Table of Contents

President’s Message .............................................................. 1
2015-2016 Executive Committee ............................................. 2
Fall Breakfast and Business Meeting ....................................... 3
Executive Committee Meeting ............................................... 4

2015-2016 Standing Committees Minutes
  Bylaws and Standing Orders .............................................. .11
  Canadian-American Relations .......................................... .12
  Inside the Legislative Process .......................................... .14
  International Communications and Development ................. 15
  Legislative Administrator ............................................... .17
  Membership and Communication ...................................... .18
  Professional Journal ....................................................... .20
  Program Development ..................................................... .21
  Site Selection ............................................................... .22
  Support Staff ............................................................... .23
  Technology ....................................................................... .25

Ask Mr. Mason .................................................................... .27
Associate Exchange Program Report ..................................... .28
2015 Professional Development Seminar, Raleigh, NC .......... 33
Future Meetings ............................................................... .42

The Legislative Administrator is the official publication of the American Society of Legislative Clerks and Secretaries, an organization of state legislative administrators and parliamentarians affiliated with the National Conference of State Legislatures.

Publication designed by Steve Parten, Graphic Designer, Legislative Support Services, Washington State Legislature.
Proofreading by Sarah Bannister, Executive Assistant, Office of the Secretary of the Senate.
A special thank you to all who submitted photographs, articles, and background material.
The NCSL Legislative Summit is the biggest and best gathering of state legislators and staff. Exchange ideas, hear fresh perspectives and develop solutions to pressing issues. The 2016 NCSL Legislative Summit will be held at McCormick Place West in Chicago.

Chicago will be a hot spot for the annual summit. The world’s best food. The world’s best museums. Architecture that awes. And enough shopping for days. Find it all in Chicago. Events every weekend, live music and theatre every night, beautiful parks and gardens beckoning every day — Chicago buzzes with energy and excitement!
Thank you for the opportunity to serve as your President this year. I am grateful for the many offers of assistance and to all of you who said “yes” when I asked you to serve. Our veteran members have made this organization the most active and respected staff section in NCSL, so we have big shoes to fill!

It seems like just yesterday we were in Raleigh attending thought-provoking sessions and learning the difference between eastern and western Carolina barbecue. On behalf of ASLCS, I want to thank Denise Weeks and her staff for a very enjoyable week in Raleigh. We appreciate their hospitality, and they did it all while in session.

The Legislative Staff Coordinating Committee (LSCC) held its first meeting of the term in Nashville the middle of October. The LSCC heard reports on the Seattle Summit from NCSL staff and started planning for the 2016 Summit in Chicago. Russell Humphrey began his three-year term as an at large member on NCSL’s Executive Committee and serves on LSCC’s Legislative Institution Subcommittee as well. As President and President-elect of the Society, respectively, Susan Kannarr and I also represent clerks and secretaries on LSCC. If you have any suggestions on program content or other issues of concern about the annual summit, please contact Russell, Susan, or me.

Many thanks to Brad Young and his staff for stepping up at the last minute and hosting the 2015 Joint Canadian-American meeting in Columbus the end of October. It was an informative and fun conference, complete with photographic proof that ghosts really do haunt Ohio’s Capitol Building! Despite the heroic efforts of Team USA, we were not successful in recapturing the volleyball trophy from our Canadian colleagues. Hmm . . . perhaps we need a rules committee before we engage with them again.

Jeanne Mejeur announced her retirement from NCSL the end of November to be near family in Michigan. We thank Jeanne for her many years of service to NCSL and state legislatures throughout the country and wish her well as she begins the next chapter in her life. Please join me in welcoming our new liaison, Jonathan Griffin. Prior to joining NCSL in 2009, Jon worked as an editor in the clerk’s office of the Florida House of Representatives under John Phelps and Diane Bell. He is also a nationally recognized expert in intellectual property, gaming, firearms, and constitutional issues.

My best to all of you for smooth and productive sessions.

Susan Furlong
ASLCS President
2015-2016 Executive Committee

Susan Furlong (NV)
President

Susan W. Kannarr (KS)
President-Elect

Robert Haney (TX)
Secretary-Treasurer

Maryann J. Horch (VA)
Associate Vice-President

D. Patrick Harris (AL)
Elected Principal

Alan Whittington (TN)
Elected Associate

Paul Smith (NH)
Appointed Principal

Susan Clarke Schaar (VA)
Appointed Principal

Bernadette McNulty (CA)
Appointed Associate

Yolanda J. Dixon (LA)
Appointed Associate

Russell A. Humphrey (TN)
Immediate Past President

Janice A. Gadd (UT)
Immediate Past Associate
Vice-President
Fall Breakfast and Business Meeting

ASLCS Fall Professional Development Seminar
Raleigh, North Carolina
September 25, 2015

Call to Order
The business meeting was called to order by Susan Furlong (NV), ASLCS President, at 8:00 a.m. EST.

Committee Reports

Bylaws and Standing Orders: Claire Clift (NV) reported that the committee discussed previous committee actions, as well as outstanding issues such as reviewing the bylaws text. She reported that the committee would review all ASLCS officer duties to make sure they are fully explained within the standing orders. It was also reported that two committee members would be reviewing past business meeting transcripts to study historic citations to determine the thought processes and intentions of past executive committees, and that two committee members would travel to Boston to meet with the ASLCS Archivist to discuss and review condition the of Society’s archives.

Inside the Legislative Process: Sherry Rodriguez (NV) reported that the committee discussed the concept of shortening surveys to provide members with more time to provide specific responses. She also reported that a new survey topic has not yet been finalized, but should be designated in the near future.

Site Selection: Norma Chastain (AZ) reported that the committee discussed Arizona as a possible site for the 2017 PDS.

Technology: Michael Adams (VA) reported that the committee reviewed recommended topics from past committee meetings. Past topics included: processes for taking advantage of grant money, and investigation of improvements to the roster. The committee also discussed continued development of the ASLCS Facebook page for outreach and member networking.

International Communication and Development: Liz Clark (AK) reported that Susan Schaar (VA) briefed the committee membership about its' history, initial formation, and progression of work. The committee heard a report from attendees to the ANOMAC Meeting, and also welcomed attending international guests.

Professional Journal: Bernadette McNulty (CA) reported that the committee discussed how to keep the professional journal alive. The committee also discussed creating a proposal to reach out to academia for article submissions, as well as modernizing the journal and how it is utilized within the society.

Program Development: Jim Drake (AZ) reported that the committee discussed the program for the 2016 Professional Development Seminar(PDS) to be held September 18th through September 23rd in Boise, Idaho. He also kindly requested that everyone take the time to fill out and return the committee’s electronic survey.

Adjournment
There being no objection, President Furlong (NV) adjourned the meeting.

Respectfully submitted,
Robert Haney (TX)
Secretary-Treasurer
ASLCS Fall Professional Development Seminar
Raleigh, North Carolina
September 25, 2015

Call to Order
The meeting of the Executive Committee was called to order by Susan Furlong (NV), ASLCS President, at 9:30 a.m. EST.

Attendance
The following members of the committee were present: Susan Furlong (NV), Maryann Horch (VA), Susan Kannarr (KS), Alan Whittington (TN), Susan Schaar (VA), Bernadette McNulty (CA), Yolanda Dixon (LA), Russell Humphrey (TN), and William “Bill” MaGill (VT).

Other members/guests in attendance included Janice Gadd (UT), Brad Young (OH), Claire Clift (NV), and Jeanne Mejeur (NCSL Liaison).

Approval of President’s Executive Committee Appointments
On a motion of Susan Kannarr (KS), seconded by Maryann Horch (VA), the following Executive Committee appointments by President Furlong were approved: Paul Smith (NH), Appointed Principal; Susan Schaar (VA), Appointed Principal; Bernadette McNulty (CA), Appointed Associate; Yolanda J. Dixon (LA), Appointed Associate. The motion prevailed without objection.

Review of Treasurer’s Report from September 20th
The committee reviewed the treasurer’s report from the September 20th Executive Committee meeting. The report was previously approved by the committee, so no further action on the report was necessary. The committee was also informed that the Internal Audit Committee had not yet reviewed the 2014-2015 books for the Dues Account.

New Business
1. Annual charges to the Bylaws and Standing Orders Committee: Claire Clift (NV), chair of the Bylaws and Standing Orders committee, presented a list of suggested charges to be approved by the Executive Committee. The following charges were considered for the Bylaws and Standing Orders committee:
   a) Draft language to include the President-Elect and the Associate Vice President as ex-officio members of the ASLCS Membership and Communications Committee.
   b) Draft language to include an Archivist position in the Bylaws, and provide for appointment, term of service, and any specific responsibilities in the Standing Orders.
   c) Draft language for the appropriate ASLCS committee that would be responsible for compiling, updating, and distributing the Meeting Manuals for Host States.
   d) Remove Bylaws text from the Standing Orders and replace it with brief explanatory notes or references specific to the Standing Orders section described.

The Executive Committee reviewed the proposed charges with the chair, and the following further points were discussed:

- Claire offered that Bill MaGill (VT) and Paul Smith (NH) would travel to Boston to discuss the Society’s Archivist position, as well as its archived materials, with Steven James (MA). The chair stated that this visit would assist the committee in drafting appropriate language for the Bylaws and Standing Orders.
- Claire informed the committee that appropriate standing committees for compiling, updating, and distributing host state documentation would be the Site Selection committee for the Professional Development Seminar Meeting, and the Canadian-American Relations Committee for the Joint Canadian-American Meeting.
- Claire also stated that Paul Nardo (VA) and Paul Smith (NH) have each volunteered to review past ASLCS Business Meeting minutes to determine when and where a Bylaw was added, and/or changed, so that proper citations can be included in the Bylaws similar to citations noted in the Standing Orders.
- Susan Schaar (VA) moved, and seconded by Alan Whittington (TN), that ASLCS fund an intern to help Jeanne Mejeur (NCSL) inventory the Society’s archives currently housed with NCSL in Colorado. Jeanne (NCSL) was also instructed to provide routine reporting on the project to the President. The expenditure was approved without objection.
Executive Committee Meeting Minutes (continued)

Susan Schaar (VA) further moved that the Executive Committee direct the Bylaws and Standing Orders Committee to proceed with the previously discussed charges for the upcoming year. The motion was seconded by Susan Kannarr (KS) and prevailed without objection.

