



American Society of Legislative Clerks and Secretaries (ASLCS) **2017 Professional Development Seminar**

Renaissance Phoenix Downtown • Phoenix
Sept. 24–29, 2017

AGENDA

Sunday, Sept. 24, 2017

8 a.m.-2 p.m.
Salon 3

2020 Mason's Manual Commission

Presiding: Alfred "Butch" Speer, chair of the 2020 Mason's Manual Commission and Chief Clerk, Louisiana House of Representatives

1-6 p.m.
Ballroom Foyer

Registration and Information Desk

2-4 p.m.
Salon 2

Nominating Committee

4-6 p.m.
Salon 1

2016–2017 Executive Committee

Presiding: Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives

6-7:30 p.m.
Skyline Patio

Welcome Reception

9 p.m.-Midnight
Room 510

Hospitality Suite

Monday, Sept. 25, 2017

8 a.m.-5 p.m.
Ballroom Foyer

Registration and Information Desk

8-9 a.m.
South Ballroom

Breakfast

Thank you to our sponsor, Propylon!

8:15-9:15 a.m.
Salon 8

New Attendee Orientation

We welcome and orient new attendees to the professional development seminar and ASLCS, and provide useful tips to make the most of your time in Phoenix. Fill your plate and then head down the escalator to learn useful tips that will help you make the most of your time in Phoenix. Coffee and juice will be served.

Sponsored by the ASLCS Membership and Communication Committee

9:30-11:30 a.m.
North Ballroom

Plenary Session – Stop Global Whining!

The fact is we are all forced to do more with less – fewer staff, declining resources, and 40 hours of stuff to do in a 24-hour day. This can really wear us down! But what to do? You can waste energy complaining, but how productive is that!? Christine Cashen will share the secret to getting what you want with what you've got, and she'll show you that you have what it takes right now to

make a difference in your workplace and your life by conserving time and energy, communicating more effectively, and having fun!

Introduction: Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives

Speaker: Christine Cashen

Books will be available for purchase afterwards.

Noon–2 p.m.

Lunch on your own

2-3:30 p.m.

Salons 1-8

Staff Breakouts

Take your networking and problem-solving to the next level! Staff breakout sessions provide a forum where attendees can discuss specific parliamentary situations and administrative challenges. Talk to experienced colleagues, obtain helpful solutions and discuss shared experiences with your colleagues across the country. Note: Staff Breakout Sessions are open only to legislative staff.

Sponsored by the ASLCS Support Staff Committee

7 break-out sessions for:

Principal Clerks and Secretaries – Salon 1

This session is designed for currently serving principal clerks and secretaries.

Moderator: Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives

Assistant/Deputy Clerks and Secretaries – Salon 2

This session is designed for the assistant or deputy chief clerk or secretary of the chamber.

Moderator: Alan Whittington, deputy chief clerk, Tennessee Senate

Legislative Operations Staff: Journal – Salon 3

This session is designed for staff whose work directly relates to the legislative process via the journal.

Moderators: Jeffrey Beighley, staff clerk, Wisconsin Senate and Julie Martyn, journal clerk, Wisconsin Assembly

Legislative Operations: Technology – Salon 5

This session is designed for staff whose work directly relates to the legislative process via information technology.

Moderators: John Hollman, reading clerk, Illinois House of Representatives and Neva Marie Parker, journal clerk, California Senate

Legislative Operations: Enrolling and Engrossing – Salon 6

This session is designed for staff whose work directly relates to the legislative process via engrossing and enrolling.

Moderators: Jackie Scott, indexing/enrolling director, Virginia House of Delegates and Jeannine Layell, indexing/enrolling assistant clerk, Virginia House of Delegates

Legislative Operations: Calendar Staff, Bill Status/History and Committee Staff – Salon 7

This session is designed for staff whose work directly relates to the legislative process via the calendars and agendas, bill index and status, and committee operations.

Moderators: Jackie Schulz, assistant chief clerk, bill history, Alaska House of Representatives and Lori Roland, committee records supervisor, Alaska House of Representatives

Administrative and Support Services: Administration, PR, Facilities, Safety and Security – Salon 8

This session is designed for staff whose work supports the legislative process via fiscal administration, information and public relations, facilities management, purchasing, printing, document handling, mail rooms, safety, security, and general support services.

Moderators: Mark Garcia, auditor, Texas Senate and Joe Calvo, postmaster, Texas Senate

3:30-5 p.m. **2017-2018 Special Committees**

Budget and Financial Review – *Salon 1*
Internal Audit – *Salon 2*
Roster – *Salon 3*
Strategic Planning – *Salon 8*

5-5:30 p.m. **Transportation to the Arizona State Capitol**
Buses will load at front drive of the Renaissance (Lobby Level) at 5 p.m.

