

ASLCS Business Meeting and Luncheon

ASLCS Professional Development Seminar
Phoenix, Arizona
Sept. 26, 2017

Call to Order

ASLCS President Susan Kannarr, chief clerk of the Kansas House of Representatives, called the meeting of the American Society of Legislative Clerks and Secretaries (ASLCS) to order. President Kannarr welcomed everyone to the meeting in Phoenix and recognized and thanked International Roll-Call for sponsoring the Luncheon and for their continued support of ASLCS.

Roll Call of the States

The first order of business was the Roll Call of States. A motion was made and seconded to dispense with the roll call of the states. The motion carried.

President Kannarr introduced and welcomed the international guests in attendance.

Committee Reports

Bylaws and Standing Orders

Buddy Johnson (Ark.) reported that the committee considered several items during the year and have a couple of recommendations that will be forwarded to the Executive Committee.

Inside the Legislative Process

Corey Carnahan (Kan.) reported that the committee focus was on the survey that dealt with job titles and duties. Topics to be included on the next survey will be determined by the new chair and committee.

Site Selection

Jennifer Novak (Nev.) reported that the 2018 PDS will be held in Madison, Wisconsin. The committee also created a "Quick Facts" trifold brochure that tells what is involved with hosting a meeting. The brochure will be available for distribution in the near future.

Technology

Scott Kaiser (Ill.) reported that the committee is continuing to look at ways they can better serve the society in terms of technology with ASLCS. He reminded everyone about the Technology concurrent session happening the next day and encouraged all to attend.

International Communication and Development

Liz Clark (Alaska) reported that the committee is continuing its work on the 2017 International Directory and should have it complete and available soon.

Legislative Administrator

Paul Campos (Wash.) reported that the committee has completed the final issue for the year and it has been mailed out. The committee worked on indexing the articles that were received from the various states and the plan is to reach out to states who haven't submitted articles. He thanked the people who have submitted articles and reiterated that the magazine is only as good as the articles that are received. The committee presented President Kannarr with the traditional gift of the framed Legislative Administrator covers published during her year as president.

Membership and Communication

Bill MaGill (Vt.) reported that the Committee had a great year. He recognized and thanked Brad Young (Ohio) and Ali Sagraeves (Ohio) and Holly South (NCSL) for their help and guidance. He reminded the new attendees to continue to collecting pins and that the winner will be announced at the State Dinner.

Support Staff

Sarah Armistead (Va.) thanked all the members of the Society who agreed to serve as moderators for the break-out sessions. She also recognized Ali Sagraeves to speak about her participation in the Associate Exchange Program. Sarah also recognized and thanked Holly South for her help. She thanked the exhibitors who were participating in the Legislative Expo scheduled for the following day and encouraged everyone to attend.

Canadian American Relations

Ann Cornwell (Ark.) reported that the committee will be making the recommendation to the Executive Committee at their next meeting to have the 2019 Joint Canadian American meeting in New Hampshire. The 2017 meeting held in Regina, Saskatchewan was very successful, with a wide variety of interesting program topics that were discussed.

Professional Journal

Bernadette McNulty (Calif.) reported that the 2017 Journal is complete and will be out by the end of the year. She stated that the committee has begun gathering articles for the 2018 edition and it is in good shape. She is soliciting articles from the international guests that are present at the meeting. Bernadette reiterated that the Professional Journal is the Society's legacy.

Program Development

Tim Sekerak (Ore.) reported that the committee has been hard at work and that being part of putting together the program for the PDS was exciting. The committee worked hard to ensure that the programs and sessions were energizing as well as entertaining for the membership. He also expressed his appreciation of those members who stepped up to be panelists or moderators for the sessions. He reiterated how important and helpful it is for the members to let the Program Development Committee know what they would like to see at the PDS and to please support the incoming chair, Jen Novak.

Strategic Planning Special Committee

Michael Adams (Va.) reported that the committee has worked on a number of tasks and will recommend that they be continued into 2018. The biggest technical project that they've been working on with the NCSL staff is creating a centrally hosted electronic roster of the ASLCS membership data. This will help the Roster Committee, the secretary-treasurer, and ultimately, the Executive Committee. The other major endeavor they have been working on is compiling a

strategic questionnaire addressing long-term planning for the purpose of making sure the Society stays relevant.