2. Update on 2015 ASLCS PDS: Jeanne (NCSL) provided to the committee a review of the current budget numbers concerning the Raleigh, North Carolina, Professional Development Seminar (PDS). It was mentioned that due to the efforts of Denise Weeks (NC), Russell Humphrey (TN), Susan Schaar (VA), and Jeanne Mejeur (NCSL) over the last year, fundraising deposits into the L190 account were very successful and would be helpful offsetting any deficit. Jeanne said she anticipated the 2015 PDS in Raleigh would lose at least $9000 due to fewer registrations than expected, higher food costs, higher audiovisual costs, and Sliq Media’s decision to contribute to the host state instead of the PDS meeting budget.

3. Update on 2016 Boise PDS: In reviewing the current seminar’s costs, the committee discussed lowering the room block for the 2016 Professional Development Seminar (PDS) in Boise, Idaho, from 675 room nights by a further 10 percent (contracted limit), if needed, to ease budget concerns and noted that rooms could be added to this moving number at any time without penalty. Jeanne (NCSL) reported that the room block on the original contract had been reduced due to concerns Boise might not attract a large attendance and that the signed contract with the Grove Hotel in Boise has a clause that allows the Society to drop the room block an additional 10 percent based on the final attendance figures for the 2015 PDS. She recommended the Society use that clause to reduce the room block at the Grove to limit its liability for attrition.

Jeanne (NCSL) advised that attention should also be paid for 2016 planning to a possible attrition penalty for not reaching the 80 percent contracted room threshold. The Raleigh meeting satisfied this threshold and received no penalty, but this issue should be addressed as a possibility for Boise.

The committee also discussed whether Boise would be considered a no host or hybrid PDS. Russell Humphrey (TN) recalled that the idea of a no host committee had been suggested at this year’s spring meeting to address the possibility of any shortfall in donations when planning the Boise meeting. Jeanne Mejeur (NCSL) noted that as of now, there is no budget for the 2016 PDS, and it was verbally understood that the Idaho delegation considered the upcoming meeting to be a hybrid and they were actively soliciting donations for the social events. Susan Schaar (VA) suggested the committee consider past no host examples such as Coeur d’Alene, Monterey, and Branson in its deliberations to be prudent in planning the 2016 meeting. It was especially noted that the example of Coeur d’Alene from 1999 is particularly relevant since it is the last Idaho meeting and was initially planned as a no host meeting. Susan Schaar (VA) recalled that Coeur d’Alene mutated to a partial hybrid in 1999 due to donations for social events occurring while conducting the meeting. Susan Schaar (VA) strongly recommend to the committee that the president appoint a no host committee to meet with the Boise delegation to assess the progress of fundraising and planning to counter any shortfalls that might occur. President Furlong (NV) stated that she would appoint a no host committee to follow up on the discussion with the Boise planning committee and appointed Yolanda Dixon (LA) to chair the committee based on her recent experience in hosting a fall PDS in Baton Rouge.

4. Discussion and approval of budgets for ASLCS publications: Bill MaGill (VT) moved, seconded by Yolanda Dixon (LA), that the following budgets for the ASLCS publications be approved:

a) International Directory (per Section XVI (C) 6 of the Standing Orders)
   • Approval of up to $10,000 for publication of the International Directory.

b) Legislative Administrator (per Section XVI (D) 6 of the Standing Orders)
   • Approval of up to $10,000 for publication of the Legislative Administrator.

c) Professional Journal (per Section XVI (E) 7 of the Standing Orders)
   • Approval of up to $10,000 for publication of the Professional Journal.

d) Roster and Reference Guide (per Section XVI (F) of the Standing Orders)
• Approval of up to $10,000 for publication of the *Roster and Reference Guide*. (Note: Susan Schaar (VA) kindly offered for the Virginia Senate to absorb the mailing costs for distribution of the guide since they were tasked with producing the publication.)

5. **Roster Committee conversion to Special Committee:** The committee discussed the Roster Committee’s conversion to a special committee. It was discussed that the Technology Committee would be working to improve the data that is currently provided in the *Roster and Reference Guide*. Those efforts would primarily focus on centralizing the location of the data to maintain consistency for the information.

**Other Business**

1. **Joint Canadian-American Meeting Attendance Rules:** The committee discussed the current attendance rules pertaining to the Joint Canadian-American Meeting. Susan Schaar (VA) informed the committee that Butch Speer (LA) had suggested that a recommendation be presented to the Executive Committee to suspend the attendance rules for the upcoming Joint Canadian-American meeting. Yolanda Dixon (LA) moved, and seconded by Maryann Horch (VA), to suspend the attendance rules for the upcoming Canadian-American meeting in Ohio to provide the opportunity for everyone with an interest to attend. The motion prevailed without objection.

2. **Facebook Participation:** The committee discussed whether non-dues paying members can actively participate on the ASLCS Facebook page. The Technology Committee had originally developed the informal ASLCS Facebook usage policy, and those guidelines require an annual review. The current usage policy states that you must be a dues paying member in order to participate in the Facebook page, however, a specific revision of the rules by the Technology Committee may be necessary at this time. Jeanne (NCSL) informed the committee of several examples of how NCSL maintains permissions on their section websites and listserv. The committee then agreed that the Technology Committee should review this issue and provide recommendations to the Executive Committee at a future meeting. Any acceptable recommendations at that time can then be charged by the Executive Committee to the By-laws and Standing Orders Committee for proper implementation.

3. **Update on 2015 Canadian-American Meeting:** Brad Young (OH) provided a brief update for the upcoming Joint Canadian-American meeting that will take place from October 28 through November 1. He informed the committee that 40 rooms have been blocked at a rate of $119.00 per night, and a hospitality suite will be provided with no corkage fee. During discussion of this issue, it was suggested that the block of rooms be reduced to 30 rooms per night, instead of 40 rooms to protect the host state from extra costs. The committee then further discussed meeting and contractual experiences from past Joint Canadian-American meetings in order to help with any negotiating for the current meeting expenses.

**Announcements**

Bill MaGill (VT) announced he would be resigning his seat as Immediate Past Associate Vice President effective October 1, 2015, and he then recommended to President Furlong (NV) that Janice Gadd (UT) be appointed to fill the vacancy. The appointment was approved by the committee by acclamation.

President Furlong (NV) appointed Maryann Horch (VA) to monitor the Facebook page.

**Adjournment**

Without objection, the meeting was adjourned by President Susan Furlong (NV).

Respectfully submitted,
Robert Haney (TX)
Secretary-Treasurer
Executive Committee
Meeting Minutes

Conference Call
February 5th, 2016

Call to Order
The meeting of the Executive Committee was called to order by Susan Furlong (NV), ASLCS President, at 3:11 p.m. CST.

Attendance
The following members of the committee were present: Susan Furlong (NV), Susan Kannarr (KS), Pat Harris (AL), Paul Smith (NH), Paul Smith (NH), Bernadette McNulty (CA), Russell Humphrey (TN), Maryann Horch (VA), Robert Haney (TX), Alan Whittington (TN), Susan Clarke Schaar (VA), Yolanda Dixon (LA), Janice Gadd (UT).

Other members/guests in attendance included Angela Andrews, NCSL staff, and Jon Griffin, NCSL liaison to ASLCS.

A quorum of committee members was present.

Approval of Minutes
The minutes of the ASLCS Executive Committee meeting on September 20th, 2015 in Raleigh, North Carolina were unanimously approved on motion of Susan Kannarr (KS), and then seconded by Russell Humphrey (TN).

The minutes of the ASLCS Executive Committee meeting on September 25th, 2015 in Raleigh, North Carolina were also unanimously approved on motion of Russell Humphrey (TN), and then seconded by Bernadette McNulty (CA).

Treasurer’s Report
Secretary-Treasurer Robert Haney (TX) reported on the findings from the Internal Audit Special Committee meeting held via conference call on October 22nd, 2015. The out-going Secretary-Treasurer, Susan Kannarr (KS), presented the committee with a detailed review of the current condition of the dues account with statements, reports, and other documentation. The fund reflects an ending balance of $40,487.73 with outstanding checks totaling $359.56. The committee discussed some pending issues remaining prior to transfer of the records to the new treasurer. Among the issues remaining were discussions with Steve Marshall (VT) concerning a reimbursement overpayment, the voiding of check #1187, and the repayment of the amount of the voided check to NCSL/ASLCS L190. The Internal Audit Special Committee voted and accepted the out-going treasurer’s report as balanced. On a motion of Susan Schaar (VA), seconded by Russell Humphrey (TN), the ASLCS Executive Committee unanimously approved the report of the Internal Audit Special Committee.