5:30-8:30 p.m. **“Night at the Museum”: Cocktail Reception and Candlelight Tours**
Arizona State Capitol

9 p.m.-Midnight **Hospitality Suite**
Room 510

Tuesday, Sept. 26, 2017

8 a.m.-5 p.m. **Registration and Information Desk**
Ballroom Foyer

Breakfast on your own

9-10:30 a.m. **Concurrent Session–ASLCS New Member Trivia**
North Ballroom
New, newer, and any attendees are encouraged to join in on this TEAM trivia game. By the time you leave, you will be an expert on ASLCS history, committee operations, opportunities for involvement, and how the Society is an excellent resource. Whether you know a little, a lot, or not much at all (resources will be on hand to help you find answers!), this is a great opportunity to get to know your colleagues and show your competitive spirit!

Moderators: William MaGill, clerk, Vermont House of Representatives, and Ali Sagraves, special assistant to the clerk/committee clerk, Ohio House of Representatives

Sponsored by the ASLCS Membership and Communication Committee

9-10:30 a.m. **Concurrent Session – If We Could Talk with Paul Mason What Would He Say to Us?**
Salon 2
Address of Paul Mason to the American Society of Legislative Clerks and Secretaries
Phoenix, September 2017 (1975):
PARLIAMENTARY PROCEDURE “Thank you Madame President. I am very happy to be here. I’m always happy to be anywhere that parliamentary procedure is discussed and to discuss parliamentary procedure with anyone. We are particularly fortunate at this meeting because we have here the people of the United States who are most closely associated with parliamentary practice and the problems that arise from it. It is a special pleasure to have the opportunity to talk with you.”

Moderator: Alfred W. Speer, chief clerk, Louisiana House of Representatives
Speaker: Bernadette McNulty, chief assistant secretary of the Senate, California
Speaker: Liz Clark, secretary, Alaska Senate
Speaker: Joel Kintsel, parliamentarian/administrator, Oklahoma House of Representatives

10:45 a.m.-Noon **Concurrent Session – Grounds for Impeachment**
North Ballroom
Three veterans of the legislative impeachment process will provide an informative and entertaining session on the role of the clerk’s office in dealing with impeachment proceedings. Learn from their experiences about challenges and successful strategies for managing this sensitive and complex process.

Moderator and Panelist: D. Patrick Harris, secretary, Alabama Senate
Panelist: Scott Kaiser, assistant secretary, Illinois Senate
Panelist: Jack Sharman, partner, Lightfoot, Franklin & White LLC

10:45 a.m.-Noon
Salon 2

Concurrent Session – Legislator and Staff Use of Social Media
Social media is changing the way legislators and staff are communicating and sharing information with members, colleagues, and constituents. Learn the positive and negative impact of Facebook, Twitter, and blogs about your colleagues or agency. The discussion will include policies developed by other states.

Moderator: Michael Adams, director, Strategic Planning, Senate of Virginia
Panelist: Lisa Davis, deputy assistant clerk, Mississippi House of Representatives
Panelist: Bernadette McNulty, chief assistant secretary, California Senate

Sponsored by the ASLCS Support Staff Committee

Noon–2 p.m.
South Ballroom

Lunch and Business Meeting

Presiding: Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives

Thank you to our sponsor, International Roll-Call Corporation!

2-2:30 p.m.
North Ballroom

Community Service Project
Presentation and Q&A on Arizona’s Address Confidentiality Project, run by the Secretary of State’s Office. ASLCS Members are encouraged to donate gift cards from Visa or retailers such as Target, Walmart and CVS.

2:30-4:30 p.m.
Salon 3

2020 Mason’s Manual Commission Subcommittees

Presiding: Alfred “Butch” Speer, chair of the 2020 Mason’s Manual Commission and chief clerk, Louisiana House of Representatives

6-10 p.m.

Arizona Diamondbacks vs. San Francisco Giants at Chase Field

9 p.m.-Midnight
Room 510

Hospitality Suite

Wednesday, Sept. 27, 2017

8 a.m.–5 p.m.
Ballroom Foyer

Registration and Information Desk

8:30-10:30 a.m.
South Ballroom

Breakfast
Thank you to our sponsor, Tallan!

8:30-10:30 a.m.
South Ballroom

Legislative Expo
Show—and share—the way you do your job with your ASLCS colleagues! This session is a great way to see how different chambers handle similar administrative challenges.

Sponsored by the ASLCS Support Staff Committee

10:30-11:30 a.m.
South Ballroom

Clerks Without Borders
Meet and mingle with your counterparts in other countries. Share your experiences and learn something new about parliamentary procedure overseas.

