASSOCIATE  
VICE PRESIDENT-ELECT:**  
**ANGELA SMITH**  
Assistant Clerk,  
Louisiana House of  
Representatives



**ELECTED  
PRINCIPAL MEMBER:**  
**JENNIFER NOVAK**  
Secretary,  
Idaho Senate



**ELECTED ASSOCIATE  
MEMBER:**  
**HESHANI WIJEMANNE**  
Chief Assistant Secretary,  
California Senate



**APPOINTED PRINCIPAL  
MEMBER:**  
**MICHELLE FONTENOT**  
Clerk of the House,  
Louisiana House of  
Representatives



**APPOINTED PRINCIPAL  
MEMBER:**  
**CHERI LUJAN HAMILTON**  
Chief Clerk,  
New Mexico Senate



**APPOINTED ASSOCIATE  
MEMBER:**  
**JEFF BEIGHLEY**  
Bulletin and Calendar  
Clerk, Wisconsin  
Assembly



**APPOINTED ASSOCIATE  
MEMBER:**  
**BECKY KING**  
Software Development  
Manager,  
Kentucky General  
Assembly



**IMMEDIATE PAST  
PRESIDENT**  
**ROB HUNT**  
Clerk,  
Maine House of  
Representatives



**IMMEDIATE PAST  
ASSOCIATE  
VICE PRESIDENT:**  
**MEGGAN FOESCH**  
Business Operations  
Manager, Office of the Wisconsin  
Senate Chief Clerk

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# Bylaws and Standing Orders Committee

## Meeting Minutes

ASLCS PDS  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting of the Bylaws and Standing Orders Committee was called to order by Patience Worrel (TX) former Chair at 1:18 p.m. Brendan Bucy (NV) took over as the current Chair.

### Attendance

The following members of the committee were present: Brendan Bucy (NV), Chair; Josh Babel (AZ), Vice Chair; Heather Fahey (AZ), Vice Chair; Jeff Beighley (WI); Paul Campus (WA); Allison Darne (ME); Yolanda Dixon (LA); Joy Engelby (MO); Alexandra Geddie (AL); Martha Jarrow (AR); Mike Linn (MN); Jen Novak (ID); Margaret O'Brien (MN); Sherry Rodriguez (NV); Ron Smith (LA); Malisha Straw (AR); Jeff Takacs (FL); Heshani Wijemanne (CA); Patience Worrel (TX).

### Approval of Minutes

Upon motion by Jen Novak (ID), seconded by Margaret O'Brien (MN), the minutes from the NCSL Legislative Summit in Boston, MA, were approved.

### Old Business

Chair Bucy informed the committee that the recommendations which were suggested during the committee meeting at the NCSL Legislative Summit in Boston have been approved by the Executive Committee.

As informed by Chair Bucy, the Executive Committee has requested that this committee review and redraft the language for the proposal to create a new type of member "Auxiliary Members" which would allow select staff of the U.S. House Clerk's, the U.S. Senate Secretary's, and the House and Senate Parliamentarians' offices to become non-voting members of the society in the Standing Orders. This will involve clarifying the inclusion of staff and parliamentarians from the U.S. House of Representatives and Senate.

Jen proposed the following language prior to the meeting in Santa Fe:

**Auxiliary membership shall be composed of federal legislative employees currently serving in the U.S. House of Representatives in the Office of the Chief Clerk and Office of the House Parliamentarian and the United States Senate in the Office of the Secretary and Office of the Senate Parliamentarian. Federal legislative employees designated by the Executive Committee may be Auxiliary Members upon payment of annual dues and will be classified as non-voting members.**

The committee discussed whether the proposed language was clear as to the requirement that Auxiliary Members get approval from their principals. Jen will add some language clarifying that the procedures applicable to Associate Members are applicable to Auxiliary Members.

The question was also posed as to whether the parliamentarians of the respective houses should be added to the list of Honorary Members, since their staff were going to be allowed to become Auxiliary Members, and the body decided that they should not, so there will not be changes to the Honorary Members subsection.

Upon the motion by Josh Babel (AZ), Vice Chair, and seconded by Yolanda Dixon (LA), the motion carried. To further this process, Jen Novak (ID) will be tasked with redrafting the language for Honorary Members for future consideration by the Executive Committee.

## New Business

Vice-Chair Babel reported that the Executive Committee would like this committee to review and update the Standing Orders concerning the Associate Exchange Committee.

The proposed changes are as follows:

**XII.F. Expense Reimbursements.** There shall be budgeted annually by the ASLCS Executive Committee a maximum of ~~[\$2,000]~~ \$5,000, to be provided from the Society's Professional Development Revolving Account, to defray the expenses for Associates participating in the AEP who request financial assistance. Each participant is eligible to receive a maximum of ~~[\$500]~~ \$1,250 toward expenses. The remainder of a participant's travel, lodging, and personal expenses, if any, are the responsibility of the participant. Participants shall submit a request for reimbursement, if needed, to the President of the Society.

Upon motion by Patience Worrel (TX) and seconded by Jen Novak (ID), the motion carried. Chair Bucy will submit the revised language to the Executive Committee for consideration.

Chair Bucy reported that the Executive Committee would like language drafted for the Standing Orders for the increase of the Society's membership dues.

The proposal to adjust principal members to \$150 and Associate members to \$75. Former members dues were to remain the same.

**V.A. Society Dues.** Annual dues for Principal members are ~~[\$130]~~ \$150; for Associate members, ~~[\$65]~~ \$75; and for former members, \$65.

Upon motion by Jeff Takacs (FL), and seconded by Mike Linn (MN), the motions carried. Chair Bucy will submit the revised language to the Executive Committee for consideration.

The committee discussed whether this language should be placed under the duties of the Executive Committee (IV.A) for them to delegate or under the duties of the Budget and Financial Review Committee (IX.A). The Committee thought it should be under the latter.

The Executive Committee tasked this committee with recommending language to make the annual review of dues a requirement under the Standing Orders. Yolanda Dixon (LA) volunteered to draft proposed language.

## Adjournment

Upon a motion by Josh Babel (AZ), Vice Chair, seconded by Jeff Takacs (FL), the meeting was adjourned at 1:45 p.m.

Respectfully submitted,  
Heather Fahey (AZ), Vice Chair



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# Professional Journal Committee

## Meeting Minutes

The *Journal of the American Society of Legislative Clerks and Secretaries*, known as the *Journal* or the *Professional Journal*, publishes articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff.

2025 ASLCS PDS Meeting

Santa Fe, NM

September 24, 2025

### Call to Order

The meeting of the Professional Journal Committee was called to order by Chair Heshani Wijemanne (CA) at 2:45 p.m. MDT.

### Attendance

The following members of the committee were present: Heshani Wijemanne (CA), Chair; Sarah Curry (OR), Vice Chair; J. W. Wiley (LA), Vice Chair; Aliza Aquino (CA); Tom Bottern (MN); Joy Engelby (MO); Daniel Frank (AZ); Claudia Fuentes (CA); Jeff Hedges (TX); Terry Horvat (NV); Krystle Isvoranu (AZ); Kristin Jones (WV); Charles May (CA); Elaine Morgan (CA); Derek Page (IL); Frank Silva (CA); Lou Taylor (AK); Nigel Hicks-Tibbles (VT); Francisca Peñaflor Zabala (CA).

### Approval of Minutes

Upon a motion by Krystle Isvoranu (AZ), seconded by Frank Silva (CA), the minutes from the August 3, 2025, NCSL Annual Summit Meeting were adopted.

### 2025 Professional Journal Publication

Heshani Wijemanne (CA), Chair, thanked the individuals who submitted articles for the 2024 Winter Professional Journal. Chair Wijemanne shared that C.J. Calvin (OK) may be submitting an article on "rescind" and "reconsider" and that she has received an article from Tashi Nacario (CA) on the engrossing and enrolling process for the 2025 Professional Journal. Chair Wijemanne also shared that Paul Smith (NH) may submit an article on recent New Hampshire Supreme Court decisions. There was a discussion about Mari Henderson's (NCSL) article on COVID-19 and that the information gathered by the COVID-19 subcommittee would be included in her article.

Chair Wijemanne informed the members of the editing process and the deadlines for the 2025 Professional Journal. She shared that when committee members receive the articles, they should review them for punctuation, spelling, grammar, and readability. Final drafts should be distributed to the committee soon.

### Other Business

Kristin Jones (WV) mentioned that she was interested in writing an article on West Virginia's House of Delegates 2018 impeachment of its entire Supreme Court.

Krystle Isvoranu (AZ) mentioned the possibility of an article on legislative privilege, citing a scenario where the Speaker called for censure of a member via press release. There was a discussion on this article being written with the perspective of at least three different states.

Nigel Hicks-Tibbles (VT) shared interest in providing a summary of case law.

Krystle Isvoranu (AZ) and Jeff Hedges (TX) suggested surveying the Society via Breezio about quorum requirements in the various states. This led to a discussion on quorum requirements for issues such as

voting based on the type of bill and to the presence of members in chambers.

Derek Page (IL) brought up bill title application and the question of whether or not the initial first, second, and third readings of a bill count if the bill title is changed. Sarah Curry (OR) mentioned that in Oregon the Senate may amend the title of a bill but the House may not. Her team will look into this further and see if it is worth writing about individually or as it relates to the three readings requirement.

Upon an inquiry about current technology, Jeff Hedges (TX) shared that Mississippi is using artificial intelligence for the purpose of bill amendments and referrals which could be interesting to look into.

## Adjournment

Upon a motion by Jeff Hedges (TX), seconded by Kristin Jones (WV), the meeting was adjourned.

Respectfully submitted,  
J. W. Wiley (LA), Vice Chair



# Technology Committee

## Meeting Minutes

2025 Fall Professional Development Seminar  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting of the ASLCS Technology Committee was called to order by Chair Zack Griffith (KY), at 1:15 p.m.

### Attendance

The following members of ASLCS were present: Chair Zack Griffith (KY), Vice Chair Meagan Walker (KY), Becky King (KY), Catherine Hatch (AK), Rebecca McAdoo (TX), Jeff Hedges (TX), Aliza Aquino (CA), Nikki Root (ID), Brooke Mason-Poeddy (NC), Callie Nobles (TN), Marissa Stockton (MT), Jay Jacobs (KY), James Goulding (OR), Mandi McGowan (OR), Lacy Ramirez (OR), Natalie Foster (CA), Tracy Cantella (FL), Lisa M. Ortiz McCutcheon (NM), Cheri Lujan Hamilton (NM), Lori Roland (AK), Joy Engleby (MO), Crystalline Jones (AK), Michelle Dunphy (MN), Greg Glass (TN), Tammy Letzler (TN).

