COVER PHOTO: Proudly referred to as Chicago’s “front yard,” Grant Park is a public park encompassing 319 acres in Chicago’s central business district in the Loop Community area. Grant Park’s most notable features include Millennium Park, Buckingham Fountain, the Art Institute of Chicago and the Museum Campus. Named for United States President and Civil War General, Ulysses S. Grant, Grant Park was developed as one of Chicago’s first parks and expanded through land reclamation. The park offers views of the Chicago commercial district skyline and the lakefront along Lake Michigan.

http://www.chicagoparkdistrict.com/parks/grant-park
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ASLCS Chicago 2016

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.

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Dear Friends,

As my term as your president draws to a close, I have been thinking a lot about why I serve my state legislature; why have all of us made the choice to serve? We are in the midst of an election cycle like none other, and it feels as though civility—both in our chambers and in public debate—is at an all-time low. And if you live in a “battleground” state, you may want to turn off your television until November 9. In the midst of all the anger, distrust, and polarization, it is easy to become cynical and lose sight of the significance of what we, as legislative staff, do.

So what is it that draws us to public service? It certainly isn’t money, power, or prestige. While I don’t pretend to have all the answers, I do believe that inside each one of us is something that drives us to persevere in the rough and tumble world of politics—for a higher purpose. We are witness to the profound effect the work of our legislatures has on the people who live in our states. Each session we return to the bodies we serve to share our knowledge, energy, and abiding respect for the legislative institution. Through our membership in the Society, we do much the same with one another, sharing our knowledge and lending an understanding ear during challenging times.

As two of your three representatives on NCSL’s Legislative Staff Coordinating Committee, Russell Humphrey and I participated in a focus group led by a gentleman from the National Center for Civil Discourse. The Institute was established in 2011 after the tragic shooting at a “Congress on Your Corner” event in Tucson where 6 people were killed and 13 wounded, including Arizona Congresswoman Gabby Giffords. Through its Next Generation program, the Institute works with state legislatures to address polarization and incivility at the state level. Participants were asked, “What event in your life most impacted who you are today?” In going through the responses, it was clear why the people in that room were drawn to legislative service. As you prepare for another session, I encourage you to reflect on what is important to you, what drives you, what is your passion.

I was recently reminded of a quote by St. Francis of Assisi: “All the darkness in the world cannot extinguish the light of a single candle.” This much I know is true: Sometimes you are the candle—the lone, sane voice in the room, the person your members look to for a calm, impartial voice, for guidance on how to serve their constituencies in a way that honors and respects the legislative institution. And that, friends, is essential to the continuing success of the Great American Experiment.

Thank you for your friendship and for giving me an opportunity to serve as your president. It has been an honor and an incredibly rewarding experience that I will always treasure.

Warm regards,

Susan Furlong
ASLCS President, 2015-16
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
Call to Order
The business meeting was called to order by Susan Furlong (NV), ASLCS President, at 12:50 p.m. CST.

Committee Reports

Bylaws and Standing Orders: Claire Clift (NV) reported that the committee wrapped up this year’s committee charges by discussing the following: increasing the society’s memorial contributions for former Presidents and Associate Vice Presidents, adding the positions of Society Archivist and Photo Archivist to the Standing Orders, reviewing a report from Patsy Spaw (TX) concerning the Bylaws revision group, and reviewing the proposal to add citations to the Bylaws that capture when historic changes occurred. The committee accepted the proposed items and Chair Clift (NV) stated that she would be presenting this committee business to the ASLCS Executive Committee later during this NCSL Annual Summit.

Inside the Legislative Process: Corey Carnahan (KS) reported on the progress of the committee’s two current assignments. With regard to the first assignment, Chair Carnahan (KS) reported that the committee’s survey on Ethics from 2015 will close soon, and that those results will then be compiled and reported. The chair also mentioned that around 40 chambers had not yet answered the survey. The second committee assignment was the survey on Staff Responsibility, which will be finalized in Boise, Idaho at the Professional Development Seminar (PDS) with results being reported to the society later this year.

Site Selection: Norma Chastain (AZ) reported that the committee discussed the details and heard a report for the upcoming PDS in Boise, Idaho, as well as for the 2017 PDS in Phoenix, Arizona. The acting chair then continued the committee discussion on possible meeting sites for the 2018 PDS.

Technology: Cathy Hooe (VA) reported that the committee discussed the following technology initiatives currently before the committee: a newly revised Facebook policy for the ASLCS Facebook page was considered and approved for presentation to the ASLCS Executive Committee, a report on the progress of NCSL’s attempt to create an electronically administered society roster, and the ongoing project with NCSL to produce a grant financed video to promote the society and provide outreach to new members. It was reported that the creation of the electronic society roster would not be finished this year but the project is coming together. It was also noted that the promotional video would also be discussed in a concurrent session during the upcoming Boise PDS.

International Communication and Development: Liz Clark (AK) reported that the committee discussed the progress of the International Directory and upcoming visits for members of the society to international meetings. The Chair stated that the ASLCS International Directory was still in the process of being compiled. Chair Liz Clark (AK) also noted that President-elect Susan Kannarr (KS), and committee Vice Chair Jackie Schulz (AK) would be attending the ANOMAC annual meeting in late August.

Legislative Administrator: Paul Campos (WA) reported that the committee discussed the upcoming publication of the Fall Administrator for 2016. The summer issue was mailed and should be received over the next couple days. The chair also indicated that they would be gathering information and sending out the fall issue of the Administrator prior to the Boise PDS.

Membership and Communication: Brad Young (OH) reported that the Membership and Communication committee discussed the new attendee orientation program for the Boise PDS. The committee discussed how recent new members of the society could explain to the attendees during orientation the benefits they have already received from the society. The committee then discussed the new attendee breakfast for the fall PDS and how the event will coincide with the all-member breakfast in an adjacent room utilizing the same food and beverage. The committee also discussed how international members would be sponsored and welcomed at the fall PDS. The results of the follow up survey for the last PDS from its new attendees was reviewed. The committee supported the idea to have a group photo of the new attendees at the Boise PDS.

Support Staff: Norma Chastain (AZ) reported that the committee heard reports from Ali Sagraves (OH) and John Hollman (IL) on their experiences as the 2016
ASLCS Associate Exchange Program participants. The committee also discussed the upcoming program for the Boise PDS, and offered that with regards to the Staff Breakout session, some sections would be consolidated as appropriate.

**Canadian-American Relations:** Ann Cornwell (AR) reported that the committee had a short meeting that discussed outstanding details from work completed for the past year and then discussed the program for the Boise PDS.