Old Business
Angela Andrews (NCSL) reviewed the ASLCS Financial Accounts including a summary of the various accounts. Ms. Andrews reported the following:

a. ASLCS Special Meetings Fund (L190 account)
   - The beginning balance in the L190 account as of the end of 2014 was $258,675.43. New deposits of $67,757.00 since the last report, notably $48,300.00 from North Carolina 2015 PDS fundraising; $9,250.00 from other fundraising for 2015 PDS hosted activities from Virginia and Tennessee; $4,400.00 from Joint Canadian-American Meeting revenue; and $250.00 in Idaho 2016 PDS fundraising. New expenditures totaling $105,039.05, notably coming from $52,422.14 for 2015 PDS North Carolina expenditures and $13,123.99 for Joint Canadian-American Meeting expenditures; The current balance as of February 3rd, 2016 for the L190 account moving forward is $221,393.38.

b. Professional Development Revolving Account (LLCS)
   - The beginning balance in the LLCS account as of June 30th, 2015 was $14,010.04. New deposits of $13,000.00 since the last report were $3,000.00 from Thompson Reuters for the 2016 Edward Burdick Scholarships; and $10,000.00 transfer of funds from the L190 account to LLCS per Executive Committee ap-
Executive Committee Meeting Minutes (continued)

proval. New expenditures of $8,250.00 were notably $1,500.00 for 2015 Associate Exchange Program recipients Leslie Awtrey(AZ), Lisa Davis(MS), and Jan Waldrop(VA); $1,500.00 for 2015 Edward Burdick Scholarship stipend recipients Ali Sagraves(OH) and Amy Leach(CA); $1,000.00 for ASLCS Jane Richards Scholarship recipient Joyce Wright(AL); and $2,750.00 for Betty King Scholarship/LSMI recipients Tisha Gieser(AK) and Jonathan Bellamy(FL). The LLCS account also has an outstanding pending expenditure of $2,000.00 as an Honoraria for Perfect Workday. The ending balance for the LLCS account on January 31st, 2016 was $18,760.04.

c. ASLCS Professional Development Seminar Budget (Raleigh Meeting P015) - Angela Andrews(NCSL) reviewed the final budget for the 2015 PDS and highlighted items where actual expenditures differed from estimate. Expenses reflected actual costs of $86,072.80 compared to an estimated budget amount of $80,878.81. Revenue for the seminar reflected $72,608.90 in the report compared to an expected budgeted amount of $81,650.00. Angela Andrews(NCSL) reported that the total loss for the 2015 ASLCS Professional Development Seminar was $13,463.90. The committee then discussed the loss and addressed possible solutions to retire the deficit.

Maryann Horch(VA) initiated discussion regarding the reasons for the $13,463.90 loss on the meeting. Angela Andrews(NCSL) reported that there was a registration fee deficit and a non-budgeted lunch for the new attendees. Susan Schaar(VA) asked Ms. Andrews(NCSL) to clarify how the budget sustained such losses, specifically regarding the unplanned luncheon for new attendees. President Furlong(NV) and Susan Schaar(VA) each then asked follow up questions as to whether the lunch could have been approved by former President Russell Humphrey(TN), on-site NCSL staff, or by the new attendee program chair. Mr. Humphrey, being present, stated that he was unaware of the lunch and did not relay any approval. The committee determined that the nature of the approval could not be known at this time, and then discussed the typical procedure for approval to close the gap the unexpected lunch had created in the PDS budget.

President Furlong then asked Angela Andrews(NCSL) to explain the process for the NCSL overhead allocation for historical perspective to the committee. Ms. Andrews provided background information on the NCSL overhead allocation. This allocation excludes the assigned ASLCS Liaison since meeting planning for the society is already a duty of the assignment. Susan Kannarr(KS) then requested that the allocation formula be provided and recorded in the minutes. The formula for the NCSL overhead allocation was offered as follows:

NCSL overhead allocation for a meeting is a $2,500 base-level fee for each staff section plus $35 per attendee, up to 150 attendees, then $10 per attendee, above 150 attendees. More information about the overhead allocation can be found at: http://www.ncsl.org/legislators-staff/legislative-staff/legislative-staff-coordinating-committee/lscc-staff-section-overhead-allocationformula-for.aspx.

The overhead allocation calculation for the 2015 ASLCS PDS in Raleigh is:

- $2,500 --- base
- $5,250 ($35 x first 150 paid registrants)
- $100 ($10 x 10 additional paid registrants)

Total overhead allocation: $7,850

Bernadette McNulty(CA) inquired if this was an appropriate time for the Executive Committee to retire the deficit, and Ms. Andrews(NCSL) responded that NCSL would prefer to close out the books now on the PDS budget. Susan Schaar(VA) inquired to Ms. Andrews(NCSL) as to which account historically was most appropriate to cover the loss. After receiving recommendations, Susan Schaar(VA) moved, seconded by Bernadette McNulty(CA), to cover the loss for the 2015 PDS out of the L190 account. The motion was unanimously adopted.

d. Final Report on 2015 PDS Registration and Hotel Pick-Up - Angela Andrews(NCSL) reported that the final registration and attendee information for the 2015 Professional Development Seminar was 191, including 160 full registrations, 11 guest registrations, no business registrations, and 20 complimentary registrations. Angela Andrews(NCSL) further reported that ASLCS met its contractual obligation of 775 room nights to the hotel with a pick-up of 852 room nights sold which avoided any possible attrition charges.

e. Update on the indexing of ASLCS files project - President Furlong recognized Jon Griffin, ASLCS Liaison, to update the committee on the project. Mr. Griffin stated that after discussion with Claire Clift, chair of the Bylaws committee, and
Executive Committee Meeting Minutes (continued)

careful review of stored past minutes and materials dated back to 1984 at NCSL headquarters, he would attempt to index the records back to that year. He indicated that Chair Clift was dispatching committee members, Paul Smith(NH) and William “Bill” Magill(VT), to Boston, Massachusetts to review records dating back to 1972, and to identify any missing documents to fill holes for NCSL's records after 1984. Jon Griffin(NCSL) then described his duties to the society for this project on President Furlong’s recommendation. Mr. Griffin expressed that he felt confident that he could undertake the project as a learning experience, and he felt that he could complete the work without hiring a staff intern as originally discussed by the Executive Committee.

Paul Smith(NH) then reported on his upcoming fact finding trip to Boston, Massachusetts with fellow committee member William “Bill” Magill(VT). Mr. Smith stated that the trip would be Monday, February 22nd, 2016, and they planned to meet with Steven James(MA) to inspect the Society’s archives. He indicated that Mr. James was very interested in the review and looked forward to discussing the many details such as space constraints, and how the process will move forward in the future.

New Business

President Furlong(NV) recognized Yolanda Dixon(LA) to report on the Boise Host State Committee and its current findings. Ms. Dixon mentioned that the committee had met twice, reporting that the host state had raised $250.00 (an amount identified as normal at this stage in the process) so far and was planning a target budget for the seminar of $30,000.00. The specifics of the budget were being outlined and would be discussed at the host committee’s next meeting on February 19th, 2016. Ms. Dixon(LA) reported that the host committee had tentatively planned social events at Boise State University, an opening reception at The Grove Hotel, a Basque block party reception, and an “Alive After Five” music event that would be free. Ms. Dixon(LA) relayed to the committee that the Basque block party event required 250 attendees in the contract (later negotiated down to 150) and a $1480.00 up-front deposit to secure the venue. The deposit would then be applied towards the total cost of the event of $7,340.00.

President Furlong(NV) then offered two ideas for future expos by possibly combining the expo with the breakfast, or possibly proposing overall program themes. The Executive Committee deferred to the Support Staff committee to provide some substantive ideas for future expos.

President Furlong(NV) then offered the committee the candidates for the 2016 Associates Exchange Program. After a committee review of the submitted applications from Ali Sagraves(OH) and John Hollman(IL), Bernadette Andrews(NCSL) used the Branson, Missouri no-host, turned hybrid host, seminar as an example in her description stating that $35,000.00 from the L190 account was utilized to cover the traditional host state activities of that seminar and any funds raised by the host state helped offset that amount. Bernadette McNulty(CA) moved, seconded by Pat Harris(AL), to front the funds for the initial venue deposit of $1,480.00 from the L190 account for the Basque block party event. Susan Schaar(VA) then offered to amend that motion with the amount of $7,340.00 from the L190 account to cover the entire cost of the event. Alan Whittington(TN) then asked the committee if the funds were refundable due to possible unforeseen disasters, similar to 9/11, prior to the conference. It was agreed that those details would most likely be present in a contract for the event. Ms. Andrews(NCSL) then offered that since the ASLCS Executive Committee would not meet again for two and half months, consideration should be given to other possible costs or deposits that might arise in that time frame. After further discussion of those possible costs the previous motion was withdrawn, and Susan Schaar(VA) then moved, seconded by Bernadette McNulty(CA), to provide $35,000.00 from the L190 account for use of the host committee and NCSL employees (with approval of the President) to move forward with the planning costs and deposits associated with the upcoming seminar. The motion was unanimously adopted.

The committee then discussed the results of the 2015 Professional Development Seminar evaluations. Jon Griffin(NCSL) was recognized to describe the details of the seminar evaluation results. The overall consensus and results of the evaluations showed very positive commentary for the Raleigh, North Carolina event. Mr. Griffin recommended to the committee that future discussions should occur about whether the legislative expo was necessary since it was consistently the lowest rated part of the seminar. Maryann Horch(VA) provided a supporting perspective for the legislative expo and provided some possible enhancements to make it more useful. President Furlong(NV) offered two ideas for future expos by possibly combining the expo with the breakfast, or possibly proposing overall program themes. The Executive Committee deferred to the Support Staff committee to provide some substantive ideas for future expos.

President Furlong(NV) then offered the committee the candidates for the 2016 Associates Exchange Program. After a committee review of the submitted applications from Ali Sagraves(OH) and John Hollman(IL), Bernadette
McNulty(CA) moved, seconded by Susan Kannarr(KS), that the candidates before the committee be accepted and approved to participate in the 2016 Associate Exchange Program. The motion prevailed without objection.

President Furlong(NV) then recognized Russell Humphrey(TN) to discuss the proposed draft guidelines for the duties of the President-Elect to be included in the ASLCS Standing Orders. Mr. Humphrey(TN) agreed to push the topic to the Spring Meeting in Alexandria, Virginia to provide more time and review. There was no objection.

President Furlong(NV) then offered to the committee a discussion on providing a memorial contribution in the name of Don Milne, former Clerk of the Vermont House of Representatives. Susan Schaar(VA) moved, seconded by Bernadette McNulty(CA), to send a $100.00 donation to the charity of choice for Mr. Milne’s family. The motion was unanimously approved.