### Approval of Minutes

Upon a motion by Becky King (KY), seconded by Joy Engleby (MO), the minutes of the last meeting held on Sunday, August 3, 2025 at the 2025 NCSL Summit in Boston, MA were approved.

### Old Business

The committee revisited the topic of recording the upcoming AI presentation, which was raised at the previous meeting. Members noted that last year's session was well received and featured a strong mix of technical, non-technical, and administrative perspectives. However, the group expressed general reservations about recording meetings, agreeing that the committee is not yet ready to move forward with that option.

### New Business

#### Showcasing State Technology Initiatives:

Members discussed creating a central hub to highlight technology projects and innovations from various states. The goal is to improve communication between legislative and IT staff, particularly since many IT personnel do not attend the Summit. The committee expressed interest in developing a rotating presentation or display at next year's expo to feature state technology initiatives. Zack Griffith (KY) volunteered to share a proof of concept and notes with the committee to begin discussion on what should be included.

#### Promoting Efficiency and Staff Support:

Members emphasized the importance of showcasing how different states are using technology to streamline processes and reduce staff overtime. These examples could serve as models for others seeking to modernize their operations.

#### Accessibility and Compliance:

The committee discussed the upcoming accessibility law deadline (April 24) and the need to ensure both IT and clerk staff are informed, as compliance will extend beyond technical departments. Members suggested sharing resources on accessibility standards, exploring auditing tools (such as audio readers and color contrast checkers), and possibly inviting an expert to speak on the topic.

#### Closed-Captioning Practices:

The group exchanged information on how states are managing closed-captioning for legislative meetings. New Mexico shared that it uses Zoom for committee meetings and Sliq for floor sessions. While Sliq provides

transcription, users have reported delays and difficulties recognizing accents and uncommon names. The committee noted interest in learning more about error rate standards and whether the Department of Justice defines specific thresholds for captioning accuracy.

## Adjournment

A motion to adjourn was made by Joy Engleby (MO), and seconded by Lacy Ramirez (OR). Without objection, the meeting of the Technology Committee adjourned at 1:34 p.m.

Respectfully submitted by  
Zack Griffith (KY), Chair  
Meagan Walker (KY), Vice Chair



# Inside the Legislative Process Committee

## Meeting Minutes

2025 ASLCS PDS  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting was called to order at 1:15 pm by Kristin Jones (WV), Chair.

### Attendance

The following members of the committee were present: Kristin Jones (WV), Chair; Jenny Manning (AR), Vice Chair; Erin Gillitzer (WI), Vice Chair; Michelle Fontenot (LA), Tim Sekerak (OR); Charles May (CA); Patricia Hanson (CA); Zach Twilla (CA); Matt Burns (CA); Megan Withrow (VA); Jack Edwards (OR); Tom Bottern (MN); John Treadwell (AL); Jessica Upadhye (CA); Krystle Isvoranu (AZ); Daniel Frank (AZ); Robert Leslie (WV); Terry Horvat (NV); Jake Rose (TN); Matt Duehning (OK); Elaine Morgan (CA); Kelly Fogleman (LA); Doug Himes (TN); Nigel Hicks-Tibbles (VT); Justin Davis (ME); Logan Klepzig (IL); Lauren Heggen (NV); Lou Taylor (AK).

### Approval of Minutes

Michelle Fontenot (LA) moved to approve the minutes from the August 3, 2025, committee meeting at the NCSL Summit in Boston, MA and John Treadwell (AL) seconded. There being no objection, the minutes were approved.

### Overview of ILP Committee Purpose

Kristin Jones (WV), Chair, gave a history of the ILP for the new committee members. It was discussed how the committee is trying to update all of the past sections. The survey analyses have been posted in the last two Legislative Administrators. John Treadwell (AL) stated that he has received positive feedback with that.

### Old Business

Kristin Jones (WV), Chair, updated the committee on the status of the third survey (Caucuses – Part 3). There are currently only 26 responses. Tim Sekerak (OR) mentioned that the low response rate could be due to chambers being in session. Michelle Fontenot (LA) and Tom Bottern (MN) spoke on their experiences taking the survey and said they thought the questions were clear and easy to answer. Part 3 of the survey will not be completed in time for the next publication of the Legislative Administrator. John Treadwell (AL) mentioned a link to the survey could be included in the next addition to help get some responses. It is the committee's goal to have the analysis of part 3 in the January edition of the Administrator. Patricia Hanson (CA) asked if the survey link could be sent out again to catch the states that may have now adjourned. The Chair will see that is done. Michelle Fontenot (LA), Tom Bottern (MN), and Tim Sekerak (OR) spoke about their experiences with reaching out to the states that have not responded either by email or by phone. All agreed that a personal contact is highly likely to result in getting them to respond. The more volunteers the committee can get, the more chambers can be reached. It is a less daunting task to reach out to a few chambers versus a long list. The Chair will reach out to committee members asking for volunteers in mid-October with a goal to close the survey in November. The committee discussed the effectiveness of Breezio over emails. Both have resulted in a surge of responses.

## New Business

The Chair has started working on draft questions for the next survey (Legislative Leaders – Part 4). Once they are done, the Chair will send them out to committee members for review and feedback.

Charles May (CA) discussed the idea of creating a “placeholder” for information related to the ILP Surveys so that members could access it and edit when needed. He has found a couple different pieces of software that could accomplish this. He will reach out to those companies for more information regarding how labor intensive or technical it would be and the cost and bring the results to the next meeting. The Chair brought up a concern on how to safeguard the information.

The committee discussed how important it is to have members step up and volunteer for the numerous opportunities that arise throughout the year, including creating survey questions, reaching out to those who have not responded, and the analysis.

## Adjournment

Upon motion by Tom Bottern (MN) and seconded by Kelly Fogleman (LA), without objection the committee meeting was adjourned.

Respectfully submitted,  
Erin Gillitzer (WI)  
Vice Chair



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# Canadian-American Relations Committee

## Meeting Minutes

2025 Fall Professional Development Seminar  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting of the Canadian-American Relations Committee was called to order by Joyce Wright (AL), Chair.

### Attendance

The following members were present: Joyce Wright (AL), Chair; Margaret O'Brien (MN), Vice Chair; Ron Smith (LA), Vice Chair; Bonnie Allen (OR); Keira Alkema (AK); McKenzie Barker (OR); Liz Clark (AK); Ann Cornwell (AR); Wendy Cortes (OR); Justin Davis (ME); Yolanda Dixon (LA); James Goulding (OR); Natalyn Gourdine (AL); Bill Horn (AL); Rhonda Jenkins-Gardinier (AK); Crystaline Jones (AK); Callie Nobles (TN); Aimee Pugh (AL); Lacy Ramirez (OR); Lori Roland (AK); Jackie Schulz (AK); Ladonna Whitmill (AL); Brad Young (OH).

Adam Thompson (Senate of Canada) who is serving as the 2025-2026 President of CATS, Natalie Foster (House of Commons of Canada), and Dave Avant (AL) were also in attendance at the meeting.

### Approval of Minutes

Upon motion by Lacy Ramirez (OR), seconded by Jackie Schulz (AK), the minutes from the committee meeting held at the NCSL Summit in Boston were approved.

### Old Business

Joyce Wright gave a brief update about the upcoming Joint Canadian-American Meeting happening in Nashville, October 14-18.

The informal agreement between ASLCS and CATS outlining the basic structure of the Canadian-American Exchange Program was discussed. The agreement was adopted by the full CATS' membership at their meeting in Victoria. In Boston, the agreement was amended, adding language regarding travel expense responsibility and then the agreement was adopted as amended. The CATS association then made further changes to the amended language. Once the final version, amended by CATS, was put before the Committee in Santa Fe, there was a typo that was noted. A motion was made by Yolanda Dixon (LA) to approve the agreement with the amended language (with the typo correction) and was seconded by Margaret O'Brien (MI). The motion carried. The next step will be to present the adopted agreement to the Executive Committee and then send the finalized agreement to CATS.

### New Business

Keira Alkema (AK) is participating in the Canadian American Exchange Program and is traveling to the Toronto Legislative Assembly in October.

The U.S. will host a Canadian Colleague in 2026. An email will be sent in October to all Principals to see if their chamber is interested in being a host and, if so, to get their Legislative Session Date information. Currently, Oregon, Minnesota, and Alaska have all expressed interest in hosting. Once this information is available, it will be forwarded to the CATS Association.

The U.S. will host the Joint Canadian American meeting again in 2029 so it will soon be time to start looking for a State who would like to host that meeting.

## Adjournment

Upon a motion by James Goulding (OR), seconded by Brad Young (OH), the meeting was adjourned.

Respectfully submitted,  
Joyce Wright (AL), Chair



# Legislative Administrator Committee

## Meeting Minutes

2025 ASLCS PDS  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting was called to order at 2:04 pm by John Treadwell (AL), Chair.

### Attendance

The following members of the committee were present: John Treadwell (AL), Chair; Jessica Upadhye (CA), Vice Chair; Melissa Bybee-Fields (KY); Mia Dacus (AL); Allison Darne, (ME); Kelly Fogleman (LA); Cheri Lujan Hamilton (NM); Terry Horvat (NV); Krystle Isvoranu (AZ); Kristin Jones (WV); Scott Kaiser (IL); Charles May (CA); Lisa M. Ortiz McCutcheon (NM); Aimee Pugh (AL); Malisha Straw (AR); Sarah Schaben (MO); Jeff Takacs (FL); LaDonna Whitmill (AL); Alexandra Geddie (AL).

### Approval of Minutes

Kelly Fogleman (LA) moved the approval of the minutes from the 2025 ASLCS Summer Meeting. Second by Jeff Takacs (FL).

### Old Business

Chair John Treadwell (AL) gave an overview of the committee and the format and deadlines for each edition.

### New Business

Chair John Treadwell (AL) opened the meeting with a background to the production of the Legislative Administrator. The publication was previously produced by the Washington Legislature but has since been designed and produced by the Alabama House of Representatives. The Chair then introduced Alexandra Geddie and Mia Dacus, both from the Alabama House; Alexandra designs and develops the Legislative Administrator, while Mia proofs the publication in its drafting stages.

All submissions for the Santa Fe PDS publication should be submitted by the end of December, with hopes of being able to publish and mail out by February 1st.

Chair John Treadwell (AL) started the discussion to have the Legislative Administrator available in electronic form only for the issues after the Spring Meeting and the NCSL Summit and continue to print and mail the edition after the PDS. A pilot program or an option to opt-in with a potential fee to receive a printed version for all three publications was discussed, which led to a conversation about the costs to print and mail the publication and the fact that the 2026 PDS will be a no-host and the cost saving could benefit the society. The committee decided to propose an electronic publication solution to the Executive Committee for consideration.