**Professional Journal:** Ann Krekelberg (AK) reported that the committee members discussed the next publication of the *Journal*. As reported, the *Professional Journal* will be comprised of two to four professional articles and that member contributions were always welcome.

**Program Development:** Jim Drake (AZ) reported that the committee was completing work and evaluating final details for the program in Boise. As part of this process, Jennifer Novak (ID) delivered a progress report outlining the Boise program.

**Announcements**

President Furlong (NV) recognized Jennifer Novak (ID) concerning the Boise PDS. Jennifer complimented all those who are involved in helping organize the Boise PDS, and restated that Idaho was excited to host. Jennifer also reminded members to complete their registration for the seminar as soon as possible.

President Furlong (NV) recognized Jon Griffin (NCSL Liaison) for an announcement. Jon stated that those who plan to attend the Boise PDS, and have not yet made hotel reservations, should contact him concerning availability and details for the appropriate overflow hotel.

President Furlong (NV) then recognized and presented the NCSL Legislative Staff Achievement Award to Sandy Tenney (UT) and Janice Gadd (UT) for their work supporting their state legislature and strengthening the legislative institution.

President Furlong (NV) also reminded members to send their committee assignments to ASLCS President-elect Susan Kannarr (KS) as soon as possible.

The President recognized Patsy Spaw (TX) for an announcement. Patsy recognized that Russell Humphrey (TN) was continuing his great work on the NCSL Execu-

tive Committee this year, and that Susan Furlong (NV) had just recently been appointed to serve a three-year term on the leadership committee.

President Furlong (NV) then introduced NCSL staff liaison Jon Griffin for those who may not have met him yet.

The President then recognized President-elect Susan Kannarr (KS) for an announcement. Susan announced that former Kansas Clerk of the House, Janet Jones, had recently passed away.

**Adjournment**

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

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

ASLCS Executive Committee Meeting
NCSL Annual Summit
Chicago, Illinois
Wednesday, August 10, 2016

Call to Order
The meeting of the Executive Committee was called to order by Susan Furlong (NV), ASLCS President, at 9:18 a.m. CST.

Attendance
The following members of the committee were present:
Susan Furlong (NV), Susan Kannarr (KS), Pat Harris (AL), Paul Smith (NH) via Telephone, 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 Jon Griffin (NCSL liaison to ASLCS), Claire Clift (NV), Jennifer Novak (ID), Carrie Maulin (ID), Jim Drake (AZ), Norma Chastain (AZ), Patsy Spaw (TX), and Senator Myron Jackson (Virgin Islands).
A quorum of committee members was present.

Report of Proposed Changes to the Bylaws and Standing Orders
President Furlong (NV) recognized Claire Clift (NV), chair of the Bylaws and Standing Orders committee, to offer a report proposing changes to the Bylaws and Standing Orders. Chair Clift outlined the proposed changes to the Standing Orders as follows:

- Section II(D)(2)(h) - Adding language to allow memorial contributions for former Presidents to be $500.00 and former Associate Vice Presidents to be $250.00. The change should also correspond with language in Section VIII(C)(2).
- Section III(A) - Adding language defining the Society Archivist and Photo Archivist. The change would include appointment language, terms of office, and duties for each created position. The language would also describe the content of the archives and retention and storage policies.
- Section VI(A)(2) - Modifying the Canadian-American Relations committee language to include publication of host state manuals for the Joint Canadian-American Meeting.
- Section VI(A)(6) - Modifying the Membership and Communication committee language to include the ASLCS President-elect and Associate Vice-President as ex-officio members of the committee.
- Section VI(A)(9) - Modifying the Site Selection committee language to include reviewing and developing host state manuals for the society.
- Section VIII - Modifying the description and duties of the leadership officers of the society as follows:
  a. ASLCS President - adding an authority clause and formatting with distinct titles for each duty.
  b. ASLCS President-elect - adding an authority clause, formatting with distinct titles for each duty, adding a duty to appoint an Internal Audit Committee to review the Secretary/Treasurer’s records from the previous year, adding language for serving as an ex-officio member of the Membership and Communication committee, and adding language about the responsibility of depositing society documents with the archivist and staff liaison.
  c. ASLCS Secretary-Treasurer - adding an authority clause, formatting with distinct titles for each duty, expanding language for recordkeeping, adding language for custody of society records, adding language on providing notice of all meetings as required by the Bylaws, and expanding the language for charitable contributions to include amounts for former society Presidents and Associate Vice Presidents.
  d. ASLCS Associate Vice President - adding formatting with distinct titles for each duty and adding language to be an ex-officio member of the Membership and Communication committee.
  e. ASLCS Immediate Past President - adding formatting with distinct titles for each duty.

Chair Clift (NV) also mentioned there are no previous historical citation references of Bylaws changes and that the committee had created a table for future reference. A document providing the proposed citation references was reviewed by the Executive Committee.

In reference to the citation references for changes in the Society’s Bylaws, Chair Clift (NV) mentioned that NCSL Liaison Jon Griffin has been very helpful in this process. After his review of records at NCSL headquarters, it was determined that many of the records are missing pre-
Executive Committee Meeting Minutes (continued)

1990s and this fact necessitated the addition of duties for the ASLCS President-elect to collect the society's records for proper storage. Patsy Spaw (TX) offered to reach out to long-time member Denise Weeks (NC) for the missing records she may have in her files since she was society President around that period of time. Maryann Horch (VA) suggested that the society should establish a booth at the PDS expo for members to bring old NCSL records, as appropriate, on a thumb drive for donation to the archive effort. Chair Clift (NV) appreciated the suggestion and stated that the committee could provide a list of missing items as a guide for members. Yolanda Dixon (LA) moved, seconded by Susan Kannarr (KS), that the proposed changes to the Bylaws and Standing Orders be approved and incorporated into the society’s policies. The motion was unanimously approved.

President Furlong (NV) then recognized and welcomed the distinguished Senator and Secretary for the 31st Legislature of the Virgin Islands, Myron D. Jackson.

Report of the Strategic Planning Committee

President Furlong (NV) then recognized Patsy Spaw (TX) to provide a report from the Strategic Planning Committee appointed by the President. The chair reported that the committee was assigned the three following charges:

1). Summit Scheduling - Review how the Society uses its time at the Summit and discuss how we balance the desire of members to obtain training with our administrative needs. After discussion the committee recommended to firstly, remind chairs to work closely along their agendas in an effort to be more efficient when using the committee’s scheduled time, and secondly, to reduce the time allotted for committee meetings from 45 minutes to 30 minutes. Committee chairs would also be expected to communicate with their members prior to the NCSL Annual Summit regarding issues before the committee to improve discussions. These recommendations are expected to free up 1.5 hours that is currently used for standing committee meetings and provide members with additional time to attend other professional development sessions offered at the Summit.