Susan Schaar(VA) also recognized the recent passing of Darrell Holmes, former Clerk of the Senate in West Virginia, and therefore appropriately moved, seconded by Paul Smith(NH), to send a $100.00 donation to the Holmes family charity of choice. The motion was also unanimously approved.

President Furlong(NV) then initiated a discussion on whether to modify Section II.D(h) and Section VIII.C.2 of the ASLCS Standing Orders to provide for a $500.00 memorial contribution upon the death of a sitting principal clerk or secretary who is or has previously served as president of the society. The discussion identified that the Bylaws committee reported that it was an appropriate change, and therefore, Russell Humphrey(TN) then moved, seconded by Paul Smith(NH), to recommend and approve the changes to the Standing Orders. The motion was unanimously approved by the Executive Committee.

The committee then discussed a proposed clarification of the standing rules regarding reimbursement of travel expenses for the chair of the Canadian-American Relations standing committee to attend the Joint Canadian-American Meetings. The committee decided to delay the topic for discussion later at the ASLCS Spring Meeting.

Bernadette McNulty(CA) then was recognized for a motion to approve travel expenses for the President and President-Elect to attend the LSACP meeting in Minneapolis on May 20, 2016. The motion was seconded by Alan Whittington(TN) and was unanimously approved.

Other Business
President Furlong(NV) notified the committee that Terry Rumley(NC) had relinquished the Canadian-American Scholarship Award.

President Furlong(NV) then asked Angela Andrews(NCSL) if there was a list of new principals. During discussion the following list of new principals were identified:

- Crystaline “Crys” Jones - Chief Clerk of the Alaska House of Representatives;
- Effie Ameen - Secretary of the Colorado Senate; and
- David Reddecliff - Chief Clerk of the Pennsylvania House of Representatives.

Adjournment
Without objection, President Furlong adjourned the meeting at 4:58 p.m. CST.

Respectfully submitted,
Robert Haney (TX), Secretary-Treasurer
2015 Professional Development Seminar
Location: Raleigh, North Carolina
Date: Thursday, Sept. 24, 2015

Call to Order
The meeting of the Bylaws and Standing Orders Committee was called to order by Claire Clift (NV), Chair.

Attendance
The following members of the committee were present:

Claire Clift (NV), Chair
Bo Hoover (WV), Vice Chair
Bill MaGill (VT), Vice Chair
Judy Barrows (ME) Paul Nardo (VA)
Patty Benskin (WY) Pat O’Donnell (NE)
Julie Bochat (MO) Susan Clarke Schaar (VA)
Paul Campos (WA) Paul Smith (NH)
Phil Cottingham (TX) Ron Smith (LA)
Sandra Daly (CA) Patsy Spaw (TX)
Janice Gadd (UT) Butch Speer (LA)
Tisha Gieser (AK) Sandy Tenney (UT)
JoAnn Hedrick (DE)

Old Business
Patsy Spaw (TX) explained to the committee the work done by the previous committee, including making the committee descriptions in the Bylaws and Standing Orders consistent; language relating to the Millie MacFarland Scholarship; duties of the President-elect; and duties of the Roster Committee. She suggested that further work needed to include adding text to the Standing Orders so that the italicized language from the Bylaws could be removed.

New Business
The Chair led a discussion regarding the updating of the website, and who is the responsible person in charge of the updates. The committee discussed making certain that the index to the Bylaws and Standing Orders are up to date online.
Chair Clift also discussed the Host State duties and manual and if there should be some language included in the Standing Orders to give direction to the Host State.
It was also discussed by the committee that, unlike the Standing Orders, the Bylaws do not contain citations of the date of amendment, and the committee agreed to research and provide those citations.
The Chair announced to the committee that the Executive Committee had no specific charges for this year’s committee.
The Chair again thanked members of the committee for their dedication to the Society and the Bylaws and Standing Orders Committee and for their continued hard work on this committee.

Adjournment
Upon a motion by Paul Smith (NH), seconded by Susan Schaar (VA), the meeting was adjourned.
Respectfully submitted,
Bo Hoover (WV), Vice Chair
Canadian-American Relations Committee Meeting Minutes

Meeting: 2015 Professional Development Seminar
Location: Raleigh, North Carolina
Date: Thursday, Sept. 24, 2015

Call to Order

The meeting of the Canadian-American Relations Committee was called to order by Paul Smith (NH), Vice-Chair, Canadian-American Relations Committee).

Attendance

The following members of the committee were present: Paul Smith (NH), Vice-Chair, Lee Cassis (WV), Vice-Chair, Butch Speer (LA), Steve Marshall (VT), JoAnn Hedrick (DE), Bo Hoover (WV), Robert Altmann (WV), Corey Carnahan (KS), Yolanda Dixon (LA), Merrill Laplante, (LA), Londi Ensor (AK), Stephanie Hall (AK), Liz Clark (AK), Jackie Schulz (AK), Kim Cox (TN), Patsy Spaw (TX), Kristin Canterbury (WV), Chris Albanese (OH), Janice Gadd (UT), Lindsay Grovum (MT), Andrew Ketchings (MS), Bill Magill (VT), Sara Thomas (UT), Michael Adams (VA), Ali Sagraves (OH), Susan Schaar (VA), Claire Clift (NV), Bill Horn (AL), Joyce Wright (AL), Tim Sekerak (OR), Cyndy Johnston (OR), Brad Young (OH).

Other members/guests in attendance included: Iris Lang, Principal Clerk, Saskatchewan, announced that the 2017 Joint Canadian-American meeting will be held in Saskatchewan.

As there were no immediate volunteers to host the 2019 joint meeting in the United States, Claire Clift suggested that the host manual be distributed to the states as a means of educating potential hosts for the future.

Old Business

Brad Young informed the committee that the Joint Canadian-American meeting to be held in Columbus, OH, was in its final planning stage and that the contract for the hotel would be signed soon. The meeting will take place October 28 through November 1, at the Hyatt Regency.

Butch Speer gave a brief summary of the programming for the upcoming Joint Canadian-American meeting and said it would consist of a presentation of Tennessee’s dashboard system; civic outreach; Masons vs. O’Brien/Bach; a history of the War of 1812—the Battle of Lake Erie; a roundtable on capitol security; ethics and accountability; an “off the record” session.

New Business

Joanne Hedrick gave a brief history of the Canadian-American Relations Committee and its responsibilities for hosting the joint meeting. Susan Schaar added that the relationship between the Canadian and American clerks and secretaries dates back 40 years.

Iris Lang, Principal Clerk, Saskatchewan, announced that the 2017 Joint Canadian-American meeting will be held in Saskatchewan.

As there were no immediate volunteers to host the 2019 joint meeting in the United States, Claire Clift suggested that the host manual be distributed to the states as a means of educating potential hosts for the future.

The discussion turned to the challenges and obstacles that states are faced with when hosting the joint meeting. Paul Smith noted that standing orders prevent the ASLCS from contributing money to the joint meeting and posed the question of asking the executive committee.

Approval of Minutes

Upon a motion by Yolanda Dixon, seconded by Liz Clark, the minutes of the last meeting held Monday, Aug. 3, 2015 at the NCSL Legislative Summit in Seattle, WA, were approved.
to change the standing orders so that the joint meeting could possibly become part of ASLCS’s budget. Butch Speer questioned whether or not it would be worthwhile to pursue the issue with the executive committee since it would ultimately require NCSL oversight. Susan Schaar commented that in addition to the challenge of funding a joint meeting, taking on the responsibility of contractual obligations (with the hotel, possibly with social events, etc.) can be difficult. Claire Clift suggested asking NCSL to sign the contracts and leave the fundraising to the states. Brad Young said NCSL was very helpful in reviewing the contracts and providing advice during the negotiations of the contracts. No action was taken by the committee on the question.

Discussion then centered on the standing order that limits attendance to the joint meeting to each Principal and an Associate member designated by the Principal. After discussion, Butch Speer made the motion, which was seconded by Steve Marshall, to ask the executive committee to suspend the standing order for the upcoming joint meeting in Columbus.

Butch Speer and Brad Young agreed to revise, update, and edit the host manual after the meeting in Columbus. Steve Marshall thanked Brad Young for stepping up to host the 2015 joint meeting and for all of his hard work that went along with being the host.

Paul Smith announced that Ann Cornwell, the Secretary of the Arkansas Senate and Chair of the Canadian-American Relations Committee, could not be with us at the PDS this week because she injured her knee. He asked everyone to send their well wishes to her.

Adjournment

Upon a motion by Bo Hoover, seconded by JoAnn Hedrick, the meeting was adjourned.

Respectfully submitted,
Lee Cassis (WV), Vice-Chair, Canadian-American Relations Committee

Jane Richards Scholarship

The Jane Richards Scholarship was established to assist ASLCS Principal and Associate members with costs associated with participation in the Canadian-American Exchange Program. Jane Richards is a former 30-year employee of the Arizona House of Representatives. She was elected as Chief Clerk of the AZ House on November 12, 1979 and retired on October 30, 1992. Jane served as President of ASLCS from 1985-1986; she is an honorary member of ASLCS and Clerks-at-the-Table (Canada). This scholarship is in recognition of Ms. Richards’ many years of public service and her long-standing dedication to ASLCS.

The Jane Richards Scholarship will be awarded biennially to one (1) Principal or Associate member of the Society and funded in the amount of $1,000.00. Scholarship recipients agree to pay all remaining costs of travel/lodging/personal expenses to participate in the Canadian-American Exchange Program. In order to afford as many an opportunity to receive the scholarship as possible, those selected for the scholarship will not be eligible in future years.

A Principal or Associate member who is interested in applying for the scholarship should submit a letter to the ASLCS Executive Committee (through the NCSL staff liaison) outlining why he or she desires to be selected and how participating in the Canadian-American Exchange Program will enrich his/her professional development. Associate members should include a letter of endorsement from their Principal clerk of secretary.