Chair John Treadwell (AL) informed the committee that the framed copy of the Legislative Administrator going forward will be mailed to the President instead of bringing it to the PDS and coordinating with the President to transport it back to his or her state.

Additional material for the upcoming and future editions:

- Choosing the cover for the next edition: Jeff Takacs (FL) suggested that the host state select their favorite covers for approval by the whole committee.

- Jeff Takacs (FL) agreed to write an article on developments in the Florida House.
- Aimee Pugh (AL) will coordinate articles relating to new attendee reflections, pin contest winners, and gavel pin recipients.
- Kristin Jones (WV) will assist with soliciting staff shout outs for this edition.
- Kelly Fogleman (LA) volunteered to run point on an article about the Joint Canadian American Conference meeting in Nashville, Tennessee, October 14-18, 2025.
- Krystle Isvoranu (AZ) has a new studio/broadcast, which could be the subject for an article in the future.
- Cheri Lujan (NM) discussed an article relating to the Department of Justice's new rule for Americans with Disabilities Act accessibility of web content and mobile applications provided by state and local governments.
- The committee discussed new measures the states will be taking regarding security upgrades and procedures.
- David Pegram, Deputy Clerk, House of Assembly, Parliament of South Australia and Omar Alnuaimi, Secretary General, United Arab Emirates Federal National Council, were suggested to write a reflection of their experiences at the PDS.
- The committee will include any retirees and other staff recognitions in the next edition.

## Adjournment

Motion to adjourn by Scott Kaiser (IL) and seconded by Kristin Jones (WV). Without objection, the committee meeting was adjourned.

Respectfully submitted,  
Jessica Upadhye (CA)  
Vice Chair



# Site Selection Committee

## Meeting Minutes

2025 ASLCS Professional Development Seminar  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting of the Site Selection Committee was called to order by Mary Ann Krol (KY), Chair.

### Attendance

The following members of the committee were present: Mary Ann Krol (KY), Chair; Denise King (KY); Eric Bingham (VA); Angela Smith (LA); Jennifer Welch (VA); Keira Alkema (AK); Liz Clark (AK); Sarah Curry (OR); Rhonda Jenkins-Gardinier (AK); Vicki Slay (AR); Tara Robbins (TN); Daniel Hicks (TN); Aimee Pugh (AL); LaDonna Whitmill (AL); Jeryn Vesperat (WI); J. W. Wiley (LA); Michelle Hill (TX); Lourdes Litchfield (TX); Sarah Schaben (MO); David Pegram (SA); Lauren Heggen (NV); Annette Biamonte (NV); Ian Gahner (NV); Nicole Albers (TX); Sarai Stansberry (LA); Laura Bell (WA); Colleen Pehar (WA); Louis Lindstrom (WA); Monica Partida (TX); Morgan Errett (IL).

### Approval of Minutes

Upon the motion of Jeryn Vesperat (WI) and second by Angela Smith (LA), the minutes from August 3, 2025 Summit (NCSL) meeting in Boston, Massachusetts committee meeting were approved.

### Old Business

Meggan Foesch (WI) gave an update from the NCSL Meeting in Boston. The 2026 ASLCS meeting will be a "NO HOST" meeting in Washington, D.C. A No Host Committee has been appointed and the Site Selection Committee is finished with this. The No Host Committee will proceed.

### New Business

West Virginia has committed for 2027. The Site Selection Committee is looking for a host state for 2028, 2029, and 2030. Jeryn Vesperat (WI) reported that Alabama will not commit for 2028 at this time. Jeryn Vesperat also reported that Montana cannot commit at this time due to staffing and fund raising. Meggan Foesch (WI) suggested regarding funding to ask states to contact their legislatures for assistance.

Angela Smith (LA) made suggestions about talking with states to find out what prevents states from hosting. She also suggested maybe to have shorter events at ASLCS.

Jennifer Welch (VA) reported that Virginia is apprehensive about hosting as they have been in special session every year.

Mary Ann Krol (KY), Chair, reported that we have no firm commitment for 2028 at this time.

### Adjournment

Upon a motion by Colleen Pehar (WA), seconded by Jennifer Welch (VA), the meeting was adjourned.

Respectfully submitted,  
Mary Ann Krol (KY), Chair

# Membership & Communications Committee

## Meeting Minutes

2025 Professional Development Seminar

Santa Fe, NM

September 24, 2025

### Call to Order

Colleen Pehar, Chair (WA), called the meeting of the Membership and Communications Committee to order at 2:00 PM.

### Attendance

The following committee members were present: Colleen Pehar, Chair (WA), Sarah Bannister, Vice Chair (WA), James Goulding, Vice Chair (OR), Donna Holiday, President-elect (KY), John Hollman (IL), Mandi McGowan (OR), Lou Taylor (AK), Adanna Hydes (KY), Sarai Stansberry (LA), Callie Nobles (TN), Tammy Letzler (TN), Lauren Heggen (NV), Ian Gahner (NV), Annette Biamonte (NV), Justin Davis (ME), Nigel Hicks-Tibbles (VT), Jenny Manning (AR), Megan Witherow (VA), Michelle Fontenot (LA), Monica Partida (TX), Lourdes Litchfield (TX), Patience Worrel (TX), Nicole Albers (TX), Michelle Hill (TX), Martha Jarrow (AR), Jeff Beighley (WI), Erin Gillitzer (WI), Meggan Foesch (WI), Jeryn Vesperat (WI), Rebecca McAdoo (TX), Louis Lindstrom (WA), Marissa Stockton (MT), Vicki Slay (AR), and Heather Fahey (AZ).

### Approval of Minutes

Upon motion by Monica Partida (TX), seconded by Erin Gillitzer (WI), the minutes from the August 3, 2025, meeting at the NCSL Summit in Boston, Massachusetts, were approved.

### Committee Business

Colleen Pehar, Chair (WA), led introductions and welcomed new and returning members to the committee. She discussed the successes of the previous committee leadership and expressed excitement for planning the year ahead.

### New Attendee Mixer

Colleen Pehar, Chair (WA), asked for committee feedback on the Santa Fe mixer a few days prior. The members agreed that the rooftop venue and setup were excellent and allowed for more areas to sit and get to know new attendees. The photo backdrop and refreshment location encouraged movement throughout the space, allowing more people to interact. There was some frustration over malfunctions with the hotel's public address system. Challenges were identified with reserving hotel venues that require the use of hotel-owned equipment. Among the suggestions for 2026 improvements were more time to test hotel equipment, bringing back ice breakers or other games to kickoff introductions, and making sure new attendees had badge tags to identify themselves.

### Concurrent Session

Committee members talked about the challenges of choosing between the concurrent sessions. Suggestions were made to record the sessions so attendees could go back and watch sessions they were unable to attend. A potential downside to recording is that presenters might be less frank about sensitive topics. Ideas were shared for new topics such as intergenerational learning within offices and encouraging newer employees to present their perspectives, in addition to veteran staff presenters.

## New Attendee Survey

A QR code was emailed out to each new attendee. The list of questions was kept short. The committee hoped to get lots of good feedback to continue improving the new attendee experience at the next PDS.

## Expo Table

Members offered feedback praising the level of participation and the excellent Capitol venue during this year's expo. It was suggested to hold the next expo earlier in the PDS, instead of the last day. It was suggested by Jenny Manning (AR) that a conference Venmo or similar system be set up to help with avoid out-of-pocket expenses for those booths with items available for members to purchase.

## 2026 Planning

Members enjoyed exploring Santa Fe and finding places to hang out. There was a lot of interest in bringing back the hospitality suite or designating some other location where attendees could gather and get to know each other in a more informal way. Each city has different challenges, but there was a strong preference expressed for finding lodgings that can accommodate all the attendees. It was challenging to have two separate hotels located far apart. Discussion about using the ASLCS app or something like WhatsApp to communicate with attendees when plans change or to coordinate social meetups. Those with feedback about the hospitality suite, etc., were encouraged to include their comments in the post-conference survey, as this is part of the planning process for the PDS by the host committee, as opposed to the work of the Membership & Communications Committee.

## Additional Business

The PDS survey had been sent out, and it was strongly recommended that everyone complete it.

## Adjournment

Upon a motion by Jeff Beighley (WI), seconded by Sarai Stansberry (LA), the meeting was adjourned at 2:45 PM.

Respectfully submitted,  
James Goulding, Vice Chair (OR)



# Program Development Committee

## Meeting Minutes

2025 ASLCS Fall PDS Meeting  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting of the Program Development Committee was called to order by Chair, Martha Jarrow (AR), at 2:50 p.m.

### Attendance

The following members of the committee were present: Chair Martha Jarrow (AR), Vice Chair Jennifer Welch (VA), Josh Babel (AZ), Catherine Hatch (AK), Tara Robbins (TN), Jeff Beighley (WI), Susan Kannarr (KS), Sarah Schaben (MO), Patricia Hanson (CA), Madison Hinojosa (CA), Tammy Letzler (TN), Heather Fahey (AZ), Mia Dacus (AL), John Hollman (IL), Jeryn Vesperat (WI), Sarai Stansberry (LA), Sherry Rodriguez (NV), Daniel Hicks (TN), Jay Jacobs (KY), Rhonda Schierer (KY), Marlene Rutherford (KY), Melissa Bybee-Fields (KY), Eric Bingham (VA), Greg Glass (TN), Angela Smith (LA), Morgan Errett (IL), Lacy Ramirez (OR).

### Approval of Minutes

Upon motion by Sherry Rodriguez (NV), seconded by Angela Smith (LA), the minutes from the NCSL Summit in Boston were approved.

### Old Business

Chair Jarrow (AR) shared with the committee that she received very positive feedback from the Membership and Communication Committee about the current PDS.

### New Business

Chair Jarrow (AR) noted that we need to begin planning for the 2026 PDS. She asked if anyone had any ideas for plenary sessions and concurrent sessions. We want to ensure we get everything in a timely fashion to maintain a good pace. We might want to set deadlines to ensure Holly doesn't have to wait for the information.

Susan Kannarr (KS) felt that, before we started planning, since next year's meeting will be a no-host and before we went too far down the road, shouldn't it be determined whether it would be shortened or not? Josh Babel (AZ) added that we probably wouldn't go longer or shorter but would be similar to the present PDS with some caveats. Angela Smith (LA) advised that Holly South (NCSL) is currently working on hotels and logistics, and what spaces are available during the dates we are considering. That, along with budget constraints, would give us a better idea of what the program would look like.