2). Strategic Planning Committee - Consider adding the Strategic Planning Committee as a standing or special committee of ASLCS. The Strategic Planning Committee currently is appointed by the President and acts as an advisory body for the President and Executive Committee. The Strategic Planning Committee recommended that Strategic Planning not be added as a standing committee, but instead be added to the list of special committees that may be appointed by the President in the opening paragraph of Section VI(D) of the Standing Orders. The proposed special committee would be established under Section VI(D) of the Standing Orders and have no charges, but would take direction from the President, Executive Committee, and veteran members of the society when reviewing any current issues affecting ASLCS. The proposed language in the Standing Orders would provide that the committee is not required each year, but would be an available tool for appointment by the President. Yolanda Dixon (LA) offered to the Executive Committee that this charge should be referred to the Bylaws and Standing Orders committee for further discussion. Susan Schaar (VA) agreed with Yolanda’s suggestion and restated that the appropriate place in Standing Orders should be Section VI(D). President Furlong (NV) offered that from a procedural perspective the committee’s written established language should clearly state whether or not the committee would automatically be carried over from year to year.

3). ASLCS Financial Reporting - Review proposals to improve and restructure the society’s financial planning for ASLCS accounts. Chair Spaw reported that President Furlong (NV) had raised issues of inconsistencies in reporting of expenditures from the various ASLCS accounts and the difficulty in determining how the budget funds are being spent from year to year. President Furlong (NV) charged the Strategic Planning Committee with considering how the Society might improve and possibly restructure its financial accounts to resolve these issues. Chair Spaw noted the committee discussed various suggestions, including establishing some uniform reporting categories; clearly defining all accounts and how each account can be used; and providing cost per person analysis in pertinent categories. It is the recommendation of the Strategic Planning Committee that the inactive Budget and Revenue Committee be replaced with a new committee to review and advise the Executive Committee on ASLCS financial reports and the PDS budget. Also, the new committee should be composed of members with
Executive Committee experience and should provide training to new Executive Committees on Society finances and accounts, including an overview of funds available for the Society’s needs, the source of those funds, and how and for what purpose the funds may be used.

Susan Schaar (VA) stated that she had discussed the funds issue with Diane Chaffin, NCSL’s Director of Operations, and Ms. Chaffin indicated the Society could consolidate all of its fund accounts into one account, with the exception of the ASLCS Dues Account. Chair Spaw (TX) noted that the original agreement between ASLCS and NCSL that established the guidelines for the accounts and placed the money with NCSL was signed by NCSL Executive Director Bill Pound. The original agreement provided that ASLCS would receive 50% of the profits from Society meetings, and any losses incurred from meetings would be covered by NCSL. Norma Chastain (AZ) stated she could check with Norm Moore (former AZ house clerk and ASLCS President) to see if he had copies of the agreements. President Furlong (NV) asked Jon Griffin (NCSL staff liaison) to check with the NCSL accounting department, or NCSL Chief Financial Officer Mary Wild to obtain copies of the signed agreements. Chair Spaw (TX) stated that once copies of the agreements were obtained, the committee would want to review the details of the accounts associated with them.

Another proposal that was reviewed was recommending that the Budget and Revenue committee’s purpose be changed from a fundraising committee to more of a post-meeting audit committee that would be tasked with reviewing ASLCS accounts and formulating training processes and materials for incoming members of the Executive Committee. Patsy stated that it was discussed that the membership of the committee should be populated with former members of the ASLCS Executive Committee. Susan Schaar (VA) offered that the historic purpose of the committee was to keep donations to the society personal, rather than more institutional. Chair Spaw (TX) proposed that the committee draft some new language for this proposal to be reviewed at the Boise PDS. President Furlong (NV) commented that the ASLCS accounts in general can be difficult to understand and even sitting members of the Executive Committee might need refreshers each year. In regards to this proposal, the Executive Committee members provided permission to the Strategic Planning committee to formulate some recommended language and, in the interest of time, automatically send it to the chair of the Bylaws and Standing Orders committee for distribution to that committee’s membership for review. Being present, Chair Clift (NV) of the Bylaws and Standing Orders committee delegated this task to Vice chair Bill MaGill (VT) to distribute any new draft language and changes to the Bylaws and Standing Orders committee, as well as the Strategic Planning committee.

Susan Schaar (VA) moved, seconded by Pat Harris (AL) that the Executive Committee accept all three recommendations by the Strategic Planning committee. The motion was unanimously approved.

Update on 2016 ASLCS PDS

President Furlong (NV) recognized Jennifer Novak (ID) to provide an update on the 2016 ASLCS PDS in Boise. Jennifer reported that all events had been planned and that the hotel booking issues were being resolved. Jon Griffin (NCSL staff liaison) recommended the Red Lion hotel as a possible backup due to their free shuttle. Jon further mentioned that NCSL was working on technical issues that have plagued conference registration on their website. Jennifer discouraged selection of the Red Lion hotel as an overflow due to unsavory businesses in the area. President Furlong (NV) asked Jennifer if she had recommendations as a local for possible overflow hotels. Jennifer mentioned the Hampton Inn, Hotel 43, and The Courtyard by Marriott. Susan Schaar (VA) appreciated the local perspective and offered that the Hotel 43 would be a nice hotel to investigate. In terms of seminar fundraising Jennifer stated that totals were at $9270.00 with more checks on the way. Jennifer stated that she would provide a list of donations to Jon.

Jon indicated that Propylon had informed him of their desire to sponsor a breakfast and Sliq Media wanted to sponsor something, just not at the rate they offered in past meetings. Jennifer stated that all audio/visual and IT needs at the state capitol were being provided by the Idaho Senate, as well as shirts, security, signage, and a possible donated capitol lunch. It was suggested that if
the lunch ended up not being covered by donation to the Idaho Senate, then maybe sponsorship could be offered to Sliq Media instead. Jennifer stated that they had planned to change the feel of the legislative expo event for this year’s PDS, making it more social in nature with a breakfast in the same room. Norma Chastain (AZ) stated that she currently had confirmed six expo exhibitors so far. Jennifer then introduced to the Executive Committee the newly established Chief Clerk of the Idaho House, Carrie Maulin.

Jennifer also discussed the details for the recipient of the ASLCS Service Project. Jennifer offered that she would provide information on the charity and a list of needed items to the Boise No Host committee by the following week. Jim Drake (AZ) mentioned that moderators were still needed for some of the panels during the Boise PDS.

