# 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

<table>
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<th>Time</th>
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| 8 a.m.-2 p.m. | 2020 Mason’s Manual Commission  
Salon 3   |
| Presiding: | Alfred “Butch” Speer, chair of the 2020 Mason’s Manual Commission and Chief Clerk, Louisiana House of Representatives |
| 1-6 p.m. | Registration and Information Desk  
Ballroom Foyer |
| 2-4 p.m. | Nominating Committee  
Salon 2 |
| 4-6 p.m. | 2016–2017 Executive Committee  
Salon 1 |
| Presiding: | Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives |
| 6-7:30 p.m. | Welcome Reception  
Skyline Patio |
| 9 p.m.-Midnight | Hospitality Suite  
Room 510 |

## Monday, Sept. 25, 2017

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<th>Time</th>
<th>Event</th>
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| 8 a.m.–5 p.m. | Registration and Information Desk  
Ballroom Foyer |
| 8–9 a.m. | Breakfast  
South Ballroom |
| 8:15-9:15 a.m. | New Attendee Orientation  
Salon 8 |
| 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. | Plenary Session – Stop Global Whining!  
North Ballroom |
| 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.*

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<tr>
<th>Noon–2 p.m.</th>
<th>Lunch on your own</th>
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**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/engrolling director, Virginia House of Delegates and Jeannine Layell, indexing/engrolling 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–ASLC 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 ASLC 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 ASLC 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 parlia-
mentary 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
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<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>10:45 a.m.-Noon</td>
<td>Concurrent Session – Legislator and Staff Use of Social Media</td>
<td>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.</td>
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<td>Moderator: Michael Adams, director, Strategic Planning, Senate of Virginia</td>
<td>Panelist: Lisa Davis, deputy assistant clerk, Mississippi House of Representatives</td>
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<tr>
<td>Noon–2 p.m.</td>
<td>Lunch and Business Meeting</td>
<td>Presiding: Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives</td>
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<tr>
<td>Noon–2 p.m.</td>
<td>Lunch and Business Meeting</td>
<td>Thank you to our sponsor, International Roll-Call Corporation!</td>
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<tr>
<td>2–2:30 p.m.</td>
<td>Community Service Project</td>
<td>Presentation and Q&amp;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.</td>
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<td>6–10 p.m.</td>
<td>Arizona Diamondbacks vs. San Francisco Giants at Chase Field</td>
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<tr>
<td>9 p.m.–Midnight</td>
<td>Hospitality Suite</td>
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**Wednesday, Sept. 27, 2017**

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<tr>
<th>Time</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>8 a.m.–5 p.m.</td>
<td>Registration and Information Desk</td>
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<tr>
<td>8:30–10:30 a.m.</td>
<td>Breakfast</td>
<td>Thank you to our sponsor, Tallan!</td>
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<tr>
<td>8:30–10:30 a.m.</td>
<td>Legislative Expo</td>
<td>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.</td>
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<td>Sponsored by the ASLCS Support Staff Committee</td>
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<tr>
<td>10:30–11:30 a.m.</td>
<td>Clerks Without Borders</td>
<td>Meet and mingle with your counterparts in other countries. Share your experiences and learn something new about parliamentary procedure overseas.</td>
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<td></td>
<td>Introduction: Ali Sagraves, special assistant to the clerk/committee clerk, Ohio House of Representatives</td>
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11:30 a.m.-Noon
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.
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 Hoee, Virginia House of Delegates
Panelist: Jackie Scott, Virginia House of Delegates

*Sponsored by the ASLCS Technology Committee*

2-3:30 p.m.
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.
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.
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
*Buses will load at front drive of Renaissance (Lobby Level) at 6pm.*

6:30-8:30 p.m.
Cocktail Reception at the Heard Museum
9 p.m.-Midnight  | Hospitality Suite
Room 510

**Thursday, Sept. 28, 2017**

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<tr>
<th>8 a.m.-5 p.m.</th>
<th>Information Desk</th>
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<td><strong>Breakfast on your own</strong></td>
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<tr>
<th>9:30-11:30 a.m.</th>
<th>Plenary Session – Organizational Management and Leadership: Facing Challenges</th>
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<td><strong>North Ballroom</strong></td>
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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

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<tr>
<th>11:30 a.m.–1:30 p.m.</th>
<th>Lunch on your own</th>
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<tr>
<th>1:30–2:30 p.m.</th>
<th>&quot;A&quot; Committees (4)*</th>
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<tbody>
<tr>
<td><strong>Salons 1-8</strong></td>
<td>Bylaws and Standing Orders – Salons 1-2</td>
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<td>Inside the Legislative Process – Salons 3-4</td>
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<td>Site Selection – Salons 5-6</td>
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<td>Technology – Salons 7-8</td>
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*You are encouraged to attend any committee meetings still in progress if yours has ended.*

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<tr>
<th>2:30–3:30 p.m.</th>
<th>&quot;B&quot; Committees (4)*</th>
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<tbody>
<tr>
<td><strong>Salons 1-8</strong></td>
<td>International Communication and Development – Salons 1-2</td>
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<td>Legislative Administrator – Salons 3-4</td>
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<td>Membership and Communication – Salons 5-6</td>
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<td>Support Staff – Salons 7-8</td>
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<th>3:30–4:30 p.m.</th>
<th>&quot;C&quot; Committees (3)*</th>
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<tr>
<td><strong>Salons 1-6</strong></td>
<td>Canadian-American Relations – Salons 1-2</td>
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<td></td>
<td>Professional Journal – Salons 3-4</td>
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<td>Program Development – Salons 5-6</td>
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<tr>
<th>6–7 p.m.</th>
<th>President’s Reception</th>
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<td><strong>Skyline Patio</strong></td>
<td>Thank you to our sponsor, Lexis Nexis!</td>
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<tr>
<th>7–11 p.m.</th>
<th>State Dinner and Dancing</th>
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<tr>
<td><strong>South Ballroom</strong></td>
<td>Celebrate ASLCS at the annual State Dinner, featuring the music of 80s tribute band Jake Ryan!</td>
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**Presiding:** Susan W. Kannarr, ASLCS president and chief clerk of the Kansas House of Representatives
Friday, September 29, 2017

8-9:30 a.m. Breakfast and Business Meeting
Salons 7-8

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 2017–2018 Executive Committee
Salon 3

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

Noon Meeting Adjourned