Chair Jarrow (AR) mentioned that during the Membership and Communication committee, it was asked if the sessions could be recorded because sessions compete against each other. Susan Kannarr (KS) said that it has been a struggle for years.

Chair Jarrow then mentioned the legislative expo and the new attendees' orientation. She shared that starting to plan early helps it continue to run smoothly, just as it has in the past. She also reminded everyone that while she is Chair, she doesn't like to be in it alone. She prefers everyone to have a voice and be open to conversations and ideas so that we learn from each other. Jay Jacobs (KY), Chair of the

Support Staff committee, shared that he would love to see the expo later in the week because of logistical reasons. Chair Jarrow (AR) said she received feedback to the contrary, noting that it was nice having it at the beginning of the week.

Another positive feedback was that it was enjoyable to spend time during this PDS at the ranch, participating in activities together and socializing. It provided an opportunity to get to know each other. Susan Kannarr (KS) reminded the committee that in the past, having afternoons “on your own” didn’t always go over well with approving authorities.

We have also received some concerns regarding the PDS lodging. The need to stay in multiple hotels has been a particular point of feedback. Angela Smith (LA) reminded us that it’s been more difficult in recent years due to the size of the Society. Holly is working hard to keep everyone in one hotel in Washington, D.C., Lisa Ortiz (NM) suggested that for the future PDS, we should consider locations that can accommodate the state dinner. The organization may need to split into different hotels because of its growth.

Chair Jarrow asked everyone to start thinking about sessions. Angela Smith (LA) inquired whether President-elect Holiday has set a theme or provided any guidance on what she would like us to focus on. Josh Babel (AZ) pointed out that increased committee participation is beneficial. Chair Jarrow mentioned that she plans to discuss this matter with President-elect Holiday and Holly South to gather the necessary thoughts and data to begin work.

## Adjournment

Upon a motion by Sherry Rodriguez (NV), seconded by Jeff Beighley (WI), the meeting was adjourned at 3:12 p.m.

Respectfully submitted,  
Jennifer Welch (VA), Vice Chair



# Support Staff Committee

## Meeting Minutes

ASLCS Professional Development Seminar  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting was called to order by Chair, Jay Jacobs (KY) at 2:00 p.m. MST. Chair Jacobs introduced himself and Vice Chairs Rhonda Schierer (KY) and Michelle Dunphy (ME) and gave a special thank you Jennifer Welch (VA) and Becky King (KY) for their service last year as Vice Chairs.

### Attendance

The following members of the Committee were present: Jay Jacobs (KY), Chair; Rhonda Schierer (KY), Vice Chair; Michelle Dunphy (ME), Vice Chair; Brooke Mason-Predy (NC); Zack Griffith (KY); Meagan Walker (KY); Becky King (KY); Tara Robbins (TN); Daniel Hicks (TN); Lori Roland (AK); Greg Glass (TN); Sarah Curry (OR); Jennifer Welch (VA); J. W. Wiley (LA); Eric Bingham (VA); Josh Babel (AZ); Derek Page (IL); Joy Engelby (MO); Margaret O'Brien (MI); Jack Edwards (OR); Doug Himes (TN); Jake Rose (TN); Logan Klepzig (IL); Mike Linn (MN); Daniel Frank (AZ); and Marlene Rutherford (KY).

### Approval of Minutes

Upon a motion by Margaret O'Brien (MI), and seconded by Becky King (KY), the minutes from the 2025 NCSL Summit in Boston, MA, were unanimously approved as corrected.

### Old Business

Chair Jacobs gave an overview of the committee and what the responsibilities are: facilitating the Associate Exchange Program, obtaining moderators for the staff breakouts, coordinating the Legislative Expo and one concurrent session at the Professional Development Seminar.

Chair Jacobs gave an update of the 2025 Associate Exchange program. There were two applications received and both were approved. David Laughead completed his exchange with the Michigan Senate and Nate Sanko completed his exchange with the Idaho Senate.

Chair Jacobs asked for a review of the Staff Breakouts and the overall consensus was that the time allotted was sufficient and that encouraging moderators to prepare talking points is a good best practice.

Chair Jacobs gave an update on participation from the Legislative Expo. This year's expo had a very strong turnout with 20 different tables which included vendors and state participation.

The support staff hosted a table this year and flyers on the Associate Exchange Program were handed out and interest forms were collected from nine interested associate members. It was discussed to consider developing an exhibitor preview list for future Legislative Expos.

Chair Jacobs explained that the committee is responsible for planning a concurrent session every year at the PDS. This year's topic was "Building and Engaging in a Culture of Excellence" led by Jeff Takacs, Clerk of the Florida House. Attendance was very good and from initial conversations with attendees the session was very well received.

### New Business

Chair Jacobs announced that the committee's first item of business will be announcing and taking applications for the 2026 Associate Exchange Program. He was very encouraged by having accepted nine preliminary interest forms from associate members and will be reaching out to the states that the interested associates marked on their forms. He also announced that the Executive Committee approved

an increase to the travel reimbursement from \$500 to \$1250. This change will be good for the Society as it will encourage more associate members who would be restricted by the financial obligations to apply. Chair Jacobs will personally make sure that the nine interested applicants are emailed the official application when it becomes available.

Chair Jacobs asked the committee to begin thinking about ideas for a concurrent session for the 2026 PDS. Josh Babel (AZ) reminded the committee of the HR survey that was completed by NCSL and mentioned that could be a potential concurrent session topic.

Chair Jacobs reminded members of the upcoming concurrent session that would take place at 1:15 p.m. MST and that he would like to see all committee members attend to support the panelists and committee.

## Adjournment

Upon a motion by Margaret O'Brien (MI), and seconded by Becky King (KY), the meeting was adjourned at 2:40 p.m.

Respectfully submitted,  
Jay Jacobs (KY), Chair



# Business Meeting

## Meeting Minutes

2025 Business Meeting  
Santa Fe, NM  
September 25, 2025

### Call to Order

The business meeting was called to order by President Donna Holiday (KY), at 8:47 a.m.

### Attendance

The following members of ASLCS were present: President Donna Holiday (KY), Secretary-Treasurer Lee Cassis (WV), Cheri Lujan Hamilton (NM), Lisa Ortiz McCutcheon (NM), Jennifer Novak (ID), Jay Jacobs (KY), Angela Smith (LA), Ron Smith (LA), Catherine Hatch (AK), Jackie Schulz (AK), Crystalline Jones (AK), Becky King (KY), John Hollman (IL), Natalyn Gourdine (AL), Kristin Jones (WV), Lacy Ramirez (OR), Sarah Curry (OR), Zack Griffith (KY), Josh Babel (AZ), Nikki Root (ID), Martha Jarrow (AR), Jennifer Welch (VA), Tim Sekerak (OR), and Brendan Bucy (NV).

### Committee Reports

#### *"A" Committees*

Bylaws and Standing Orders: Brendan Bucy (NV), Chair, reported that the committee discussed the associate exchange program and updating language to incorporate the new funds that will be available for the program. They also discussed language to incorporate auxiliary and honorary members, as it relates to U.S. congressional clerks' staff, into the standing orders.

Inside the Legislative Process: Kristin Jones (WV), Chair, reported the committee is continuing its work on part three of the survey focusing on caucuses and delegations. The committee had received 26 responses, however, 10 of those were incomplete. The committee planned to resend the survey to the membership and follow up with the chambers that submitted incomplete responses. Once this is complete, the committee will reach out to individual chambers who did not respond. The survey will close in November to allow for analysis to be completed by mid-December for inclusion in the next administrator.

Site Selection: Kristin Jones (WV), on behalf of Chair, Mary Ann Krol (KY), reported the next PDS will be held in Washington, D.C. as a "no host" meeting. A "no host" committee has been appointed. West Virginia has committed to host the 2027 PDS. Alabama is interested in hosting in 2028 but cannot commit due to major capitol construction. Montana is interested in hosting but is unable due to staffing and fundraising restrictions. The committee discussed exploring what prevents states from hosting.

Technology: Zack Griffith (KY), Chair, reported the committee plans to continue its social media efforts and expand them to showcase technologies from different states. A "host page" will be created to allow states to easily share screenshots, videos, and descriptions of their technology. The leading topic for next year's concurrent session is accessibility, focusing on WCAG compliance ahead of the upcoming April 2026 deadline.

#### *"B" Committees*

International Communications and Development: Lacy Ramirez (OR), Chair, reported that the committee is focused on updating the international directory, including adding Spanish and French versions to be posted online. The future of ANOMAC is uncertain, but the committee will not give up on relations with Mexico and will attempt to build connections at the state level. The committee will investigate potential bylaw changes should ANOMAC be officially defunct. The committee also discussed the logistics of putting together a concurrent session for our international guests. The committee will connect with

NCSL to explore collaboration on international relations and events.

Legislative Administrator: Jennifer Novak (ID), reported that the committee discussed the possibility of going digital with the Administrator and charging a subscription fee for hard copies. They also discussed content for the upcoming edition of the Administrator. Lisa Ortiz McCutcheon (NM) reported that the committee discussed sending one copy of the Administrator to each chamber rather than to each member in every state as way to reduce costs.

Membership and Communication: Martha Jarrow (AR), the committee did a review of the past year and looked ahead with discussion on mentorships and improving the communication with the mentees.

Support Staff: Jay Jacobs (KY), Chair, reported the committee focused on advertising and promoting the Associate Exchange Program. The expo table was highly successful, generating nine interest forms from associate members. Principal members should expect a communication soon to apply as a host state. The committee also discussed a concurrent topic for next year.

### ***"C" Committees***

Canadian-American Relations: Ron Smith (LA), reported the committee is seeking a host for the associate program and the Canadian meeting. The committee is finalizing a formal agreement for the Canadian-American exchange program with their Canadian counterparts and will present it to the Executive Committee for approval soon. The Canadians have agreed to the proposal.

Professional Journal: Sarah Curry (OR), reported the committee is in a strong position with content. Three articles are in the final draft stage for the 2025 edition, and multiple articles and ideas are already lined up for the 2026 edition.

Program Development: Martha Jarrow (AR), reported that the committee was focused on preparing content for the 2026 NCSL Summit and 2026 PDS. The committee wants to establish a deadline for content so planning can move at a good pace.

Civics Educations: Tim Sekerak (OR), reported that the committee will continue collecting information, with a focus on states' preparations for the upcoming 250th anniversary. An idea was proposed to create a mentorship program where states with event-hosting experience could assist other states in their planning and preparation.