Approval of 2017 PDS location

President Furlong (NV) then recognized Jim Drake (AZ) and Norma Chastain (AZ) to present a proposal that the 2017 ASLCS Professional Development Seminar (PDS) be held in Phoenix, Arizona. The Arizona representatives stated that the current legislative leadership was very supportive of hosting the conference in 2017 even though they would no longer be the leadership at the time of the seminar. At this time, the incoming leaders of the Arizona legislature are unknown, but the existing leadership team has pledged to have a smooth transition for the seminar. Norma stated that she recently announced plans to retire from the legislature, but has agreed to stay through the conference and take a role as the planner for the event. The Arizona representatives also proposed pushing the seminar dates to the first week of October. Jon stated he would research the issue and provide this answer at a later date. Yolanda Dixon (LA) stated that the Arizona representatives also proposed pushing the seminar dates to the first week of October. President Furlong (NV) then asked if the 2017 PDS is intended to be a direct host or a joint hybrid host seminar. Jon stated he would research the issue and provide this answer at a later date. Yolanda Dixon (LA) stated that the account accrued revenue in the form of interest payments totaling $405.00, proceeds from the selling of pottery during the 2015 PDS with a subsequent accounting error to the dues account for $250.00, and $2759.00 that has been invoiced to IRC for sponsorship of the Business Lunch from the 2016 Spring meeting. Jon reported that some 2016 PDS fundraising was represented in revenue of $300.00 from Chuck Winder for Senate, but other fundraising for the PDS was still pending and not yet collected in the amounts of $2500.00 from Monsanto, $250 from the Virginia Beer Distributors, and $700.00 from the Williams, Mullen, Clark, and Dobbins firm. Jon reported that expenditures since the last report were the Spring meeting hotel expenses of $11,129.26, tips for Alexandria tour guides of $80.00, DC Military tour

Approval of Minutes

Jon Griffin (NCSL staff liaison) offered a correction to the April 23, 2016 minutes due to his original misreport of $1500.00 instead of $2875.00 for an accidental double subtraction recorded on page 4 of the minutes. The minutes of the Spring Executive Committee meeting held on April 23, 2016 were unanimously approved, with corrections, on motion of Yolanda Dixon (LA) and then seconded by Susan Schaar (VA).

Treasurer’s Report

Secretary-Treasurer Robert Haney (TX) then reviewed the treasurer’s report for the ASLCS Dues Account. Secretary-Treasurer Robert Haney (TX) concluded his report stating an ending balance, as of August 10th, 2016, for the dues account of $58,110.98. On a motion of Susan Schaar (VA), seconded by Maryann Horch (VA), the committee approved the report.

Old Business

Jon Griffin (NCSL Liaison) was recognized by the chair to review the balances of the ASLCS Special Meetings Fund (L190), and the ASLCS Professional Development Revolving Account (LLCS).

1. ASLCS Special Meetings Fund (L190 account)
- Jon Griffin (NCSL) reported on revenues and expenditures to the account since the April 23, 2016 meeting. Mr. Griffin reported that the account accrued revenue in the form of interest payments totaling $405.00, proceeds from the selling of pottery during the 2015 PDS with a subsequent accounting error to the dues account for $250.00, and $2759.00 that has been invoiced to IRC for sponsorship of the Business Lunch from the 2016 Spring meeting. Jon reported that some 2016 PDS fundraising was represented in revenue of $300.00 from Chuck Winder for Senate, but other fundraising for the PDS was still pending and not yet collected in the amounts of $2500.00 from Monsanto, $250 from the Virginia Beer Distributors, and $700.00 from the Williams, Mullen, Clark, and Dobbins firm. Jon reported that expenditures since the last report were the Spring meeting hotel expenses of $11,129.26, tips for Alexandria tour guides of $80.00, DC Military tour
Executive Committee Meeting Minutes (continued)

costs of $375.00, and $54.55 from FedEx shipping costs. The current balance of the L190 account was $206,348.61 as of July 28, 2016.

Yolanda Dixon (LA) asked Jon about the Boise PDS Basque event deposit not showing on the report. Jon indicated he would investigate and report back. Jon also stated that NCSL was holding account expenditure deposits for speakers presenting at the PDS and those amounts had not yet been charged to the ASLCS account. President Furlong (NV) further inquired about where the PDS funds were being represented in this report for the band and venue deposits from one of the social events that had been previously approved by the Executive Committee. President Furlong (NV) wondered if these amounts were possibly reported prior to the April report. Due to these concerns, the President asked Jon Griffin (NCSL staff liaison) to provide the updated information to the Executive Committee prior to acceptance of the totals.

2. ASLCS Professional Development Revolving Account (LLCS) - Jon Griffin (NCSL) reported a beginning balance of $19,635.04 as of March 31, 2016. Jon’s report showed no new deposits and new expenditures of $1000.00 for two reimbursements for the Associate Exchange Program participants. As of July 28, 2016, the LLCS account had a closing balance of $18,635.04

3. Fundraising Summary for 2016 PDS - It was agreed that the fundraising report had already been presented by Jennifer Novak (ID) earlier in this meeting.

Deferred business from the Spring Meeting:

1. Discussion of Charitable Donation to North Carolina-Based Veterans’ Charity - This item was deferred to the Boise meeting.

2. Criteria for the Selection of Scholarship Recipients - Maryann Horch (VA), in consultation with Bernadette McNulty (CA), presented a proposal for establishing criteria for the Executive Committee to consider for awarding society scholarships. The basis of Maryann’s proposal was to create an electronic based application form that would assist the committee in weighing criteria. Some of the criteria being considered were deadline compliance, financial need, essay content, dues support, and endorsement of the principal member. It was noted that an electronic form might affect consideration of the principal’s endorsement, since the letter would be mailed in separately. Some members of the committee discussed concern over using the “need” language on the form in attempting to determine personal or state funds being utilized. Susan Schaar (VA) suggested changing the language to reflect “financial assessment” instead of “need” as a criteria. The committee also cited that in the case of low participation, extending the deadline might reduce the importance of the deadline submission criteria unless there was only an extension for a short period or possibly just two weeks allowed. Maryann Horch (VA) stated that her main goal was to provide for outreach and to inspire candidates to apply. Yolanda Dixon (LA) offered a consideration order for 3 of the main criteria to being considered: 1) Financial assessment, 2) Support with attendance of conferences, 3) Payment of ASLCS dues. Maryann agreed this list was acceptable criteria to be considered, but other criteria could also be considered in the Executive Committee’s discussions. Susan Schaar (VA) moved, seconded by Alan Whittington (TN), that the committee approve and send to the Bylaws and Standing Orders committee the proposed form with its format and content. The motion was unanimously approved. President Furlong (NV) offered that the updated form sent to the Executive Committee membership via PDF as soon as the changes are completed.