Budget and Financial Review Special Committee

Patsy Spaw (Texas) reported that the committee is dealing with several ongoing tasks. The main purpose of the committee is to develop training for Executive Committee members on how the finances of the Society work. The Society has four different accounts and the Bylaws and Standing Orders details where the money comes from and where it can go and who can authorize expenditures of the money. The committee obtained the PDS budget reports back to 2004 and took a close look at the history of the how the Society spends the money, how it is managed and reported, etc. All of the data was compiled into one report so recommendations can be made about the consolidation of funds, consistency in reporting, and better recordkeeping within ASLCS. The committee was also charged with reviewing the PDS budget to make sure the money was spent appropriately. Because understanding a PDS budget is complicated, the committee was also charged with creating a document (still in progress) titled "ASLCS Finances 101." This document will outline and explain using charts all the accounts with the citations showing where the money comes from, the spending authority, etc. The document also explains the financial responsibilities of the Executive Committee, what the president can approve, what the Executive Committee must approve, etc. This manual is designed to aid the Executive Committee when working on the budget and it should be finalized by the 2018 PDS.

Internal Audit Committee

Paul Smith (N.H.) reported that the committee met Sunday with outgoing Secretary-Treasurer Patrick Harris (Ala.) to review his records. The records through August were reconciled and the September balances are fully expected to match the September bank statement when it becomes available in the next two weeks. There are pending disbursements that need to be made, and will be at the conclusion of the PDS.

Approval of the Minutes

A motion to approve the minutes from the Sept. 20, 2016 Business Meeting in Boise, Idaho was made by Paul Smith (N.H.) and seconded by Ann Cornwell (Ark.). The motion carried.

Treasurer's Report

President Kannarr recognized ASLCS Secretary-Treasurer Patrick Harris (Ala.) to present the Treasurer's Report of the ASLCS dues account. Pat presented the Treasurer's Report with an ending balance as of August 28, 2017 of \$55,588.35. A motion to approve the Treasurer's Report as written and presented was made by Paul Smith (N.H.) and seconded by Bernadette McNulty (Calif.). The motion carried.

President Kannarr recognized and thanked International Roll-Call, Lexis Nexis, Propylon, Tallan, and Thomson Reuters for their contributions and continued support of ALSCS.

President Kannarr also recognized and thanked the Arizona staff and the host state planning committee for all of their hard work before and during this very successful meeting. She further thanked the many fundraising contributors from Arizona and Virginia.

President Kannarr recognized and thanked the NCSL Staff – Holly, Angela and Megan – for all of their help and support throughout the past year.

Other Business

President Kannarr recognized the chair of this year's nominating committee, Ann Cornwell (Ark.). Chair Cornwell announced the following recommended ALSCS officers for 2017-2018:

- Robert Haney, chief clerk of the Texas House of Representatives, as ASLCS president
- D. Patrick Harris, secretary of the Alabama Senate, as president-elect
- Paul Smith, clerk of the New Hampshire House of Representatives, as secretary-treasurer
- Yolanda Dixon, first assistant secretary of the Louisiana Senate, as associate vice president
- Brad Young, clerk of the Ohio House of Representatives, as elected principal
- Bernadette McNulty, chief assistant secretary of the California Senate, as elected associate

Scott Kaiser (Ill.) moved, seconded by Mary Andrus (Utah), to accept the Nominating Committee's recommendations. The motion was unanimously approved.

President Kannarr recognized ASLCS Legislative Staff Achievement Award recipients Maryann Horch, senior systems analyst of the Virginia Senate, and Steven James, clerk of the Massachusetts House of Representatives. Congratulations to both recipients.

President Kannarr recognized Thomson Reuters for its sponsorship contribution toward the Edward A. Burdick Memorial Scholarship. The recipients (two associate members) each received a \$750 stipend towards travel expenses to attend the Phoenix PDS. The 2017 Burdick Scholarship recipients are Jessica Rodic, assistant secretary of the Pennsylvania Senate, and Jeffrey Beighley, staff clerk of the Wisconsin Senate.

President Kannarr then announced the recipients of the Millicent (Millie) MacFarland Memorial Scholarship. The recipients (two principal members) each received a \$1000 stipend towards travel expenses to attend the Phoenix PDS. The 2017 MacFarland Scholarship recipients are Rob Hunt, clerk of the Maine House of Representatives, and Bernard Dean, chief clerk of the Washington House of Representatives.

Seeing no further business or announcements, President Kannarr recognized Paul Smith (N.H.) for a motion to adjourn, which was seconded by Steve Marshall (Vt.). The motion carried.

Respectfully Submitted,

Patrick Harris
ASLCS Secretary-Treasurer