Budget and Financial Review: Tim Sekerak (OR), Chair, reported the committee discussed the Society's financial health, and the various accounts that are associated with the Society. Several ideas were proposed for using available funds, including a "civics missionary program," funding the associate exchange, or creating scholarships to incentivize new member attendance. The committee will conduct a holistic review of PDS costs (registration, hotel fees, etc.) to ensure our meetings remain financially accessible to all members.

Internal Audit: No report

Roster: John Hollman (IL), Chair, reported the Illinois House has officially taken over responsibility for the roster from Wisconsin. The new Roster Chair will work with the Secretary-Treasurer to keep member information updated. The Illinois House is not permitted to prefund publishing and shipping, so Wisconsin has agreed to continue that part of the process.

Strategic Planning: Jennifer Novak (ID), Chair, reported that the committee discussed several ideas including creating a new member guide with photos prior to the PDS so new attendees can be better identified and working on improvements to the NCSL meeting app. The committee also discussed creating a deadline for submitting information to Holly (NCSL liaison) prior to meetings and holding remote committee meetings in December between the PDS and spring meeting.

## Old Business

Holly South provided a brief update on the “no host” 2026 PDS to be held in Washington, D.C. as it relates to the PDS budget. The costs will be considerably higher in Washington, D.C. than in previous PDS locations.

## Adjournment

Upon a motion by John Hollman (IL), seconded by Josh Babel (AZ), the meeting was adjourned at 9:16 a.m.

Respectfully submitted,  
Lee Cassis (WV)  
Secretary-Treasurer



# Civics Education Support Committee

## Meeting Minutes

2025 ASLCS Professional Development Seminar

Santa Fe, NM

September 24, 2025

### Call to Order

The meeting of the Civics Education Committee was called to order by Jeff Takacs (FL), Chair, at 2:51 p.m.

### Attendance

The following members of the committee were present: Jeff Takacs (FL), Co-Chair, Scott Kaiser (IL), Co-Chair, Ali Sagraves (OH), Vice Chair, Nicole Albers (TX), Annette Biamonte (NV), Matt Burns (CA), Allison Darne (ME), Jack Edwards (OR), Kelly Fogleman (LA), Michelle Fontenot (LA), Ian Gahner (NV), Lauren Heggen (NV), Doug Himes (TN), Adanna Hydes (KY), Logan Klepzig (IL), Cathy Kroening (MT), Louis Lindstrom (WA), Brooke Mason-Preddy (NC), Jen Novak (ID), Monica Partida (TX), Colleen Pehar (WA), Jake Rose (TN), Tim Sekerak (OR), Malisha Straw (AR), Dr. Tammy Wehrle (WI), and Megan Witherow (VA). ASLCS President Donna Holiday (KY) was also present.

### Approval of Minutes

After mentioning a name being corrected in the minutes of the previous meeting, upon a motion by Jennifer Novak (ID), seconded by Monica Partida (TX), the minutes of the meeting held Sunday, August 3, 2025, at the 2025 NCSL Legislative Summit in Boston, MA, were approved, as corrected.

### Old Business

The Chair provided an overview of the work of the committee from its first year in existence. The committee's main mission for the first year was to provide a searchable online resource through which members could share their civics education materials. With great gratitude to the Washington Senate for making it happen, the SharePoint resource is live, containing 225 documents from 17 states at the time of the meeting. As members may still email their resources to the Chair, an email with the link and submission information will be provided to the Society in the coming days. The committee will continue fulfilling this portion of its mission.

Furthermore, the committee sponsored a well-attended and informative concurrent session, conducted by the Chair and ASLCS President Donna Holiday (KY), in which they explored aspects of the civics education activities in which they are involved in their respective states. The committee also hosted a booth at the Legislative Expo to feature the compiled SharePoint resources, with gratitude to Tim Sekerak (OR), Tammy Wehrle (WI), and the Washington Senate team for their time and work on the project. Both items will likely become steady activities of this committee in the future.

### New Business

As for the committee's mission for the upcoming year and beyond, the Chair explained that the maintenance of the SharePoint documents will need to be considered, as publications may eventually become outdated. Additionally, the committee may need to pare down what is included should the resource become too voluminous as a whole.

To continue conversations from the committee's previous meeting in Boston, discussion also began regarding finding ways to contribute to the "America 250" activities happening in each state to

commemorate America's 250th Anniversary. Jen Novak (ID) discussed working toward a united framework for civics education activities, such as "how a bill becomes a law" activities, mock sessions, and more. She intends to share what her state decides to do for their programming in the coming months. Committee members are encouraged to investigate the activities planned by their respective states so we may collaborate on how we may contribute to the efforts. The Chair highlighted the unique opportunity we have to mesh the celebration of the history of each of our states within the national celebration, with the hope that we may find a unified way to do so individually and collectively as a Society.

The Chair then opened up the floor to members to share their ideas for potential routine work or activities for the committee to consider that will advance its civics education mission:

- Louis Lindstrom (WA), Colleen Pehar (WA), and Tammy Wehrle (WI), shared their idea for a "boots on the ground" pilot program that was born out of their staff breakout session. Similar to the Associate Exchange Program, this civics education pilot program would involve civics education staff from a state with a well-established program traveling to a state looking to implement such a program, conducting a study, offering recommendations tailored to that state's needs, and helping with the start-up of its implementation or a presentation to the state's leadership. The thought is this would be funded via a grant-type program within the Society. Obviously, this would involve a cost. It was mentioned that Holly South (NCSL Liaison) discussed having some connections on a larger scale to help further this idea. As such, the Chair intends to follow up with her.
- Tammy Wehrle (WI) added that momentum for this topic is building overall, as NCSL has committed to doing a session related to civics education at the Summit next year, and that may be an avenue in which our committee and Society could be involved.
- Co-Chair Scott Kaiser (IL) would like to explore how we, as practitioners of "civics in action," may transmit our knowledge and resources to local school districts to help explain to various age groups why we have "process," why civility is needed in the engagement of that process, etc. Instead of working to reach the students directly, this would reach those who teach those students.
- In that same vein, the Washington Senate committee members explained their "teach the teachers" type program for K-12 educators, which is accomplished by partnering with local schools. They are also teaming up with the public telecommunications entity for their state to develop and run a TV commercial to advertise their page program to begin engaging students who are interested in the process. Partnering with local entities is paying dividends in terms of accomplishing their civics education mission.
- Michelle Fontenot (LA) shared that her husband is active in a "teach the teacher" type program via local governments for public and private high school educators, hospitals, economic development authorities, and other groups in the community to discuss the work they do and the types of jobs that are available. This then helps the teachers, for example, take that information back to their students and assist them with career ideas that are community minded. She foresees this being something that the state legislatures could do, as well. This opened up discussion on the ability to share videos in SharePoint, in addition to documents, as video tours of statehouses and the work that happens within those walls could be included as a resource; it was determined that clickable links within the PDF documents could accomplish this.
- Brooke Mason-Preddey (NC) asked about any programs geared toward adults that may be worth a deeper look, as a lot of adults do not have the civics knowledge that is helpful for effective engagement in the process. The Chair mentioned such a program is run by the Massachusetts legislature, and it may be the only one of its kind.
- Logan Klepzig (IL) would like to explore creative ways to engage students who are not particularly interested in civics and the process at the time of their statehouse visits. An example he shared included having a beehive on statehouse grounds that may capture the attention of some students

who would otherwise not find a connection during their visit.

- Tim Sekerak (OR) shared that he is attempting to organize a “Civics Summit” in Oregon to bring any and all entities that do civics education activities to the table collaboratively and help each other accomplish their goals in a better coordinated manner. He is looking at obtaining funding from a state foundation for this effort.
- Allison Darne (ME) suggested that committee members with well-established programs could submit articles to be included in the Legislative Administrator publication to highlight details of the civics education work in their respective states. The Chair agreed this would be a useful activity for the committee, as the next article deadline is the end of December, if any members are interested in contributing content.

To no one’s surprise, the Chair was strongly encouraged by committee members to submit the details he shared in the concurrent session of his civics education efforts in Florida via an article for the Legislative Administrator. President Holiday (KY) shared that she is particularly interested in the Chair’s story regarding obtaining the Lego creation of the Florida State Capitol and how other states might be able to accomplish something similar.

The Chair reiterated that this new committee would continue discussing and exploring its next steps throughout the year.

## Adjournment

With no further business, upon a motion by Louis Lindstrom (WA), seconded by Colleen Pehar (WA), the meeting was adjourned at 3:27 p.m.

Respectfully submitted,  
Ali Sagraves (OH), Vice Chair



# International Communication and Development Committee

## Meeting Minutes

2025 ASLCS Fall PDS Meeting  
Santa Fe, NM  
September 24, 2025

### Call to Order

The meeting of the International Communication and Development Committee was called to order by Chair Lacy Ramirez (OR) at 2:00 p.m.

### Attendance

The following members of the committee were present: Chair Lacy Ramirez (OR), Vice Chair Jackie Schulz (AK), Vice Chair Tom Bottern (MN), Crystaline Jones (AK), Heshani Wijemanne (CA), Susan Kannarr (KS), Tracy Cantella (FL), Ron Smith (LA), Sherry Rodriguez (NV), McKenzie Barker (OR), Wendy Cortes (OR), Matt Burns (CA), Liz Clark (AK), Nikki Root (ID), Bonnie Allen (OR), Keira Alkema (OR), Angela Smith (LA), Elaine Morgan (CA), Brad Young (OH), Ali Sagraves (OH), Yolanda Dixon (LA), Catherine Hatch (AK), David Pegram (South Australia), Aliza Aquino (CA), Adam Thompson (Canada), Rhonda Jenkins-Gardiner (AK), Natalie Foster (Canada), Patricia Hanson (CA).

### Approval of Minutes

Upon motion by Sherry Rodriguez (NV), seconded by Angela Smith (LA), the minutes from August 3, 2025, NCSL Summit Meeting in Boston, MA, were approved.

### Review of PDS Concurrent Session for International Attendees

Lacy Ramirez (OR), Chair, noted that she had received a lot of good feedback about the concurrent session for international attendees, and expressed appreciation for their participation and willingness to provide presentations. The international guests expressed their appreciation for the opportunity to attend and indicated their willingness to answer questions and interact throughout the PDS.

### Old Business

#### 2025 International Directory

Copies of the 2025 ASLCS International Directory were distributed to the committee. Lacy Ramirez (OR), Chair, reviewed the composition of the Directory and noted that it was in trilingual form, per ASLCS requirements. Lacy Ramirez recognized the efforts of Liz Clark (AK), Immediate Past Chair, in preparing and publishing the Directory.

#### Committee Business

Lacy Ramirez (OR) provided a brief overview of the purpose and functions of the International Communication and Development Committee, as described by ASLCS Bylaws.