Application Due Date: July 1, 2016
2015 Professional Development Seminar  
Raleigh, North Carolina  
Thursday, Sept. 24, 2015

Call to Order  
The meeting of the Inside the Legislative Process Committee was called to order by Corey Carnahan (KS), Chair.

Attendance  
The following members of the committee were present: Corey Carnahan (KS), Chair, Donna Holiday (KY), Vice Chair, Sherry Rodriguez (NV), Vice Chair, Sarah Bannister (WA), Cindy Benjamin (NV), Lucy Daris (MO), Lisa Davis (MS), Lindsey Grovom (MT), Susan Hoffman (NV), Kathy Jackson (UT), Anne Landgrebe (WV), Bernadette McNulty (CA), Jay Pearson (VA), Sara Thomas (UT).

Other members/guests in attendance included Tim Carroll (MA), Buddy Johnson (AR), Amy Leach (CA), Connie McMillen (MO), Zach Twilla (CA), and Emily White (MO).

Approval of Minutes  
The minutes of the last meeting held Monday, August 3, 2015 at the NCSL Legislative Summit in Seattle, WA, were approved.

Old Business  
Brenda Erickson, NCSL, updated the committee on recent additions to Inside the Legislative Process and on the response rate from the two most recent surveys. The committee then discussed the issues of response rates and chamber staff that are not allowed to respond to/participate in answering surveys.

New Business  
The committee discussed potential topics for the next survey. While the topics were not finalized, several members expressed interest in the issues of electronic/teleconference participation and open records and open meetings requests. The topics will likely be finalized later this year.

Adjournment  
Upon a motion by Jay Pearson (VA), seconded by Bernadette McNulty (CA), the meeting was adjourned.

Respectfully submitted,  
Corey Carnahan (KS), Chair
2015 Professional Development Seminar
Raleigh, North Carolina, Thursday, Sept. 24, 2015

Call to Order
The meeting of the International Communication and Development Committee was called to order by Chair Clark (AK) at 3:00 p.m.

Attendance
Whitney Johnson (TN)  Nanette Mitchell (TN)
Ann Marie Brown (TN)  Lourdes Litchfield (TX)
Iris Lang (Canada)  Neal Cornett (KY)
Paul Nardo (VA)  Emily White (MO)
Susan Schaar (VA)  Ann Krekelberg (AK)
Ethan Straton (MO)  Pat Harris (AL)
Bill MaGill (VT)  Jen Novak (ID)
Paul Smith (NH)  Bo Hoover (WV)
Patsy Spaw (TX)  Robert Altman (WV)
Butch Speer (LA)  Steve Harrison (WV)
Deborah Deller (Canada)  Sherry Rodriguez (NV)
Kristin Canterbury (WV)  Tim Sekerak (OR)
Nicole Albers (TX)  Andrew Ketchings (MS)
Rose Ramsay (VA)  Joyce Wright (AL)
Jason Hataway (NV)  Michael Adams (VA)
Susan Kannarr (KS)  Tara Jenkins (TN)
Yolanda Dixon (LA)  Greg Glass (TN)
Tracy Ortiz (TX)  Kim Cox (TN)

Approval of Minutes
Upon a motion by Paul Smith (NH) seconded by Bill MaGill (VT), the minutes of the last meeting held Monday, Aug. 3, 2015 at the NCSL Legislative Summit in Seattle, WA, were approved.

Old Business
Chair Clark welcomed committee members and thanked them all for their participation. She reviewed the overview of the committee’s purpose as described on the National Conference of State Legislatures (NCSL) website. Chair Clark explained the committee is additionally charged with updating and publishing the International Directory and traditionally committee members also go out of their way to be welcoming to all international guests attending our Professional Development Seminar (PDS).

Susan Schaar (VA) gave the committee a brief history of the committee’s work and the formation of our sister societies: ATELCA, ANOMAC, and ANZACATT. She explained that ASLCS was the model for these other groups and helped them get started.

Chair Clark distributed copies of the newly published International Directory to committee members. She also thanked those who participated in yesterday’s engaging and successful concurrent session.

New Business
Vice Chair Schulz took the meeting over and recognized ASLCS President Susan Furlong. President Furlong greeted the committee and thanked them for their work.

Vice Chair Schulz introduced the international guests attending this Raleigh meeting, welcomed those in attendance and asked committee members to kindly continue to make them feel welcome throughout the conference.

Chair Clark recounted her trip to the ANOMAC (Asociacion Nacional de Oficiales Mayores de los Congresos de los Estados y Distrito Federal) meeting in Chetumal,
International Communications and Development Committee Meeting Minutes (continued)

Mexico. Steve Marshall (VT) provided the committee with information about the recent Clerks at the Table (CATTs) meeting in Yellowknife, Canada. Mr. Marshall also detailed new information about the upcoming Canadian American meeting to be held in Ohio and publicly thanked Brad Young (OH) for all his work on making it possible.

Adjournment

There being no other business to come before the committee and upon a motion by Paul Smith (NH) and seconded by Jennifer Novak (ID), the meeting was adjourned.

Respectfully submitted,

Liz Clark (AK), Chair [with thanks to Janice Gadd (UT) who took the meeting notes]
2015 Professional Development Seminar  
Raleigh, North Carolina  
September 24, 2015

Call to Order  
The meeting of the Legislative Administrator Committee was called to order by Paul Campos (WA), Chair.

Attendance  
The following members of the committee were present: Paul Campos (WA), Vice Chair; Dana Rademan Miller (MO), Vice Chair; Lisa Davis (MS), Jim Drake (AZ), Donna Holiday (KY).

Approval of Minutes  
Upon a motion by Jim Drake (AZ), seconded by Bernadette McNulty (CA), the minutes of the last meeting held Monday, August 3, 2015, during the NCSL Legislative Summit, Seattle, WA, were approved.

President-elect Susan Furlong welcomed the members of the committee and thanked the Chair and Vice-Chair(s) for their willingness to serve.

Old Business  
Chair Campos welcomed committee members and shared that the Fall 2015 (current) issue of the Legislative Administrator had been mailed and should be awaiting ASLCS members upon their return from the PDS.

New Business  
Chair Campos indicated that former Chair Joyce Wright (AL) had done a super job of preparing the publication and that the next issue of the Administrator was nearly complete. It is his goal to have it mailed before January, 2016. Paul also asked for input and new ideas for upcoming issues. Bernadette McNulty (CA) mentioned that the “Ask Mr. Mason” column had been a popular feature and that it would be a good idea to continue it for future issues. It was also agreed to continue the States-at-a-Glance feature. Cyndy Johnston (OR) and Dana Rademan Miller (MO) volunteered to submit articles for upcoming issues. Bernadette added that it would be a good idea to reach out to U.S. territories and specifically mentioned the possibility of approaching the staff of the Guam Legislature to submit a “Territory-at-a-Glance” article.

Adjournment  
Upon a motion by Bernadette McNulty (CA), seconded by Jim Drake (AZ), the meeting was adjourned.

Respectfully submitted,  
Dana Rademan Miller (MO), Vice Chair
Membership and Communication Committee Meeting Minutes

Brad Young (OH) Chair
Jamie Leishman (NE) Vice Chair

ASLCS PDS
Raleigh, North Carolina
September 24, 2015

Call to Order
The meeting of the Membership and Communication Committee was called to order at 3:02 p.m. by Brad Young (OH), Chair.

Attendance
The following members of the committee were present:

Brad Young (OH), Chair
Tisha Gieser (AK), Vice-Chair
Bonnie Alexander (ID)
Judy Barrows (ME)
Patty Benskin (WY)
Corey Carnahan (KS)
Lee Cassis (WV)
Michael Coe (NH)
Crystaline Jones (AK)
Buddy Johnson (AR)

Other members/guests in attendance included: Phil Cottingham (TX), Sarah Armistead (VA), Sandra Daly (CA), Barbara LeCarpentier (VA), Patience Worrel (TX), Norm Moore (AZ), and Zach Twilla (CA).

Approval of Minutes
Upon a motion by Sarah Armistead (VA), seconded by Sandy Tenney (UT), the minutes of the last meeting held August 3, 2015, during the NCSL Summit, in Seattle, WA, were approved.

New Business
New Member Orientation
Ellen Thompson (WY) commented that she preferred the format of this year’s orientation, which included brief presentations by three Executive Members and was timed earlier in the PDS. She added that she was glad there were no games.

Amy Leach (CA) agreed that this year’s format was preferable, though she suggested that the orientation not be scheduled against another item on the program next year. Amy explained that she liked the friendship tables and the prompts provided and recommended prompts with a professional focus for future years.

Chair Young suggested having new member orientation during breakfast on the first day of the PDS in a separate room. Sandy Tenney (UT) expressed support for this idea.

Susan Furlong (NV), ASLCS President, greeted the committee and thanked them for their work. She explained that due to the President-Elect’s role as an advocate for increased Society membership, there would be discussion regarding the President-Elect serving as an ex officio member of the Membership & Communications Committee.

Sponsorship Program
Chair Young asked the committee if they had any input on the sponsorship program or information being communicated to the sponsors and new attendees. Zach Twilla (CA) asked if all of this year’s new attendees were matched with a sponsor. Chair Young said that, yes, all new members were matched, adding that it was his
understanding that all members of the committee would be assumed to be sponsors of next year’s new attendees. The committee then discussed how new members were matched with sponsors. Bonnie Alexander (ID) and Chair Young clarified that typically the Chair of the committee makes the matches. Chair Young suggested that new attendees be given a short survey asking them questions about their jobs and themselves to help make more effective matches. Tisha Gieser (AK), Vice Chair, suggested that matches could be made at the new attendee orientation. The committee agreed that they preferred having advance notice of their new attendee and the ability to connect with them before the conference.

Crystalline Jones (AK) suggested providing a list of Frequently Asked Questions and answers for new attendees including, “What to wear?”, “What to bring?” and “What is the hospitality suite?”