3. Clarification Regarding Reimbursement for Travel Expenses for Attendance at Joint Canadian-American Meetings - Pat Harris (AL) had recommended that the committee discuss this issue further. Mr. Harris’ main concern was whether the society should pay for attendance by the President to both CATTS and the Joint Canadian-American Meeting. After discussion, it was decided that no action is required of the Executive Committee at this time. The Bylaws clearly state in which circumstancesthat the President, or their designee, should be reimbursed.

New Business

1. Approval of Travel for the President and President-elect or Their Designee(s) to Attend the Fall NCSL Executive Committee/LSCC Meeting, Oct. 7-8, in Omaha, Nebraska - Susan Schaar (VA)
Executive Committee Meeting Minutes (continued)

moved, seconded by Maryann Horch (VA), that the committee approve reimbursement of travel expenses for Susan Kannarr (KS) incoming President, and Robert Haney (TX) incoming President-elect, or their designees, to attend the Fall NCSL LSCC meeting in Omaha, Nebraska. The motion was unanimously approved.

2. Approval of Travel for the President and Chair of the International Communications Committee to Attend the ANOMAC Meeting in Mexico - Susan Schaar (VA) moved, seconded by Janice Gadd (UT), that the committee approve reimbursement of travel expenses for Susan Kannarr (KS) and Jackie Schulz (AK), as designees for President Furlong and International Relations Chair Liz Clark (AK), respectively, to attend the ANOMAC meeting in Mexico. The motion was unanimously approved.

3. AEP Participant Reports from John Hollman (IL) and Ali Sagraves (OH) - The committee reviewed reports submitted by the AEP participants and appreciated their detailed summaries describing their experiences with the program.

4. Selection of Edward A. Burdick Memorial Scholarship Recipients - The committee reviewed several candidates and approved the selection of two applicants to receive the award. Susan Schaar (VA) moved, seconded by Maryann Horch (VA), that the Executive Committee select Brian Ebbert (CA) and Jon Bellamy (FL) to receive the Edward A. Burdick Memorial Scholarship. The motion was unanimously adopted. The committee also asked Jon Griffin (NCSL staff liaison) to compile a list of past recipients for this award since its creation in 2012.

5. Selection of Millicent “Millie” MacFarland Scholarship Recipients - The committee reviewed the applicants and selected two individuals to receive the award. Yolanda Dixon (LA) moved, seconded by Maryann Horch (VA), that the Executive Committee select Carmine Boal (IA) and Ellen Thompson (WY) to receive the Millicent “Millie” MacFarland Scholarship. The motion was unanimously adopted.

6. Selection of Jane Richards Scholarship Recipient - No applicants were received to be considered for the scholarship. Pat Harris (AL) recommended that the committee reach out and encourage participation since this is a great opportunity to interact with our neighbors to the north. Pat mentioned that Alabama is reciprocating with Ontario to host a member of their staff and the relationship is proving to be a great experience for all involved. President Furlong (NV) recommended that a scholarship table be added to the expo to advocate for these opportunities. No further action was required by the committee at this time.

Other Business
Susan Schaar (VA) moved, seconded by Janice Gadd (UT), that a $100.00 memorial contribution be sent in memory of Janet Jones, former Clerk of the Kansas House, to the charity of her family’s selection. It was noted that Susan Kannarr (KS) would notify the Secretary/Treasurer as soon as details on that charity were known.

Announcements
Jon Griffin (NCSL) stated that Patty Benskin (WY) resigned her position and a replacement had yet to be announced. Jon Griffin (NCSL) also announced that the promotional postcard for the Boise PDS would be mailed soon, and was expected to provide an increase in attendance for the fall seminar in Boise.

Adjournment
Without objection, President Furlong adjourned the meeting at 11:45am CST.

Respectfully submitted,
Robert Haney (TX)
Secretary-Treasurer
2016 NCSL Legislative Summit  
Location: Chicago, Illinois  
Date: Monday, August 8, 2016

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, William MaGill (VT) Vice Chair, Judy Barrows (ME), Liz Clark (AK), Susan Furlong (NV) President, Janice Gadd (UT), Philip C. Hingham (TX), Maryann Horch (VA), Lenore Naranjo (NM), Ron Smith (LA), Patsy Spaw (TX), Butch Speer (LA), Sandy Tenney (UT).

Old Business
The report regarding the archives kept by Steve James, MA was scheduled for the next meeting of the committee.

New Business
The committee discussed the Bylaw and Standing Order changes. There was concern voiced about the photo archivist section and Maryann Horch (VA) reported that the storage currently is a cloud based storage that has no cost associated with it. At some time in the future, that practice may need to be reviewed depending on how voluminous the storage becomes. Janice Gadd (UT) moved to adopt the language, Maryann Horch (VA) seconded and the motion passed.

In the Bylaws of the Society, there are minimal citations. The Standing Orders came into effect in 1994 and there is no report the committee can refer to surrounding the adoption of those orders. The committee will seek direction from the Executive Committee regarding how citations should appear and if those citations should apply to a whole section or an individual paragraph.

Adjournment
Upon a motion by Susan Furlong (NV), seconded by Sandy Tenney (UT), the meeting was adjourned.

Respectfully submitted,  
William MaGill (VT), Vice Chair
Inside the Legislative Process Committee Meeting Minutes

2016 NCSL Legislative Summit
Location: Chicago, Illinois
Date: Monday, August 8, 2016

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: Donna Holiday (KY), Vice Chair, and Trish O’Brion (VA) Other members/guests in attendance included Elaine Suazo-Miller (NM), Ginny Edwards (VA), Rose Ramsey (VA), and Brenda Erickson, NCSL

Approval of Minutes
Upon a motion by Donna Holiday (KY), seconded by Trish O’Brion (VA), the minutes of the last meeting held Saturday, April 23, 2016 at the ASLCS Spring Business Meeting in Alexandria, VA, were approved.

Old Business
The chair recognized Brenda Erickson, NCSL, to update the committee on the survey question that was initially distributed in 2015 regarding ethics policies. The committee was provided a handout showing which chambers had not responded. In total, nearly 40 chambers had not provided input on the survey.

The committee discussed ways to increase the response rate for the ethics survey. Ms. Erickson noted some states have policies prohibiting responses to any type of survey while others have rarely responded to prior ones.