#### ANOMAC

Lacy Ramirez (OR), Chair, expressed her intention to contact members of ANOMAC (The National Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico) to review ANOMAC's status and further participation in ASLCS events. Chair Ramirez invited other members of the committee to assist in this effort. She noted that prior attempts at contact had been unsuccessful and

that ANOMAC's website is now defunct. Liz Clark (AK) noted that attempts at updating other countries' contacts remained unsettled due to timing and changing offices.

## New Business

### 2026 International Directory

Chair Ramirez asked the Committee membership to consider the best timing for the publication of the 2026 International Directory, considering when the various organizations meet during the year. The Chair asked if other individuals from other countries should be added to the Directory.

At this point Adam Thompson (Canada) noted that CATS (the Association of Clerks-at-the-Table in Canada) is questioning whether to continue a formal relationship with ANOMAC considering the status of ANOMAC.

Susan Kannarr (KS) noted that NCSL has many international contacts and robust international resources. She asked whether there is a way to participate in the international reception at the Summit, with the idea of improving contacts with Clerks and Secretaries in other countries. Crystalline Jones (AK) added that at one point ASLCS had arranged that reception and had been more involved in the past.

## Adjournment

Upon a motion to adjourn by Susan Kanarr (KS), seconded by Liz Clark (AK), the meeting was adjourned.

Respectfully submitted,  
Tom Bottern (MN), Vice Chair



# Executive Committee

## Meeting Minutes

2025 ASLCS PDS  
Santa Fe, NM  
September 25, 2025

### Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Donna Holiday (KY), Chair, at 9:28 a.m.

### Attendance

The following members of the committee were present: President Donna Holiday (KY), President-elect John Hollman (IL), Secretary-Treasurer Lee Cassis (WV), Associate Vice President Sherry Rodriguez (NV), Associate Vice President-elect Angela Smith (LA), Elected Principal Jennifer Novak (ID), Appointed Principal Cheri Lujan Hamilton (NM). Also in attendance were: Martha Jarrow (AR), Jennifer Welch (VA), Josh Babel (AZ), Ron Smith (LA), Holly South (NCSL liaison), Carrie Maulin (NCSL).

### Approval of President's Executive Committee Appointments

President Holiday (KY) put forth the following nominations:

- Principals: Michelle Fontenot (LA), Cheri Lujan Hamilton (NM)
- Associates: Jeff Beighley (WI), Becky King (KY)

Upon motion by John Hollman (IL), seconded by Jennifer Novak (ID), President Holiday's executive committee appointments were approved.

### Review and Approval of ASLCS Financial Accounts

#### Treasurer's Report

Secretary-Treasurer Lee Cassis (WV) reported that there were no significant changes from the report presented by John Hollman (IL) at the business luncheon on Tuesday, September 23, 2025.

#### ASLCS Professional Development Revolving Account (LLCS)

Holly South (NCSL) reported that the profit from the 2024 Manchester, NH, PDS was recently deposited in the amount of \$33,533.99.

#### ASLCS Special Meetings Fund (L190)

Holly South reported that since the meeting in Boston, the revenue from Q2 interest came in at \$1,159.76, a payment for the lunch and business meeting was made in the amount of \$9,471.00, and a pending deposit for \$5,000 for International Roll Call's Sponsorship of the business meeting at the NCSL Summit should be deposited by the end of the month.

#### 2025 PDS Meeting Budget, Registration, and Hotel Pickup Summaries

Holly South reported that the 2025 PDS final registration confirmed at 251 (up from 229), increasing projected registration revenue. There were no costs to report at this time.

## **New Business**

### **2026 PDS Update**

Holly South provided an update on the 2026 PDS planning for Washington, D.C. Holly noted we are planning on 2 to 3 times the cost as compared to past PDS budgets. Expectations are that rooms will cost around \$300 per night, food and beverage costs are estimated to be between \$90,000 to \$100,000, and transportation would be double what the Society has traditionally paid. To save on transportation costs, President Holiday suggested that we evaluate issuing attendees Uber/Lyft codes for those that are unable to walk to the capitol or other event locations. A request for bids from hotels has been issued and Holly believes we will receive 5 to 10 bids. Holly will report back to the committee once she receives proposals from hotels.

### **2026 Associate Exchange Program Funding**

Holly South gave a brief overview of the 2026 Associate Exchange Program funding. The NCSL Foundation has designated \$1,900.00 per staff section which will be divided between participants in the program, which is in addition to the ASLCS funding.

### **ASLCS Publications**

Discussion and approval of budgets for ASLCS publications. President Holiday reported the amounts for each publication and Holly South noted that the amounts were the same as the previous year and all previous year chairs indicated the funding was appropriate. Upon motion of Jennifer Novak (ID), seconded by John Hollman (IL), the following budgets were approved as follows: International Directory (\$300), Legislative Administrator (\$15,000), Professional Journal (\$300), and the Roster and Reference Guide (\$15,000).

### **Travel Reimbursements**

Approval of travel reimbursements for ASLCS President Donna Holiday, Associate Vice-President Sherry Rodriguez, and Canadian-American Relations Chair Joyce Wright for the Canadian-American Meeting held in Nashville, October 14-18, 2025. Upon motion of Cheri Lujan Hamilton (NM), seconded by Jennifer Novak (ID), the travel reimbursements were approved.

Approval of travel reimbursements for ASLCS President Donna Holiday and President-elect John Hollman to attend the fall LSCC meeting in Washington, D.C., November 18, 2025. Upon motion of Angela Smith (LA), seconded by Cheri Lujan Hamilton (NM), the travel reimbursements were approved.

### **Announcements**

Holly South announced the 2026 spring meeting would be held in Asheville, NC, May 1-2, 2026, at the Grand Bohemian Lodge. The agenda and travel brochures will be forthcoming in the next couple of months.

## **Adjournment**

Upon a motion by Jennifer Novak (ID), seconded by Angela Smith (LA), the meeting was adjourned at 9:40 a.m.

Respectfully submitted,  
Lee Cassis (WV)  
Secretary-Treasurer

# Bridging Borders: Highlights from the 2025 Joint Canadian-American Clerks' Conference

*By Kelly Fogleman*



Joint Canadian-American Conference  
Nashville, TN  
2025

The 2025 Joint Canadian-American Clerks' Conference was held October 14 – 18, 2025, in Nashville, Tennessee. The forty delegates in attendance and their guests were treated to an engaging mix of insightful business sessions and fun, social events throughout the city.

After an opening reception on Tuesday evening where attendees were welcomed with scenic views of the city skyline, the conference kicked off Wednesday morning at the Tennessee Capitol Complex with greetings from Russell Humphrey, Chief Clerk of the Tennessee Senate, and Nanette Mitchell, Journal Clerk of the Tennessee Senate.

Over the five-day conference, attendees were able to network and share their professional

experiences with colleagues from across the United States and Canada by participating in seminars and discussions on a variety of topics including:

- Procedures, court challenges, and other issues faced in the redistricting process
- Comparison of Canadian and American systems of governance
- Updates and transformations in Canadian parliamentary technology
- Integration of underrepresented figures' contributions into a jurisdiction's history and present-day operations
- Efficient and sustainable delivery of parliamentary service
- Challenges to the Office of the Clerk

Attendees also explored Tennessee's capital city, visiting some of Nashville's best-known historic spots for entertainment. At the Country Music Hall of Fame, participants enjoyed a private viewing of the galleries and a wonderful dinner with live music. Attendees were also able to be a part of the 100th birthday celebration of the Grand Ole Opry, listening to a concert on the famous Opry stage and collaborating with Nashville songwriters to write and record a fun, original song. Before heading home, attendees enjoyed breakfast at the famous Loveless Café and a tour of the Cheekwood Estate and its breathtaking gardens.

Another highlight of the week was the annual volleyball tournament between U.S. and Canadian staffers. This year, the U.S. team secured the win after a competitive match that showcased strong teamwork on both sides. The tournament remains a popular tradition at the conference, offering participants a chance to relax and connect in a spirited but friendly setting.

Thank you to our Tennessee colleagues whose generosity, hospitality, and hard work provided the perfect opportunity for colleagues from across the United States and Canada to learn, network, collaborate, and enjoy time with each other. Thank you, also, to the presenters, panelists, and moderators of each of the conference's business sessions for the valuable insight they shared at the conference, their dedication to their legislative bodies, and their contributions to the society.



Bridging Borders: Joint Canadian- American Clerks' Conference- *continued*

## Inside the Legislative Process Survey Results: Caucuses and Delegations



### Organization of Political Party Caucuses

All chambers responding to the survey report having at least one active political party caucus, except for the Mississippi Senate which reports having no active political party caucuses. The methods by which the caucuses form and the level of formality in their organization varies from state to state.

Most chambers responding to the survey describe caucuses as private political organizations formed outside of formal legislative rules and procedures. However, in eleven of the chambers responding, political party caucuses are organized pursuant to the rules of their respective chambers; and in five chambers, caucuses are established pursuant to a legislative resolution or other legislative instrument.

The remaining chambers (30 of 46 responding) report some other non-legislative method by which political party caucuses organize. Most of these chambers report an informal organization process for caucuses, with members organizing themselves into private political groups or in accordance with each caucus's own bylaws, rules, customs, or traditions.

In a small number of chambers (five of those responding), caucuses are organized by the state's major political parties and in accordance with the party's own adopted rules and bylaws. States with a more formal process for caucus organization include New Mexico and South Carolina, where political party caucuses are established pursuant to the state's Election Code and Ethics Laws, respectively. In Alabama, legislative caucuses are required by state law to register with the Secretary of the Senate and/or the Clerk of the House.

### Operation and Staffing of Political Party Caucuses

Just as the method of organization for political party caucuses varies from state to state, the way in which

those caucuses operate also varies. Slightly more than half of responding chambers (26 of 50) reported that their caucuses do not have written bylaws, rules, or traditions guiding their work. The remaining twenty-four responding chambers reported that their political party caucuses do have written bylaws or other binding rules or customs governing their meetings.

And while the chambers seem to be split on whether they have written guidelines to follow, an overwhelming majority of chambers reported having legislative staff assigned to them. Political party caucuses of thirty-eight chambers have legislative staff to assist the caucuses in their work, while only twelve do not.

### **What Role Do Caucuses Play?**

At the heart of the state legislative process, political caucuses, groups formed around political party affiliation, geography, or specific interest, serve a crucial function in connecting politics and official governmental action. Central to their existence are activities that shape leadership, communication, and policy.

Political caucuses in state legislatures are widely recognized to serve a set of core, high-level functions essential to the legislative process: selecting leaders, disseminating information, and formulating policy (all reported by 42 chambers). While participation in social and community events is also an important role (32 chambers), it is seen less often.