Buddy Johnson (AR) shared that the resources he was provided as a sponsor this year were helpful to him. Jackie Scott (VA) suggested that the handouts from the “The Who, The What, The Huh? of ASLCS” concurrent session (by the Bylaws Committee) would be helpful handouts for the new attendees next year.

Outreach

Ellen Thompson (WY) asked if part of the committee’s role was to help get people to come to the PDS. Chair Young said that, yes, it is, and this year there was outreach made to the new principal clerks and secretaries. Judy Barrows (ME) suggested that the committee work with the President-Elect on outreach and ways to highlight the Ed Burdick Scholarship. Amy Leach (CA) encouraged the committee to consider providing job specific contact info to allow members to stay connected with work-related inquiries throughout the year. Amy also suggested that a new attendee write an article for the Legislative Administrator.

Chair Young proposed offering a point of contact for members who might be interested in sharing a hotel room at the PDS. Tisha Gieser (AK) suggested making a posting on the PDS Blog and offering the email address of a committee member who might be willing to coordinate.

Amy Leach (CA) highlighted that there was still confusion on what the roles of the specific committees was. She suggested the committee think of ways to make it more clear to new members what the individual committees do.

Ellen Thompson (WY) encouraged the committee to collaborate with the Technology Committee, which had discussed producing short video descriptions of the committees as one of their potential projects.

Adjournment

Upon a motion by Judy Barrows (ME), seconded by Jackie Scott (VA), the meeting was adjourned at 3:42 p.m.

Respectfully submitted,
Tisha Gieser (AK), Vice Chair
Brad Young (OH), Chair
Professional Journal Committee Meeting Minutes

Bernadette McNulty (CA)
Chair

Ann Krekelberg (AK)
Vice Chair

2015 Professional Development Seminar
Location: Raleigh, North Carolina
Date: Thursday, Sept. 24, 2015

Call to Order The meeting of the Professional Journal Committee was called to order by Bernadette McNulty (CA), Chair.

Attendance The following members of the committee were present: Ann Krekelberg (AK), Co-Vice Chair, Bonnie Alexander (ID), Co-Vice Chair, Jason Hataway (NV), Sarah Curry (OR), Anne Landgrebe (WV), Emily White (MO), and Ethan Strutton (MO).

Other members/guests in attendance included Susan Furlong (NV), President, American Society of Legislative Clerks and Secretaries (ASLCS), and Paul Smith (NH), outgoing Professional Journal Chair.

Approval of Minutes Approval of the meeting minutes for Monday, August 3, 2015 at the NCSL Legislative Summit in Seattle, WA, was deferred.

Old Business The 2015 Professional Journal will be printed and mailed by the end of October.

The difficulty in obtaining articles for the publication remains a concern.

There is a need to explore options to keep the publication viable such as outreach to academia.

New Business Bonnie Alexander expanded on her idea of how to get the best articles submitted to the Professional Journal every year, and having an editorial board review them for the best five and printing them. She shared with the committee the research she completed which was inspired by a co-worker's daughter. The daughter published an article in the Skyline Journal using a digital portal called “Digital Commons.” This concept was met with enthusiasm as well as questions. Chair McNulty said she would compose a proposal of this concept to be presented to the Executive Committee at the Spring meeting.

Paul Smith stated he had prepared a proposal for the Executive Committee, which he would submit at its meeting tomorrow that involved authorizing a sum of $1,000 to be offered as incentive to authors who submitted articles to the Professional Journal. How the $1,000 was to be divided was not clear.

Adjournment Upon a motion by Bernadette McNulty, seconded by Jason Hataway, the meeting was adjourned.

Respectfully submitted,
Ann Krekelberg (AK), Co-Vice Chair
Program Development Committee Meeting Minutes

Professional Development Seminar
Location: Raleigh, North Carolina
September 24, 2015

The meeting of the Program Development Committee was called to order by Jim Drake, AZ, Chair.

The following members of the committee were present:

Jim Drake, AZ, Chair
Jackie Scott, VA, Vice-Chair
Sandy Tenney, UT, Vice-Chair
Mary Andrus, UT
Shereen Baker, CA
Judy Barrows, ME
Cindy Benjamin, NV
Patty Benskin, WY
Scott Caffey, TX
Norma Chastain, AZ
Michael Coe, NH
Neal Cornett, KY
Sandra Daly, CA
Lisa Davis, MS
Nancy Ellison, UT
Tisha Gieser, AK
Steve Harrison, WV
Daniel Hicks, TN
Susan Hoffman, NV
Donna Holiday, KY
Mary Ann Horch, VA
Kathy Jackson, UT
Crystaline Jones, AK
Susan Kannarr, KS
Mary Ann Krol, KY
Jeannine Layell, VA
Amy Leach, CA
Paul Nardo, VA
Jennifer Novak, ID
Tracy Ortiz, TX
Jay Pearson, VA
Gena Plummer, NV
Sherry Rodriguez, NV
Ron Smith, LA
Ellen Thompson, WY
Jeanine Wittenberg, NV
Patience Worrel, TX

In addition, the following ASLCS members were present and showed interest in crafting next year’s program: Norm Moore, Jackie Bell, Phil Cottingham, Buddy Johnson, Cathy Hooe, Sarah Armistead, Tara Jenkins, Lourdes Litchfield, Nicole Albers and Greg Glass.

Cathy Hooe and Jamie Leishman were warmly congratulated for producing relevant and timely topics at the North Carolina meeting.

Approval of Minutes

Upon a motion by Susan Kanaar, KS, and seconded by Norma Chastain, AZ, the minutes of the last meeting held during the Professional Development Spring Meeting in Seattle, WA were approved.

New Business

Chair Jim Drake expressed appreciation to the committee members for their attendance and willingness to serve on the committee. He asked that those willing to participate as panelists or moderators for the 2016 PDS please notify Jim.

Chair Drake recognized Jennifer Novak, ID, who provided information regarding the 2016 PDS which will be held in Boise, ID. The dates for the 2016 PDS are September 18 through 23.

Amy Leach, CA, stated that her preference for the breakout sessions is to have job specific breakouts. Norma Chastain, AZ, concurred that the breakouts need to be job specific and more structured to ensure that the discussions are beneficial to the attendees.

Chair Drake discussed possible topics for the next PDS.

ASLCS President Susan Furlong briefly addressed the committee expressing appreciation for all those who attend and serve on committees.

Adjournment

Upon a motion by Amy Leach, CA, and seconded by Judy Barrows, ME, the meeting was adjourned.

Respectfully submitted,
Jim Drake (AZ) House, Committee Chair
Meeting: 2015 Professional Development Seminar  
Location: Raleigh, North Carolina  
Thursday, Sept. 24, 2015  

Call to Order  
The meeting of the Site Selection Committee was called to order by Andrew Ketchings (MS), Chair.

Attendance  
The following members of the committee were present:  
Andrew Ketchings (MS), Chair  
Jay Braxton (VA), Vice Chair  
Steve Marshall (VT), Vice Chair  
Robert Altmann (WV)  
Mary Andrus (UT)  
Norma Chastain (AZ)  
Yolanda Dixon (LA)  
Jim Drake (AZ)  
Pat Harris (AL)  
Nathan Hatfield (VA)  
Daniel Hicks (TN)  
Martha Hopson (AK)  
Susan Kannarr (KS)  
Mary Ann Krol (KY)  
Maribeth Lacy (VA)  
Jeannine Layell (VA)  
Sue Morain (LA)  
Jennifer Novak (ID)  
Tracy Ortiz (TX)  
Jacquelynn Schulz (AK)  
Gina Spartz (AK)  
Dianne Whitaker (VA)  
Kathy White (MO)  
Alan Whittington (TN)  
Jeanine Wittenberg (NV)  
Joyce Wright (AL)  
Brad Young (OH)  

Other members/guests in attendance included Sarah Armstead, Norman Moore (AZ), Nicole Albers, Ann Marie Brown, Whitney Johnson, Scott Cathey, Bill Horn, Sarah Schaben, Elaine Logan (MO), Nanette Mitchell (TN), Tara Jenkins (TN), Lourdes Litchfield (TX), Barbara Lecarpenties (VA), Rose Ramsey (VA).

Approval of Minutes  
Upon a motion by Alan Whittington, seconded by Pat Harris, the minutes of the last meeting held Monday, Aug. 3, 2015 at the NCSL Legislative Summit in Seattle, WA, were approved.

Old Business  
Jennifer Novak (ID) talked briefly about hosting the 2016 conference in Boise, Idaho.

New Business  
Jim Drake (AZ) discussed a possibility of hosting the conference in Arizona for 2017.

Adjournment  
Upon a motion by Joyce Wright, seconded by Alan Whittington, the meeting was adjourned.

Respectfully submitted,  
Andrew Ketchings (MS), Chair, Site Selection Committee
2015 Professional Development Seminar  
Raleigh, North Carolina  
Thursday, Sept. 24, 2015

Call to Order

The meeting of the Support Staff Committee was called to order by Norma Chastain (AZ), Support Staff Committee Chairman.

Attendance

The following members of the committee were present:

Norma Chastain (AZ), Chair  
Jeanine Wittenberg (NV), Vice Chair  
Ron Smith (LA), Vice Chair  
Mary Andrus (UT)  
Martha Hopson (AK)  
Shereen Baker (CA)  
Kathy Jackson (UT)  
Sarah Bannister (WA)  
Mary Ann Krol (KY)  
Cindy Benjamin (NV)  
Anne Landgrebe (WV)  
Julie Bochat (MO)  
Jay Pearson (VA)  
Scott Caffey (TX)  
Gena Plummer (NV)  
Sarah Curry (OR)  
Gina Spartz (AK)  
Lucy Daris (MO)  
Sara Thomas (UT)  
Nancy Ellison (UT)  
Dianne Whitaker (VA)  
Nathan Hatfield (VA)  
Kathy White (MS)  
Daniel Hicks (TN)  
Alan Whittington (TN)  
Susan Hoffman (NV)

Other members/guests in attendance included:

Jackie Bell (MS), Stephanie Hall (AK), Cathy Hooe (VA), Merrill LaPlante (LA), Elaine Logan (MO), Connie McMillen (MO), Jeanne Mejeur (NCSL)

Approval of Minutes

Upon a motion by Alan Whittington (TN), seconded by Julie Bochat, MO the minutes of the last meeting held Monday, Aug. 3, 2015 at the NCSL Legislative Summit in Seattle, WA, were approved.