Following the discussion, the committee expressed its interest in closing this survey topic and finish compiling the results.

New Business
The committee then discussed topics for the next survey to be distributed in late-2016. (At the 2016 Spring Business Meeting, the committee reviewed the potential topics of use of technology or staffing responsibilities/job duties.) Following the discussion, the committee decided to proceed with the survey question on job duties. The committee suggested a two column survey question where job titles in the first column could be matched with various job duties in the second column. The committee will conduct further review of the survey format at the 2016 PDS in Boise.

Adjournment
Upon a motion by Trish O’Brion (VA), seconded by Donna Holiday (KY), the meeting was adjourned.

Respectfully submitted,
Corey Carnahan (KS), Chair
2016 NCSL Legislative Summit  
Chicago, IL  
Monday, August 8, 2016

**Call to Order**
The meeting of the Site Selection Committee of ASLCS 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, Brad Young (OH), Jim Drake (AZ), Susan Kannarr (KS), Jackie Scott (VA), Tracy Ortiz (TX), Lourdes Litchfield (TX), Polly Emerson (TX), Dave Avant (AL), Jennifer Novak (ID), Joyce Wright (AL), Yolanda Dixon (LA), Ann Cornwell (AR).

**Approval of Minutes**
Upon a motion by Jay Braxton, seconded by Joyce Wright, the minutes of the last meeting held Saturday, April 23, 2016 at the ASLCS Spring Business Meeting in Alexandria, Virginia were approved.

**Old Business**
Jennifer Novak (ID) discussed the fall PDS that will be held September 18-22 in Boise, Idaho.

Jim Drake (AZ) mentioned that we were waiting for official approval from the Executive Committee regarding the 2017 PDS in Arizona. He said they were already making tentative plans for the event.

**New Business**
Other potential locations were discussed for 2018 PDS including Maine, Nebraska, Oregon, Kentucky, Tennessee and Colorado.

**Adjournment**
Upon a motion by Susan Kannarr, seconded by Ann Cornwell, the meeting was adjourned.

Respectfully submitted,
Andrew Ketchings (MS),  
Chair, Site Selection Committee
Technology Committee Meeting Minutes

2016 NCSL Legislative Summit
Chicago, Illinois
Monday, August 8, 2016

Call to Order
The meeting of the Technology Committee was called to order by Cathy Hooe (VA), Vice Chair.

Attendance
The following members of the committee were present: Cathy Hooe (VA), Crystaline Jones (AK), John Hollman (IL), Angela Smith (LA), Ann Krekelberg (AK), Scott Caffey (TX), Jennifer Welch (VA), Patience Worrel (TX). Other members/guests in attendance included: Nicole Albers (TX), Jennifer Teigen Doran (TX), Erica Manson (VA), and Carrie Maulin (ID).

Approval of Minutes
Upon a motion by Scott Caffey (TX), seconded by Ann Krekelberg (AK), the minutes of the last meeting held Saturday, April 23, 2016 at the ASLCS Spring Meeting in Alexandria, VA, were approved.

Old Business
ASLCS Facebook Policy Update
Cathy Hooe (VA), Vice Chair, reviewed the proposed draft of the Facebook policy to be submitted to the Executive Committee for approval. Under the proposed draft Facebook policy any ASLCS member who becomes a former member could remain a member of the Facebook group unless they request to be removed, since the ASLCS Facebook is "purely social" and extracurricular (not official) for communicating, sharing photos, etc. Under this proposed policy, the ASLCS Facebook policy will continue to be a closed group.

Electronic Administration of the Roster
Jonathan Griffin, NCSL, discussed the progress of NCSL hosting the ASLCS Roster database and integrating it with NCSL's database and the ASLCS Secretary/Treasurer database. A sample should be available for display in Idaho.

NCSL Foundation E-Learning Grant Application
Cathy Hooe (VA), Vice Chair, reviewed the recommendations in regard to the promotional/education video that will be produced during the PDS in Idaho. Mick Bullock, NCSL, will be present in Idaho to create the video, which will focus on outreach to new members and/or those who do not otherwise participate highlighting the benefits of membership in ASLCS.

2016 PDS Technology Concurrent Session
Cathy Hooe (VA), Vice Chair, related that during the upcoming PDS the committee would host a concurrent session entitled “When Technology Disrupts Tradition”. Panelists have been secured and a potential moderator has been identified.

New Business
Carrie Maulin (ID) provided a general overview of what to expect at the PDS in Idaho.

Adjournment
Upon a motion by Scott Caffey (TX), seconded by Jennifer Welch (VA), the meeting was adjourned.

Respectfully submitted,
Crystaline Jones (AK), Vice Chair
Dear Mr. Mason,

The speaker of the House recently became very unhappy with a member for remarks about the leadership that the member made in the press. As a result, the speaker removed the member from his position as chair of the Finance Committee. This seems to take politics to a new level. Your thoughts?

s/ Playing Politics

Dear Playing Politics,

According to Mason’s Sec. 602, the appointing authority has the right to remove a chair or a committee member. So, the speaker had the authority to remove the member as Finance chair—whatever the reason.

s/ Mr. Mason

Dear Mr. Mason,

At a recent committee meeting, neither the committee chair nor vice chair were present to preside. There was some confusion as to who should take control. What do you recommend?

s/ Amid Chaos

Dear Amid Chaos,

Please review Mason’s Sec. 609-2. The most senior member of the majority party may preside as acting chair in the absence of the chair or vice chair.

s/ Mr. Mason

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Gregory Palmer Schmidt (1947 - 2016)

The Society notes the passing of our friend and colleague, Gregory Palmer Schmidt, former Secretary of the California Senate and Chief Executive Officer of the California Senate Rules Committee, on August 24, 2016 surrounded by his family and friends in Citrus Heights, California. He was born in Oakland, California on May 3, 1947.

A career legislative staffer, Mr. Schmidt was named Secretary in 1994 and served in that capacity for 18 years under four presidents pro tempore. During his tenure he was Chairman of the California International Relations Foundation and promoted historic preservation projects and organized commemorations on the occasion of California’s 150th birthday.

His wife, Charlotte, preceded him in death. The couple had four children, sons Jeffrey, John and Thomas, and daughter Korina Tanner. Schmidt’s long-time companion, Cathleen Gardella, cared for him until his death. Brothers Paul and Brendan also survive. Donations may be made in memory of Greg either at Cristo Rey High School Work-Study Program, 8475 Jackson Road, Sacramento, CA 95826. (www.crhss.org) or Bishop O’Dowd High School Alumni Scholarship Endowment, 9500 Stearns Ave, Oakland, CA 94605 (www.bishopodowd.org/donate).
International Communications and Development Committee Meeting Minutes

Meeting: 2016 NCSL Legislative Summit  
Location: Chicago, Illinois  
Date: Monday, August 8, 2016

Call to Order
The meeting of the International Communication and Development Committee was called to order by Liz Clark (AK), Chair.