Caucuses can play other roles in their legislative chambers. In at least five chambers, caucuses meet to discuss legislation and go over daily calendars. Politics also come into play, with three states mentioning that their caucuses help play a role outside of the Legislature by leading campaigns, supporting incumbents and candidates during an election year, and assisting in fundraising and sponsoring campaigns for caucus members.



## Who Attends Caucus or Delegation Meetings?

When it comes to who may attend caucus meetings, an overwhelming majority of state chambers answered that members are the main attendees; however, only six chambers indicated members were strictly the only attendees. Other chambers (38) responded that in addition to members, legislative staff, invited guests, and media would also be allowed to attend. More chambers responded that invited guests would be allowed over members of the media.

## Caucuses Based on Interests Other Than Political Party

Many state chambers indicated that they have caucuses geared toward interests outside of pure politics of the responding chambers, only five indicated they do not have caucuses other than those based on major political party. Of the chambers who indicated they do, those caucuses ranged from identity-based caucuses such as Black, Latino, Members of Color, American Indian, Pacific Islander, etc., to caucuses focused on gender identity, LGBTQ+, sexual orientation, religion, and prayer. Initiative-driven caucuses such as technology, climate, aerospace defense, agriculture, timber, and energy are also common across state chambers.

Some chambers have caucuses which are region-based within their states, such as rural or farm caucuses. There are also special-interest caucuses, including sportsmen, motor sports, wine making, etc., based on interests prevalent in certain regions.

Some other caucuses listed by state chambers include Women's Caucus, Veterans' Caucus, Freedom Caucus, Family Caucus, Kids Caucus, Conservative Caucus, Small Business Caucus, Caucus on Aging, Jewish Caucus, Central Coast Caucus, Young Persons Caucus, Progressive Caucus, Life Sciences Caucus, Civility Caucus, Housing Caucus, Disabilities Caucus, and Autism Caucus to name a few.



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## Legislative Announcements

### Shout Outs



**Paul Smith, New Hampshire House of Representatives:**

"Big shoutout to the Mason's Manual New Materials Subcommittee. We recently completed a huge project, one that will help legislatures going forward, and the team deserves a lot of credit. Thanks to Yolanda, Jeff, Margaret, Sabrina, Michelle, John, and Russell for your work; I'm proud to know you."

**Sarah Bannister, Washington Senate:**

"Paul Campos, your versatility keeps this place running, and we see it every day. We've worked together for many years now, and your consistency and deep knowledge of this campus have been such a steady force for me and for the whole team. Thank you, Paul, for always showing up and for being someone we can count on year after year. Thank you, Paul."

**Laura Bell**, you're the heartbeat of our office, and someone I rely on more than I can ever fully say. You juggle the work, the people, and the unexpected with so much grace, and you always make sure I'm grounded and informed. I'm grateful for your partnership, your judgment, and your friendship. Thank you, Laura—truly.

**Brittany Yunker Carlson**, you wear two hats for us, serving as our tech liaison throughout the interim and then stepping seamlessly into the minute clerk role during the session. That kind of range is rare, and you handle it with calm, patience, and a genuine desire to help. Your adaptability keeps our team moving, and your steady presence makes a real difference. Thank you, Brittany, for all you do and the heart you bring to this work.

**Colleen Pehar**, my trusted deputy, what more can I say? You bring steadiness, judgment, and heart to every challenge we face, and I know I can lean on you for anything. Your friendship, candor, and ability to see around corners make this work not only possible but better. Thank you, Colleen, for being an anchor, a partner, and a true friend in this journey.

**Sean Kochaniewicz**, your work at the rostrum anchors so much of our daily operation, and you bring a steady, thoughtful presence that the whole team depends on. Your reliability, attention to detail, and willingness to step in wherever needed makes our entire operation better. Thank you, Sean, for the consistency and professionalism you bring every single day.

**Suchi Sharma and Jeannie Gorrell**, your work as Senate Counsel and Parliamentarians is a constant source of steadiness and clarity for all of us. You both bring deep expertise, thoughtful judgment, and a calm, kind presence to even the most complicated questions. The way you support the institution, our members, and staff—often behind the scenes—does not go unnoticed. Thank you, Suchi and Jeannie, for the guidance, professionalism, and genuine care you bring to this work every day."

## ASLCS International First-Time Attendee Reflection



### David Pegram, Deputy Clerk, House Assembly, Australia

I attended the ASLCS Seminar held in Santa Fe, New Mexico as President of the Australian and New Zealand Association of Clerks at the Table (ANZACATT).

Firstly, let me thank you for the very warm welcome I received.

Overall, I would thoroughly recommend attendance at an ASLCS Seminar. Being from Australia, I was unsure how relevant some of the program would be to me. But it seems that our elected representatives challenge us with the same issues, aspirations and conundrums both in Australia/New Zealand and America. To an outsider, your democratic system seems unfathomable, (I still can't get my head around executive

orders), but the principles remain the same. It was so easy for me to connect with every-one at the seminar, and this is one of its strengths. Attendance at a professional development seminar is one of the greatest benefits from being a member of the association. The contacts, exchange of ideas, camaraderie, together with the educative opportunities makes attendance at these seminars a 'must' for every-one who is considering a career in the legislature. From some-one who has worked in a legislature for over 30 years I can guarantee you will make friendships which will support you through-out your career.

As a first-time attendee I was assigned a buddy, Paul Smith (New Hampshire) who met me at the pre-reception drinks, and offered help should I need it, which was much appreciated. This pre-seminar get-together to help new attendees break the ice and get involved, is a great idea.

#### Observations

The format for the Santa Fe Seminar was very similar to our Association's annual professional development seminar which also includes various sessions on interesting aspects or developments in various jurisdictions.

I thought the break-out sessions where officers of the same classification met separately to discuss issues pertaining to their workgroups was a very good concept. It enabled participants to speak freely, unrestrained by the presence of more senior or junior officers.

I enjoyed visiting the various tables at the Legislative Expo. I found out a lot of different things and even picked up a rubber alligator. It seems a good way to get attendees mixing and discussing different projects and issues. The Legislative Expo is a concept not used by ANZACATT.

I also noted there was a number of sessions where various committees of the ASLCS met to discuss future plans and progress on projects undertaken by your Association. While we have an AGM during our seminars, there is rarely any other official business conducted. I assume this is because our Association is smaller and much of our business is conducted during the year via video-links.

I was also interested to note that there is no set program for future seminars. The Site Selection Committee meeting I attended had a firm commitment for the 2026 Seminar (Washington) but had no nominations for 2027 and beyond, which I found surprising.

#### Memorable Moment

There are many memorable moments to cherish from the seminar but as my father loved watching movies of the wild west, my favourite memory was the visit to Eaves Movie Ranch. The choice of the Ranch as the venue for the AGM business meeting was, (for the son of a devotee of the western movie genre), inspired.

For a first-time visitor to America, it was an eye-opening experience which was not only great fun but also very educative.

Thank you to all my American colleagues for making me feel so welcome. It was real bonza!

## ASLCS First-Time Attendees



### **Alexandra Geddie, Communications and Employee Relations Specialist, Alabama House of Representatives**

I recently had the pleasure of attending the Professional Development Seminar hosted by the American Society of Legislative Clerks and Secretaries (ASLCS), coordinated by Lisa McCutcheon-Ortiz and Cheri Lujan—both dedicated staff members of the New Mexico Legislature.

New Mexico is rich in history, culture, and stunning scenery—not to mention the incredible food! Santa Fe was a lively and welcoming city, with a walkable downtown and countless things to see and do.

As beautiful as the setting was, the sessions were equally impressive. Every speaker and panelist brought something valuable to the table, and I left feeling both inspired and better informed. I had the opportunity to network with colleagues from across the United States—and even a few from other countries. The way this Society brings people together to share ideas and support one another is truly inspiring, especially given the complex political environments we all work in. I especially appreciated how the event struck a balance between networking and learning. I left not only with new knowledge, but also with new friends I feel comfortable reaching out to for advice or insight into how things work in their states.

One of the most impactful parts of the seminar for me was the breakout session with others in similar roles. During the Information Technology group discussion, we explored the daily challenges we face and shared tools that help make our work more efficient and less stressful. I was particularly impressed by the progress other legislatures have made—some of which Alabama has yet to adopt. We also discussed how different states have managed transitions in software and technology, highlighting the key factors that contributed to their success.

Over the past few years, Alabama has made significant strides with the launch of a new messaging system, public website, and most recently, our upcoming move to a newly constructed legislative building. Hearing how others have navigated similar transitions was incredibly valuable. I truly appreciated the openness with which everyone shared their successes and lessons learned. I left with practical insights I can apply in my own state, along with a renewed sense of motivation.

Overall, this Professional Development Seminar was an incredibly rewarding experience. I left Santa Fe feeling energized, informed, and more connected to a network of professionals who are just as passionate about legislative work as I am. The knowledge I gained—from innovative IT practices to collaborative problem-solving strategies—will be invaluable as we continue navigating changes back home in Alabama. I'm grateful for the opportunity to learn, grow, and build lasting relationships with colleagues from across the country. I'm already looking forward to the next ASLCS event!



## Daniel Frank, Journal Clerk of the Arizona House of Representatives

After a hop, skip and a jump of a flight from Phoenix, I landed in Albuquerque. The short one-hour trek to Santa Fe provided very nice scenery that wasn't too distinct from the usual views in our home state, minus the saguaro cacti.

A far cry from the bustling metropolis of downtown Phoenix, Santa Fe offered the familiar feel of a northern Arizona city—like Prescott or Flagstaff—but with its own unique, rich history and southwestern flair. After an easy check-in, it was off to the first event on the agenda, the New Attendee Mixer, held on the rooftop pool deck. There was no shortage of morsels, beverages and new faces and names to make my best attempt at remembering. Thankfully,

nearly all attendees were wearing lanyards with their names displayed. The lanyards themselves, I would soon be instructed, were to be competitively filled with as many state pins as I could get my hands on by way of introducing myself and inquiring about said pins with attendees from other states.

After the mixer, we took a short walk to the welcome reception at the Palace of the Governors at the New Mexico History Museum. Donned in our choice of red or green clothing, symbolizing New Mexico's state question "Red or green?" (chile preference), we enjoyed more refreshments and conversations about our roles in our state capitols. We ended our first day in Santa Fe with dinner at the Pink Adobe, where the pleasant patio offered a memorable experience as local wildlife unexpectedly "dropped in" at our table. The several caterpillars that rained down from the trees above provided fuel for laughter throughout the entire trip. All in all, a solid start as day one ended.