Old Business

Discussion was held on what worked and did not work at the Professional Development Seminar this week. Having two concurrent sessions at a scheduled time seemed to be a better idea than having three to choose from. Staff Breakouts groups would benefit attendees more being held early in the week. Also, the topic of the “Legislative Expo” and ideas surrounding it, possibly giving the Expo a theme.

The Associate Exchange program was also promoted by the Committee. Chairman Chastain stated that anyone who has an interest should apply. Being a host state is very rewarding and the experience you gain from being an Exchange participant is invaluable.

Chairman Chastain encouraged all members of the committee to complete the evaluation surveys from the Professional Development Seminar, so that the new program committee would be able to have the resources necessary for planning the 2016 Seminar in Boise.

New Business

Incoming President Susan Furlong addressed the committee, stating that she appreciated all the work of the committee and was confident that committee would be successful again this year.

Discussion was held on ideas for concurrent session sponsored by the Support Staff committee at the Professional Development Seminar in Boise for 2016. Topics included “Off the Record”, Mason’s and “Blank Page”.

23
The Principals vs. the Associates volleyball game was also brought up in discussions. Many Associate members would like to see the volleyball game return.

Chairman Chastain asked the members of the Committee to send her via email suggestions for the concurrent sessions for Boise.

Adjournment

Upon a motion by Mary Andrus (UT), seconded by Stephanie Hall, AK, the meeting was adjourned.

Respectfully submitted,
Norma Chastain, Chairman, Support Staff Committee
Call to Order
The meeting of the Technology Committee was called to order by Michael Adams (VA), Chair.

Attendance
The following members of the committee were present: Michael Adams (VA), Cathy Hooe (VA), Londi Ensor (AK), Crys Jones (AK), Ann Krekelberg (AK), Shereen Baker (CA), Bonnie Alexander (ID), Dana Rademan Miller (MO), Michael Coe (NH), Ali Sagraves (OH), Tim Sekerak (OR), Sarah Curry (OR), Cyndy Johnston (OR), Patience Worrel (TX), Nancy Ellison (UT), Lee Cassis (WV), Steve Harrison (WV), and Ellen Thompson (WY).

Other members/guests in attendance included: Stephanie Hall (AK), Ethan Strutton (MO), Greg Glass (TN), and Maryann Horch (VA).

Approval of Minutes
Upon a motion by Cathy Hooe (VA), seconded by Crys Jones (AK), the minutes of the last meeting held Monday, Aug. 3, 2015 at the NCSL Legislative Summit in Seattle, WA, were approved.

Old Business
Chair Adams pinpointed some ongoing priorities for the committee, including 1) the administration and access of the ASLCS Facebook page, 2) the electronic administration of the Roster related to information sharing, and 3) eLearning and how to take advantage of NCSL grant money.

New Business
Chair Adams reminded the attendees that the committee is tasked with planning at least one concurrent session at the 2016 PDS. Ellen Thompson (WV) suggested The Impact of Social Media on Chambers and the accompanying issues that have arisen. Nancy Ellison (UT) suggested Paperless Chambers. Dana Rademan Miller (MO) suggested a forum on transitioning to new ways to compile the journal. Missouri uses WordPerfect, but they want to get away from it. Steve Harrison (WV) and Lee Cassis (WV) said they are presently in the process of transitioning away from WordPerfect. They’ll let us know about their experience.

There was additional discussion regarding the eLearning initiative and the associated grant money. The money is not constrained to being used exclusively at ASLCS meetings. We could record a plenary speaker, with permission, and distribute. Dana Rademan Miller (MO) offered that if we can’t get permission from the plenary...
speakers, perhaps we could summarize their content and include other highlights from the PDS. Maryann Horch (VA) suggested interviewing panelists, obtaining feedback from attendees and using these for promotional purposes. Chair Adams (VA) indicated we could explore the role of committees, such as what are the committees and what are they responsible for. Steve Harrison (WV) inquired about webinars. Chair Adams stated that currently we are not doing them, but the grant money could be used for that purpose.

President Furlong briefly addressed the committee and acknowledged that we will be busy this year.

Chair Adams wants to form subcommittees to distribute the workload amongst all members. Following are the subcommittees to date, and a follow-up request for volunteers will go out via email soon:

**Facebook Management:** Crys Jones (AK) and Patience Worrel (TX)

**Roster:** Londi Ensor (AK)

**Concurrent:** Ellen Thompson (WY), Ali Sagraves (OH), Dana Miller Rademan (MO)

**eLearning:** Michael Coe (NH)

**Adjournment**

Upon a motion by Cyndy Johnston (OR), seconded by Londi Ensor (AK), the meeting was adjourned.

Respectfully submitted,
Cathy Hooe (VA), Vice chair
Dear Mr. Mason,

What is the responsibility of the presiding officer when a member rises to a point of order?

s/ Curious

Dear Curious,

It is the duty of the presiding officer to immediately note the point and he/she should render a decision (ruling); see Mason’s section 575-1(g) and (h). The presiding officer may request advice or an opinion on their ruling and state the reasons for their decision, according to Mason’s sections 244 and 245-2. Of course, a member may always appeal the ruling of the chair under Mason’s section 149-2. The question is then decided by the body.

s/ Mr. Mason

Dear Mr. Mason,

How may a presiding officer take an agenda item out of the proper order of the daily order of business?

s/ Item of Order

Dear Item O,

The proper way to take an agenda item out of order would be to suspend the rules. This is a nondebatable motion that is in order whenever any main motion is in order, according to Mason’s section 713.

s/ Mr. Mason

“Fire Fish,” a 7-foot ceramic sculpture outside the Jenkins Fine Arts Center at East Carolina University was made possible by the ECU Ceramics Guild, led by Mr. Christopher Cardone, which raised funds for the project by creating a special gift (pictured here) for attendees of the 2015 ASLCS Professional Development Seminar in Raleigh, NC. The gift’s design is based on the theme of Raleigh’s history as “The City of Oaks.”
2016 Associate Exchange Program: Virginia Senate

Ali Sagraves, Ohio House of Representatives

First, I must begin with a heartfelt “thank you” to my colleagues and friends in the Virginia legislature for their hospitality, kindness, and time during the week I was blessed to spend with them at the beginning of March.

Upon realization that I was selected for the Associate Exchange Program and would be with the Virginia Senate, and after my squeals of joy settled down, my principal clerk, Brad Young, discussed how confident he was that this would be an enriching experience.

The Ohio legislature has worked hard in terms of advancing our utilization of technology; however, Virginia is ahead of us on this path. Also, the staff is more experienced than our team. Needless to say, I looked forward to my program week, and it did not disappoint.

The Pace

Overall, the greatest culture shock was the pace. Everything was fast – the lobbying process, the committee process, and the floor session process. The Virginia legislature runs more bills through the mill in two months than the Ohio legislature does in a two-year period. They vote en bloc, allowing numerous bills that were voted out of committee with no negative votes to be passed in one fell swoop; we do not have this in Ohio. Due to the pace, there seemed to be much less time for what is commonly referred to as “wheeling and dealing” that you may see in other bodies. This all provided a much different atmosphere than what I have known.

The major vetting for our bills in Ohio happens in committees, but not before all of the interested party meetings that occur before a bill draft is even submitted for introduction. In committees for example, one bill may have 10 hearings with numerous individuals testifying before it is reported out of committee to possibly be brought up on the floor for a vote. In Virginia, on average they generally have at least four times as many bills on a committee’s docket per meeting as we might have, and they move them out quickly, with the bills being automatically placed on the calendar for session. A portion of our bills reported out of committee stay “below the black line” in bill purgatory and may simply die at the conclusion of the General Assembly, never to be considered on the floor. The efficiency with which legislation is moved stood out during my week in Virginia.

Historic St. John’s Church, where Patrick Henry delivered his “Give me Liberty, or give me death!” speech.

The Committee Process

Due to the absence of a committee staffer on the day that I was experiencing the committee process in the Virginia Senate, I was able to assist with staffing the Commerce and Labor committee. This was a highlight of my week, having the opportunity to jump in and help; this is sometimes the best way to learn, after all. I was introduced to the concept of proxy voting, which was another shock. I cannot imagine how our members would handle that...
situation – allowing another member to vote on their behalf. This was interesting to witness and try to keep track of who was in the room, who left, who would leave and come back every minute, who members trusted to vote for them, etc., not to mention trying to keep up with the pace of nearly constant roll call votes to pass bills out of committee. I enjoyed every minute of it and could not wait to tell my coworkers about the fast process.

The Technology

The technology used was also a fascinating aspect to observe, as we seemed to have similar systems. However, Virginia's system worked quite well and was created in-house. I was impressed with the product they produced. Ours was a new product given to us for this General Assembly, but we quickly discovered numerous glitches that have brought us to fixing it in-house now, as well. It was encouraging to see a similar system functioning properly and also gave me a few ideas of perhaps what we might work toward, especially with committees. For instance, Virginia's committee process was more streamlined than what we have in terms of technology.

The Page Program

The page program was also a striking aspect; I did not expect to see 40 students – 13 and 14 years of age – working there and conducting themselves so professionally. I was thoroughly impressed with their page program and was pleased to help them load up vehicles for a large food drive in which they were participating. Throughout the week, I was able to have conversations with a handful of pages, and it was interesting hearing about their bills that they had drafted for their mock legislature, which topics piqued their interest, where they came from, and what they were gleaning from their experience as a Senate Page. I certainly wished that I had an opportunity such as this when I was their age and know that they must learn a lot about politics, the legislative process, how to be professional, and life in general. Our page program only includes college students. It would be great to possibly explore the incorporation of younger students, as I know the experience would be invaluable. The Senate Page Program definitely invests in the lives of the next generation of leaders, and it was inspiring.