Attendance
The following members of the committee were present: Liz Clark (AK) Chair, Michael Adams (VA), Ann Cornwell (AR), Bernard Dean (WA), Yolanda Dixon (LA), Polly Emerson (TX), Jeffrey Finch (VA), Janice Gadd (UT), Robert Haney (TX), Pat Harris (AL), Russell Humphrey (TN), Susan Kannarr (KS), Andrew Ketchings (MS), Ann Krekelberg (AK), William MaGill (VT), Steve Marshall (VT), Jennifer Novak (ID), Susan Clarke Schaar (VA), Patsy Spaw (TX), Butch Speer (LA), Joyce Wright (AL).

Approval of Minutes
Upon a motion by Russell Humphrey (TN), committee member, seconded by Ann Cornwell (AR), committee member, the minutes of the last meeting held Monday, April 23, 2016 at the ASLCS PDS in Alexandria, Virginia, were approved.

Old Business
Liz Clark (AK) reviewed the status of the software used for the International Roster, which she said was corrupted, and suggested starting the process of finding a different program to use for it.  
An invitation was received last month to attend the upcoming 26th anniversary of the Association of Chief Clerks of Mexico’s State Legislature and the Federal District of Mexico (ANOMAC) in Toluca, Mexico, on August 25 - August 28, 2016. Liz Clark stated that she had delegated that delightful experience to Jackie Schulz (AK), Assistant Chief Clerk, House of Representatives.  
Janice Gadd (UT) asked if there were any restrictions on attending the conference. Liz Clark responded that she didn’t think there were any restrictions on attendance, but she could designate who could go in her place.  
Susan Furlong (NV) informed members the ASLCS pays for two members to attend.

New Business
No new business.

Adjournment
Upon a motion by Susan Kannarr (KS), seconded by Yolonda Dixon, the meeting was adjourned.

Respectfully submitted,  
Ann Krekelberg (AK), Committee Secretary Pro Temp
Meeting: 2016 NCSL Legislative Summit  
Location: Chicago, Illinois  
Date: Monday, August 8, 2016  

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), Chair; Dana Rademan Miller (MO), Vice Chair; Claire Clift (NV); Ginny Edwards (VA); Donna Holiday (KY) and Obie Rutledge (OR).  
Other members/guests in attendance included Mandi McGown (OR).

Approval of Minutes  
Upon a motion by Claire Clift (NV), seconded by Ginny Edwards (VA), the minutes of the last meeting held Saturday, April 23, 2016 at the ASLCS Spring Business Meeting in Alexandria, VA were approved.

Old Business  
The Chair informed the committee that the summer 2016 edition of the Legislative Administrator was mailed the week of August 1. The fall issue will be released prior to the upcoming Professional Development Seminar in Boise, ID, so minutes and articles for that issue would need to be received by the last week of August.

The Chair indicated that additional content in the “states-at-a-glance” section would be welcome. The committee agreed to attempt to broaden the topics that would be of interest to legislative staff. Obie Rutledge (OR) indicated that the Oregon legislature was planning to host a staff professional development day during the legislative interim and volunteered to submit an article outlining the details. Chair Campos also indicated that additional contact for the “Ask Mr. Mason” feature would be featured in the upcoming issue. Claire Clift (NV) suggested sending a request out to the full committee for additional article submissions.

New Business  
There was general discussion relating to printing responsibilities for the Administrator. It has been the practice of some states that operate in-house print shops to voluntarily absorb the production of the publication. Claire Clift (NV), indicated that the ASLCS standing orders contain a provision to cover printing costs for the Legislative Administrator, as well as the official ASLCS roster and the Professional Journal.

Adjournment  
There being no further business before the committee, the meeting was adjourned by Chair Campos.

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

2016 NCSL Legislative Summit
Chicago, Illinois
Monday, August 8, 2016

Call to Order
The meeting of the Membership and Communication Committee was called to order by Brad Young (OH), Chair.

Attendance
The following members of the committee were present: Brad Young (OH), Chair, Judy Barrows (ME), Joanna Bolstad (VA), Corey Carnahan (KS), Buddy Johnson (AR), Crystaline Jones (AK), Trish O'Brien (VA), Jackie Scott (VA), Angela Smith (LA), and Sandy Tenney (UT) Other members/guests in attendance included Sarah Armistead (VA), Phil Cottingham (TX), Jennifer Teigen Doran (TX), Andrew Ketchings (MS), Carrie Maulin (ID), and Jonathan Griffin (NCSL)

Approval of Minutes
Upon a motion by Jackie Scott (VA), seconded by Judy Barrows (ME), the minutes of the last meeting held Saturday, April 23, 2016 at the ASLCS Spring Business Meeting in Alexandria, VA, were approved.

Old Business
The committee determined that breakfast “Friendship Tables” would again be used for new attendees and their sponsors at the PDS in Boise, and that it would be ideal to conduct New Attendee Orientation at, or immediately following, breakfast the first morning of the PDS. The Chair asked Jonathan Griffin (NCSL) if that would be possible and he stated that the Chair, President Furlong, and NCSL would work together to discuss the feasibility of that goal. The Chair mentioned that it wasn’t quite clear as to which committee (Membership and Communication or Program Development) was responsible for identifying individuals to lead the staff breakout sessions in Boise, but that it would be clarified soon. The committee also concluded that both pins and business cards should be counted in the new attendee pin contest in Boise.

New Business
The Chair asked the committee to provide ideas for enhancing New Attendee Orientation and the overall experience of the new attendees. The committee determined that an “ice-breaker” would no longer be a part of the Orientation and that the “Friendship Tables” would instead be used to get to know folks. Angela Smith (LA) suggested that sponsors could come up with some getting-to-know-you questions to ask at the Tables. Sandy Tenney (UT) recommended having both a newer member and a veteran member of ASLCS speak at the Orientation to discuss their experience and how being involved in the Society has benefited them. The Chair also discussed feedback from last year’s new attendees. It included that providing more information on ASLCS committees earlier in the week would’ve been helpful and that the new attendee wrap-up session may not be necessary. Carrie Maulin (ID) mentioned that the committee may want to consider emailing an electronic new attendee feedback survey, immediately following the PDS.

