



*American Society of Legislative Clerks and Secretaries*

**2017 Spring Business Meeting**

April 21 – 23, 2017

InterContinental Kansas City on the Plaza

Kansas City, Mo.

**Agenda**

*April 19, 2017*

<b>Friday, April 21, 2017</b>	
3-5 p.m.	<b>Registration and Information Desk</b> <i>Pavilion Foyer, Pavilion Level</i>
5-7 p.m.	<b>Opening Night Reception at Hotel</b> <i>Pavilion One, Pavilion Level</i>
<b>Saturday, April 22, 2017</b>	
8-9 a.m.	<b>Breakfast</b> <i>Rooftop Bar, Rooftop Level</i>  <i>Free wi-fi available in Rooftop Bar and all meeting rooms.</i>
9-10 a.m.	<b>Committee Meetings – A</b> <ul style="list-style-type: none"> <li>• Bylaws and Standing Orders (<i>Rooftop Bar</i>)</li> <li>• Inside the Legislative Process (<i>Plaza Room, Rooftop Level</i>)</li> <li>• Site Selection (<i>Rooftop Ballroom, Rooftop Level</i>)</li> <li>• Technology (<i>Pavilion Seven, Pavilion Level</i>)</li> </ul>
10-11 a.m.	<b>Committee Meetings – B</b> <ul style="list-style-type: none"> <li>• Membership and Communication (<i>Pavilion Seven, Pavilion Level</i>)</li> <li>• Legislative Administrator (<i>Rooftop Bar</i>)</li> <li>• International Communications and Development (<i>Rooftop Ballroom</i>)</li> <li>• Support Staff (<i>Plaza Room, Rooftop Level</i>)</li> </ul>
11 a.m.-noon	<b>Committee Meetings – C</b> <ul style="list-style-type: none"> <li>• Professional Journal (<i>Pavilion Seven, Pavilion Level</i>)</li> <li>• Program Development (<i>Plaza Room, Rooftop Level</i>)</li> <li>• Canadian-American Relations (<i>Rooftop Ballroom</i>)</li> </ul>
12:15-1:30 p.m.	<b>Business Meeting and Luncheon</b> – <i>sponsored by International Roll Call</i> <i>Rooftop Bar, Rooftop Level</i>  <i>Presiding: Susan Kannarr, Chief Clerk of the Kansas House of Representatives and ASLCS President</i>
1:30-3:30 p.m.	<b>Executive Committee Meeting*</b> *(or immediately following the Business Meeting) <i>Pavilion Seven, Pavilion Level</i>  <i>Presiding: Susan Kannarr, Chief Clerk of the Kansas House of Representatives and ASLCS President</i>
1:30-3:30 p.m.	<b>Budget and Financial Review Special Committee</b> <i>Plaza Room, Rooftop Level</i>
1:30–3:30 p.m.	<b>Strategic Planning Special Committee</b> <i>Rooftop Bar, Rooftop Level</i>

3:30-5 p.m.	<p><b>2020 Mason's Manual Commission Meeting*</b>  *(or immediately following the adjournment of the Executive Committee Meeting)  <i>Pavilion Seven, Pavilion Level</i></p> <p><i>Presiding: Alfred "Butch" Speer, Clerk of the Louisiana House of Representatives and Chair of the 2020 Mason's Manual Commission</i></p>
5:30-7 p.m.	<p><b>Evening Reception – sponsored by Propylon</b></p> <p><i>National WWI Museum and Memorial</i></p> <p><i>Bus will begin loading at 5 pm in front of hotel.</i></p>
Evening	<b>Dinner on your own</b>
<b>Sunday, April 23, 2017</b>	
8-9:30 a.m.	<p><b>Breakfast</b>  <i>Rooftop Bar, Rooftop Level</i></p>
9:30 a.m.-noon	<p><b>Committee and Mason's Manual Workspace (if needed)</b>  <i>Rooftop Bar, Rooftop Level</i></p>