Day two began with a pleasant stroll, accompanied by a caravan of attendees to the New Mexico State Capitol. I was pleasantly surprised by the beauty of the building's interior. There was quite a bit of public art throughout the Capitol, and the atrium was spectacular. Nicknamed the "Roundhouse," the New Mexico State Capitol is the only round capitol building in the U.S. Because of this, navigating the inside can get a bit disorienting, as one may find themselves walking in circles. We were ushered into the House Chamber, where I was impressed by the room's size and admired the massive state seal above the dais. Welcomed by Senate Majority Whip Michael Padilla and Speaker of the House Javier Martinez, they shared what led them to public service and some of their experiences in the legislature. Ending the welcome, there was a performance from the cutest little fiesta dancers on the House Floor.

Next, we heard from U.S. House of Representatives Parliamentarian Jason Smith. He shared with us the history and importance of the position while giving a peek into what dealing with legislators on the national stage looks like. It was a relief to hear that many of the institutional hurdles and dynamics between Members that we face day in and day out at the state level are also experienced in Congress.

After lunch, I attended the Journal Staff session held in a committee hearing room of the Capitol. My people! It was great to have a while to immerse ourselves in all things journal. Jay and Zach did a great job moderating and fostering discussion about using technology to our advantage in our journal process. It was eye-opening to see what other states were doing. I left with a few ideas for process improvement[s] and a sense of gratitude for how our state handles certain aspects of the journal. Thankfully, very limited verbatim in the Grand Canyon State! Phew!

I then made my way to the Inspiring Paths Concurrent Session. A vast array of stories was told, each of which would culminate in a career of public service. It was amazing to see such a wide variety of paths to the legislature, ranging from supply chain management to practicing law to even previously serving as an elected official. We all had one thing in common: we were bitten by the legislative bug and love what we do.

The event-filled day ended with dinner at local favorite The Shed. After an eternity of waiting, dinner hit

the spot. We finished with a relaxing walk back to the hotel along the Santa Fe River. Some of us thought "river" was used loosely, but it was a nice bookend to the day.

The next morning, I attended a session on using A.I. in the legislative setting. Therefore:

*(The following summary of the session was created using ChatGPT.)*

The "A.I. Unmasked: What Every Clerk Should Know" session at the 2025 ASLCS Professional Development Seminar explored how artificial intelligence is reshaping legislative work. Speakers discussed current AI tools in legislatures, the risks posed by deepfakes and misinformation, and common misconceptions about the technology. They emphasized AI's potential to enhance transparency and accessibility while underscoring the need for clerks to stay informed about ethics, governance and the responsible use of automation.

Following the session, we hopped on the bus to head to Eaves Movie Ranch, a legendary film set where more than 250 western films were shot. While the business meeting was being held, we enjoyed some tasty barbecue. We checked out some of the scenery and had a visit from "Clyde," a famous bison that lives at the ranch and is a movie star in his own right. Music filled the air from a western band that kept it going during our entire visit. Horse-and-buggy rides, tasty treats, libations and a group photo rounded out our experience at the ranch. We hopped back on the bus, and we city slickers headed back to Santa Fe before sundown.

On our third day, we were graced with the presence of Seb Terry, author and keynote speaker. Terry shared his life-changing story of losing someone close to him and looking at what it means to be happy. His transformative journey in completing a list of 100 things to find happiness and purpose was hilarious, heartwarming and inspiring. He involved us in communicating some of our goals and got us asking, "Why not?" Many of us left the presentation with a boosted eagerness to check some items off our bucket list.

I then attended the Concurrent Session on Civics Education. I sought information to enhance the experience of the many tour groups we host at our Capitol. It was neat to see a couple of different ways states are engaging the public. Donna Holiday showcased Kentucky's Military Kids Day, and Jeff Takacs did a great job showing how Florida created a Capitol Welcome Center to provide information for self-guided tours of the Capitol. I left the session motivated to find ways to better educate the public on the legislative process through our floor presentations and mock sessions.

A quick lunch at Dumpling Tea, where our eyes were much larger than our stomachs, provided some tasty Chinese and quite a bit of leftovers to take back to the hotel before heading to the ASLCS standing committee meetings.

Later that evening, it was time to get fancied up and head to the Eldorado Hotel for the State Dinner, where incoming officers were welcomed by their predecessors, who shared stories of their accomplishments and dedication to public service. The night finished with Paul Smith of New Hampshire, or "DJ PVC," providing tunes for attendees to cut a rug to. The music and dancing brought me back to my middle and high school days as a wallflower, but it was fun to watch nonetheless.

Our final moments in Santa Fe were spent visiting one of the many Christmas shops in the area, followed by a fantastic breakfast of chili relleno at Plaza Café Downtown. Appetites sated, we hopped in the car for our drive back to Albuquerque and boarded our flight home to the Valley of the Sun.

I left the conference with a renewed sense of appreciation for the duties performed at the state legislature, both by myself and my like-minded colleagues across the country. It was an informative, fun-filled week, geeking out on all things legislative with those who speak the language and understand the legislative world we live in. Having my first conference under my belt, I am more than excited for the many future ASLCS events to come.

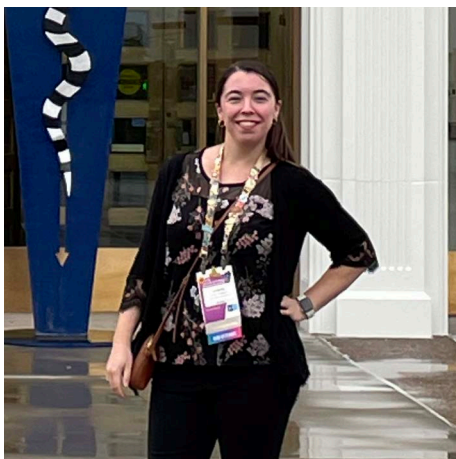


### **Madison Hinojosa, Assistant Daily File Clerk, California State Senate**

Santa Fe was my first conference as a member of ASLCS and I could not have joined during a better year! From the first moment I met my mentor, to winning the pin contest, the entire experience was one that truly enriched my career. Since it was my first conference, I really wanted to focus on networking, meeting other members, and getting a feel for the society. I was lucky enough to be greeted with open arms and plenty of professional insights. The pin contest gave me an opportunity to talk to all the attendees, which often turned into engaging conversations about our states and their procedures. Hearing how different our processes are was a real eye opener and it gave me plenty of ideas to bring home to California!

The kindness that was shown to me throughout the conference inspired me to get involved during meetings and workshops. I felt comfortable asking questions about advancing my career as a young staffer and I am now looking forward to joining some ASLCS committees.

I was inspired by the fact that although we may differ in size, how we organize our committees, or even our specific titles, we all share a love and a passion for the important work we do across the country. I can't wait for next year!



### **Lindsey Bundgaard- Engrossing Specialist, Minnesota Senate**

I am an Engrossing Specialist for the Minnesota Senate Engrossing Office. I have been in this position for two years and have worked for the Senate for five years total. I had such a great time at my first ASLCS PDS, from the location, to the sessions, to meeting so many wonderful people from all across the country and beyond! That was probably my favorite part, learning what similarities we shared as well as fascinating differences in our legislative systems and processes.

Everyone was so kind and welcoming, willing to share tips, stories, and pins! I had so much fun with the pin/business card collecting

contest, especially seeing how creative different states could be in representing themselves (special shoutout to the Florida Mason-holding manatee). This was also the perfect way to strike up a conversation with someone new, which I might have been too nervous to do otherwise. It was a particular honor to receive the golden gavel pin and all that it represents, and I really couldn't be more grateful. I was also lucky enough to have a really great mentor, Sam Rowe from West Virginia, who was incredible at helping me navigate the seminar and introduced me to a lot of great people. The whole contingent from West Virginia was just so welcoming, and I appreciate their friendship and guidance.

Another highlight was the various sessions I attended during the week. Learning about the U.S. House Parliamentarians, the paths others took on their journey as legislative staffers, and how to support and set realistic expectations for myself was meaningful and inspiring, and I appreciated how engaging all of the speakers were.

This seminar reinforced my commitment to and pride in my work, and encouraged me to continue to grow in my role within my office and the legislature as a whole. I'm very appreciative of my time in Santa Fe, and I can't wait to attend my next PDS!



## **Jes Parker- Journal Clerk, West Virginia House of Delegates**

Attending the ASLCS Professional Development Seminar in Santa Fe, New Mexico, as a first-time participant was an incredibly rewarding and memorable experience. As the Journal Clerk of the West Virginia House of Delegates, I arrived eager to learn, connect with colleagues from around the country, and gain a deeper understanding of legislative processes and best practices. Although my West Virginia colleagues assured me it would be a great time (as well as a great professional opportunity) the seminar vastly exceeded my expectations!

One of the highlights of my experience was being paired with my mentor, Jennifer Welch from Virginia. I was told I had the “best mentor in the business” and Jennifer did not disappoint! She was welcoming, knowledgeable, and so very generous with her time. She helped guide me through the seminar, introduced me to new colleagues, and from there I was provided with valuable insights into how different states approach similar legislative challenges. Her support played a big role in helping me feel confident and included throughout the week. I truly feel that with Jennifer, I also gained a friend.

The programming itself was exceptional. I especially enjoyed the breakout sessions, which offered a lot of great, practical information. The Journal Clerk position is a unique one, in that some of our job has reciprocity across state lines where new ideas can be exchanged and implemented. I was delighted to experience the round-table format with other Journal Clerks, where I learned a lot and was able to take home some great advice to apply to my professional tool belt. The panel discussions of the other breakout sessions were thoughtful and engaging, and it was inspiring to hear from so many experienced legislative professionals. Jason Smith, Parliamentarian for the U.S. House of Representatives, was a definite highlight for me. Great questions were asked, and I appreciated the conversational tone he used as he engaged with the crowd. Keynote speaker, Seb Terry, was AMAZINGLY encouraging and uplifting! It was great to see my new colleagues having fun and engaging joyfully with one another.

Beyond the educational aspects, the seminar also offered fun opportunities to get involved. I was excited to place 3rd in the ASLCS pin contest, which added an extra special touch to the trip. The pin contest proved as a brilliant wait to “meet and greet”, and prompt a somewhat introverted person, like myself, to meet a lot of great folks.

Santa Fe was a beautiful setting for the event, and the warm atmosphere of the seminar made it easy to connect with others. Quite frankly, I fell in love with the culture and the people of New Mexico and have already made plans to return to Santa Fe next September with my husband!

Overall, my first ASLCS Professional Development Seminar was both enjoyable and professionally enriching. I look forward to staying involved with ASLCS and attending future seminars!

# Photo Gallery



















# *That's all Folks!*





# ASLCS

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