Introduction: Ali Sagraves, special assistant to the clerk/committee clerk, Ohio House of Representatives

11:30 a.m.-Noon <i>Salon 3</i>	Committee Chair Transition Presiding: Robert Haney, 2017-2018 ASLCS president and chief clerk of the Texas House of Representatives
Noon-2 p.m.	Lunch on your own
2-3:30 p.m. <i>North Ballroom</i>	Concurrent Session – Legislating with Es: E-Filing, E-Co-Sponsoring, E-Testimony, E-Minutes, and E-Signatures Do these tools make for a more efficient process, or are they just more bells and whistles? We'll discuss things to consider before taking your legislature in this direction. Moderator: Scott Kaiser, assistant secretary, Illinois Senate Panelist: Robert Haney, chief clerk, Texas House of Representatives Panelist: Jim Drake, chief clerk, Arizona House of Representatives Panelist: Sarah Armistead, Virginia House of Delegates Panelist: Cathy Hooe, Virginia House of Delegates Panelist: Jackie Scott, Virginia House of Delegates <i>Sponsored by the ASLCS Technology Committee</i>
2-3:30 p.m. <i>Salon 2</i>	Concurrent Session – ASLCS Believe It or Not! In this lively and engaging roundtable discussion, legislative colleagues share stories, tips and strategies for dealing with all sorts of chamber situations. Come prepared to share your war stories from the floor! Moderator: Tim Sekerak, chief clerk, Oregon House of Representatives Panelist: Yolanda Dixon, first assistant secretary, Louisiana Senate Panelist: Russell Humphrey, chief clerk, Tennessee Senate Panelist: Bernadette McNulty, chief assistant secretary, California Senate
3:45-5 p.m. <i>North Ballroom</i>	Concurrent Session – Strategies for Health and Wellness Early mornings, late nights, and little time in between equals stress – and few opportunities to focus on employee health and wellness. Learn how to seamlessly incorporate stress management and wellness strategies into your workday. Moderator: Joyce Wright, chief clerk to secretary, Alabama Senate Panelist: Tammy Wright, clerk, New Hampshire Senate Panelist: Amanda Accatino, M.S. Ed., wellness and employee assistance program manager, Arizona Department of Administration – Benefit Services Division
3:45-5 p.m. <i>Salon 2</i>	Concurrent Session – Arizona: Land of Anomalies & Tamales Arizonans like to call this place a land of anomalies and tamales because of the contrasts and contradictions that make the Grand Canyon State unique. For example, the first white man to come to Arizona was a black man. The first cowboy was an Indian, etc. Arizona has many such anomalies – and who better to share these unique stories than Arizona's official state historian, Marshall Trimble? Introduction: Jim Drake, chief clerk, Arizona House of Representatives and Susan Aceves, secretary, Arizona Senate Speaker: Marshall Trimble, official state historian and unofficial "Will Rogers of Arizona"
6-6:30 p.m.	Transportation to the Heard Museum <i>Buses will load at front drive of Renaissance (Lobby Level) at 6pm.</i>
6:30-8:30 p.m.	Cocktail Reception at the Heard Museum

9 p.m.-Midnight
Room 510

Hospitality Suite

Thursday, Sept. 28, 2017

8 a.m.-5 p.m.
Ballroom Foyer

Information Desk

Breakfast on your own

9:30-11:30 a.m.
North Ballroom

Plenary Session – Organizational Management and Leadership: Facing Challenges

All organizations have challenges. Good leaders know how to deal with them. Dr. Paul Chabot, U.S. Navy Commander and former senior White House advisor, will help participants learn how to lead within diverse, multifaceted organizations by understanding the differences between individual and organizational management, and teaches skills to create resiliency and a sense of accomplishment. Chabot has benefited from years of intensive organizational leadership training, which he incorporates into this important program for today's legislative managers and staff.

Introduction: Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives

Speaker: Paul Chabot

11:30 a.m.–1:30 p.m.

Lunch on your own

1:30–2:30 p.m.
Salons 1-8

“A” Committees (4)*

Bylaws and Standing Orders – *Salons 1-2*
Inside the Legislative Process – *Salons 3-4*
Site Selection – *Salons 5-6*
Technology – *Salons 7-8*

**You are encouraged to attend any committee meetings still in progress if yours has ended.*

2-4 p.m.
Salon Foyer

Snack Break

Thank you to our sponsor, Propylon!

2:30–3:30 p.m.
Salons 1-8

“B” Committees (4)*

International Communication and Development – *Salons 1-2*
Legislative Administrator – *Salons 3-4*
Membership and Communication – *Salons 5-6*
Support Staff – *Salons 7-8*

3:30–4:30 p.m.
Salons 1-6

“C” Committees (3)*

Canadian-American Relations – *Salons 1-2*
Professional Journal – *Salons 3-4*
Program Development – *Salons 5-6*

6–7 p.m.
Skyline Patio

President’s Reception

Thank you to our sponsor, Lexis Nexis!

7–11 p.m.
South Ballroom

State Dinner and Dancing

Celebrate ASLCS at the annual State Dinner, featuring the music of 80s tribute band Jake Ryan!

Presiding: Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives

9 p.m.-Midnight
Room 510

Hospitality Suite

Friday, September 29, 2017

8-9:30 a.m.
Salons 7-8

Breakfast and Business Meeting
Thank you to our sponsor, Thomson Reuters!

Presiding: Robert Haney, 2017-2018 ASLCS president and chief clerk of the Texas House of Representatives

9:30 a.m.-Noon
Salon 3

2017-2018 Executive Committee

Presiding: Robert Haney, 2017-2018 ASLCS president and chief clerk of the Texas House of Representatives

Noon

Meeting Adjourned