The Team

Each member of the Senate Clerk’s team was gracious with their time during a busy session. I spent time with Clerk’s Office staff, page program staff, journal staff, committee operations staff, support services staff, and floor desk staff, starting in the morning and continuing through dinner each evening. I learned from each and every interaction. Time with them gave me ideas on everything from tips to help me keep my principal clerk better organized to increasing our team’s interaction with the rest of House staff. Due to our logistical separation from being in a different building from the rest of House staff, we are sometimes referred to as “Clerk Island.” We continue to look for ways to change this perception, so I am grateful for some new ideas to overcome this. I was able to assist with staffing a committee and observe the process through the post-committee work, learn about all of the areas (and challenges) that the Support Services team handles, and learn from the Principal Clerk’s right hand, among many others. The House Clerk’s team was gracious to allow me to sit in on one of their sessions and speak with me before and after the session, and I learned about the history of their mace – something I was curious about, as our Speaker is interested in this for our chamber. On my final day, the Senate floor staff
allowed me to be a part of their world on a hectic and long session day. I appreciate the time they spent with me before session and on the floor during session, explaining each nuance that may be new or interesting to me.

One aspect about the team that particularly stands out to me is how well the members of the office worked together – in individual, smaller staff sections, and as a large team as a whole. Everyone has different roles and personalities, but one may easily observe that their sights are set on one common, unified goal, with a deep respect for the institution. I look forward to helping to further cultivate this within my own team in Ohio.

The History

Finally, I must mention the history of that place. Oh, the history! On my first full day in Virginia on Sunday, before the work week commenced, Maryann Horch and Michelle Wright were able to paint the perfect backdrop to set the tone for my week in Richmond by taking me to several locations in the city which were of significance to America’s history, as well as through Colonial Williamsburg. I especially enjoyed touring the House of Burgesses, sitting at the clerk’s desk, and remembering that individuals such as Thomas Jefferson served in this place.

My experience was bookended on my final day in Richmond by the most thorough tour of a state capital building that I have ever received. Being the oldest state legislature in America, I knew that Virginia was obviously key to the shaping of our country, but actually seeing and learning about how what our Founding Fathers established in the Virginia legislature was carried across the country definitely put everything in perspective. I felt as if I was standing on hallowed ground. In fact, I was – both in Williamsburg and in Richmond.

Standing where patriots such as Patrick Henry served and strengthened the fledgling commonwealth, in a building designed by Thomas Jefferson, and where so many others who gave to us a republic to keep stood and forged new paths, I was moved. Additionally, I have long been a student of George Washington and was in awe of the life-size statue of him in the Rotunda. To me, he represents honor and servant leadership in the name of Freedom and Liberty. How awesome that, when the statue was being created, he wanted the architect to plaster his face so as to depict exactly what he looked like? George Washington stands as quite a focal point of that building.

Departing at the end of the week was difficult, to say the least. I am grateful for each connection made and each friendship fostered, and I look forward to seeing everyone again at future ASLCS meetings. I flew back to Columbus, not only with ideas, but also with a deeper appreciation for our process in Ohio. As cliché as this may sound, I returned home with a renewed and strengthened passion for the role in which I serve, with my heart exploding with patriotism for my country, and with a continued, determined purpose to “keep” the republic in the Buckeye State.

Susan Clarke Schaar, you have a fine team. Thank you for taking me in for the week and for providing such an augmenting experience. I look forward to returning the favor in the near future. May God bless you abundantly, Virginia legislature!
**Millicent (Millie) MacFarland Memorial Scholarship — New This Year!**

The Millicent (Millie) MacFarland Memorial Scholarship was established to assist Principal members with costs associated with attending the Society’s annual Professional Development Seminar. Millie MacFarland (1956-2014) was Chief Clerk and Parliamentarian of the Maine House of Representatives from 2000-2010 and 2013-2014; from 1978-2000, she served as Calendar Clerk, Chief Calendar Clerk, and Assistant Clerk. During her membership in ASLCS, she served as President from 2008-2009 and received the NCSL Legislative Staff Achievement Award in 1997. It is in recognition and honor of Ms. MacFarland’s many years of nonpartisan service and dedication to the Society that this Principal member scholarship was established.

This scholarship will be awarded annually to two ASLCS Principal members in the amount of $1000/per scholarship and may cover the following expenses related to the PDS (registration fee, lodging, and/or travel expenses such as airfare).

This year, the ASLCS Professional Development Seminar will be in Boise, Idaho (September 18-23, 2016). In order to afford an opportunity for as many as possible to receive a scholarship, those awarded a scholarship will not be eligible in future years. A Principal member interested in the scholarship should submit a letter outlining why he or she hopes to be awarded the scholarship. Letters are to be submitted to the ASLCS Executive Committee through the NCSL Staff Liaison.

*Application Due Date: July 1, 2016*

---

**Nebraska Unicameral Legislature**

**Point of Personal Privilege**

I wanted to take a moment and express my gratitude to the Society for having established the Millicent (Millie) MacFarland Scholarship. I am grateful to the Executive Committee and the Bylaws Committee leadership, as well as other Society members involved, in memorializing Millie in this way.

I know Millie would have been gratified and honored to have a scholarship named after her. The Society had been for many years more than just an organization to Millie. Milled respected, admired and learned from many different members of the Society. She had mentors in the Society. She also mentored many. She formed lifelong friendships that she cherished. She was grateful for the professional growth opportunity that the Society provided to her. She would be pleased to know that the scholarship named after her will give other members the opportunity to grow professionally, as well as make new friends.

I want to thank all those members of the Society who were involved in this effort. I will be forever grateful for recognizing her in this way.

Patrick J. O'Donnell
Clerk of the Legislature
The Honorable Edward Arthur Burdick (1921-2011) was a former Chief Clerk and Parliamentarian of the Minnesota House of Representatives. Mr. Burdick served in that office from 1966 to 2005. During his membership in ASLCS, he served as President in 1971-1972; was the first recipient of the Joseph A. Beek Distinguished Service Award in 1983 and received the Legislative Staff Achievement Award in 2002. It is in recognition and honor of Ed’s many years of public service and dedication to the Society that this associate-member scholarship is established.

The ‘Edward A. Burdick Memorial Scholarship’ has been established to assist ASLCS Associate members with costs associated with attending the Society’s Annual Professional Development Seminar (PDS). The Scholarship will be awarded annually to two (2) Associate members of the Society. Each scholarship will be in the amount of $750.00. In order to afford as many an opportunity to the scholarship as possible, those selected for the scholarship would not be eligible in future years.

Associates interested in the scholarship shall submit a letter, endorsed by their Principal, outlining why he or she hopes to be selected for the scholarship and how attending the PDS will enrich their professional knowledge.

Letters must be submitted to Jonathan Griffin (jonathan.griffin@ncsl.org) by July 1. Award recipients will be announced by mid-August. These scholarships are being graciously funded by THOMSON REUTERS.

Honorable Executive Committee Members:

I am writing to express my sincere thanks and appreciation to the Executive Committee for selecting me to receive the Edward A. Burdick Memorial Scholarship generously awarded by Thomson Reuters. I feel privileged to have been chosen to receive the scholarship created to honor the legacy of an esteemed legislative pioneer like Edward Burdick.

I found information from fellow ASLCS members to be so useful when I attended the seminars in Richmond, Sacramento, and Baton Rouge, that I did not regret paying for my own expenses to participate each year away from Sacramento. The stipend awarded by the Executive Committee helped to defray some of my expenses this year, making it all the more likely that I will be able to attend next year in Idaho. Because I am convinced that the society has so much to offer our legislative staff, I sponsor the annual dues of the two assistant clerks who work with me on the Assembly Journal team and encourage their active participation in committees.

While attending the PDS in Raleigh, I had the opportunity to talk with fellow Journal Clerks to find out what they were doing in their states as well as share some of the updates we are implementing in our House. I learned valuable information about the software that both California and Utah use to produce the Final Journal which will help us to better produce the accurate, timely, and meaningful (ATM) data for Members, their staff, the citizenry, and the press.

There is always more that I can learn professionally from ASLCS members across the nation, and in turn pass along to future associates as well as my colleagues here in Sacramento. The support of the Executive Committee and Thomson Reuters made it possible for me to participate again this year, and for that I am truly grateful.

I am excited about my committee appointments and look forward to supporting the work as set out by the Chairs and Vice Chairs of each. I have volunteered to write for the Legislative Administrator and look forward to supporting the society and President Furlong in any way that I can.

Sincerely,
Amy Leach, Minute Clerk, California State Assembly
Raleigh 2015

Raleigh 2015 Photos
Raleigh 2015
Raleigh 2015
Future Meetings

2016

ASLCS Fall Professional Development Seminar
September 18-23, 2016
The Grove Hotel - Boise, Idaho

NCSL Legislative Summit
August 8-11, 2016
McCormick Place - Chicago, Illinois

ASLCS Spring Business Meeting
April 21-24, 2016
Hilton Old Town - Alexandria, Virginia

Past Meetings

2015

Association of Clerks at the Table in Canada / American Society of Legislative Clerks & Secretaries Joint Meeting
October 28-Nov. 1, 2015
Columbus, OH

ASLCS Fall Professional Development Seminar
September 20-25, 2015
Raleigh, NC

NCSL Legislative Summit
Seattle, WA
August 3-6, 2015

ASLCS Spring Business Meeting
Clearwater, FL
May 1-3, 2015

2014

ASLCS Fall Professional Development Seminar
Baton Rouge, Louisiana
October 6-10, 2014

NCSL Legislative Summit
Minneapolis, Minnesota
August 19-22, 2014

ASLCS Spring Business Meeting
Nashville, Tennessee
May 2-4, 2014