Adjournment
Upon a motion by Sandy Tenney (UT), seconded by Jackie Scott (VA), the meeting was adjourned.

Respectfully submitted,
Brad Young (OH), Chair
Support Staff Committee Meeting Minutes

2016 NCSL Legislative Summit
Chicago, Illinois
Monday, August 8, 2016

Call to order
The meeting of the Support Staff was called to order at 2 p.m. by the Chair, Norma Chastain, (AZ).

Attendance
Norma Chastain, Chair, (AZ), Ron Smith, Vice Chair, (LA), Tamitha Jackson (AR), Alan Whittington (TN), Nicole Albers (TX), Scott Caffey (TX), Polly Emerson (TX), Lourdes Litchfield (TX), Patience Worrel (TX), Kathryn Jackson (UT), Jay Braxton (VA), Nathan Hatfield (VA), Maryann Horch (VA), Erica Manson (VA), Rose Ramsey (VA), Jan Waldrop (VA), Jennifer Welch (VA), Michelle Wright (VA).

Approval of Minutes
Upon a motion by Jay Braxton (VA), seconded by Jennifer Welch (VA), the minutes of the last meeting held on Saturday, April 23, 2016, at the ASLCS Spring Business Meeting in Alexandria, Virginia, were approved.

Old Business
The Chair, Norma Chastain (AZ), announced that the Associate Program was complete.

Regarding the concurrent session, “Off the Record,” which is to be held at the Fall PDS in Boise, Idaho, the afternoon of Wednesday, September 21, the Chair mentioned that she would moderate the session and that participants may submit questions to her in advance should they wish to remain anonymous. Jay Braxton (VA) also suggested a box be placed outside the room the day of the concurrent session to solicit questions.

The Support Staff committee was reminded to get participants of the Legislative Expo to submit any audio/video requests to the Chair in advance, such as wi-fi, due to possible expenses. The Chair also encouraged the Support Staff to get other States to participate in the Legislative Expo, scheduled for Wednesday morning, September 21.

New Business
The Chair mentioned that she still needs volunteers to be moderators of the small staff breakout group meetings and announced that Susan Furlong (NV) will moderate the breakout session for the Principals, while Maryann Horch (VA) will moderate the breakout session for the Associate Principals.

Kathryn Jackson (UT) suggested that a signature book for members be made available, which has been previously done. The Chair suggested that the signature book be made available during the Legislative Expo. Maryann Horch (VA) recommended that a sheet be circulated about what ideas/features members would like demonstrated/discussed at the Legislative Expo.

Adjournment
Upon a motion by Alan Whittington (TN), seconded by Maryann Horch (VA), the meeting of the Support Staff was adjourned at 2:25 p.m.

Respectfully submitted,
Scott Caffey (TX)
2016 NCSL Legislative Summit
Location: Chicago, Illinois
Date: Monday, August 8, 2016

Call to Order
The meeting of the Canadian-American Relations Committee was called to order by Ann Cornwell (AR), Chair, Canadian-American Relations Committee.

Attendance
The following members of the committee were present: Ann Cornwell (AR), Corey Carnahan (KS), Liz Clark (AK), Yolanda Dixon (LA), Polly Emerson (TX), Janice Gadd (UT), Cathy Hoee (VA), William McGill (VT), Steve Marshall (VT) Butch Speer (LA), Joyce Wright (AL), Brad Young (OH).
Other members/guests in attendance included:
Lourdes Litchfield (TX), Nicole Albers (TX), Jennifer Doran (TX)

Approval of Minutes
Upon a motion by Yolanda Dixon, seconded by Liz Clark, the minutes of the last meeting held April 23, 2016, at the ASLCS Spring Meeting in Alexander, Virginia.

Old Business
Brad Young, Susan Furlong and Butch Speer reported to the committee their experiences in attending The Association of Clerks-At-Table Meeting, (CATTs) August 1 through 5, 2016, in Toronto, Canada.

New Business
The committee discussed the upcoming ASLCS meeting in Boise, Idaho, September 17-23, 2016. We will be assisting the program committee by holding a concurrent session on Wednesday, September 21, 2016 from 3:45 pm to 5:00 pm. Dr. Colin Huntly, Vice-President, Australia New Zealand Association of Clerks at the Table and Clerk Assistant, Parliament House, Perth, Western Australia 6000 and Deborah Deller, The Clerk of the Legislative Assembly and Secretary of the Board of Internal Economy, Ontario, Canada.

Adjournment
Upon a motion by Patsy Spaw, seconded by Joyce Wright, the meeting was adjourned.

Respectfully submitted,
Ann Cornwell (AR), Chair, Canadian-American Relations Committee
Professional Journal
Committee Meeting Minutes

2016 NCSL Legislative Summit
Location: Chicago, Illinois
Date: Monday, August 8, 2016

Call to Order
The meeting of the Professional Journal Committee was called to order by Ann Krekelberg (AK), Vice Chair.

Attendance
The following members of the committee were present: Ginny Edwards (VA), Laura Bell (WA), and Ann Krekelberg (AK). No other members present.

Approval of Minutes
No previous minutes.

Old Business
Ann Krekelberg (AK) briefed the two new committee members on the history of the Professional Journal and discussed ways to generate article submissions. She updated them from a memo sent by Chair Bernadette McNulty (CA), who was not able to attend, on a proposal for future Professional Journals to expand invitation for articles to academia by using an Internet portal.

New Business
No New Business.

Adjournment
Upon a motion by Ginny Edwards (VA), seconded by Laura Bell (WA), the meeting was adjourned.

Respectfully submitted,
Ann Krekelberg (AK), Vice Chair
2016 NCSL Legislative Summit
Chicago, Illinois
Monday, August 8, 2016

Call to Order - 3:03 pm

Attendance
Jim Drake (AZ) Chair, Jackie Scott (VA) Vice-Chair Sandy Tenney (UT) Vice-Chair, Sarah Armistead (VA), Jay Braxton (VA), Judy Burrows (ME), Scott Caffey (TX), Norma Chastain (AZ), Phil Cottingham (TX), Nathan Hatfield (VA), Donna Holiday (KY), Maryann Horch (VA), Kathy Jackson (UT), Buddy Johnson (AR), Crystaline Jones (AK), Susan Kannarr (KS), Jennifer Novak (ID), Trish O’Brion (VA), Angela Smith (LA), Ron Smith (LA), Jan Waldrop (VA), Jennifer Welch (VA), Patience Worrel (TX), Michelle Wright (VA).

Approval of Minutes
April 23, 2016, Alexandria (VA)
Motion to approve: Susan Kannarr, KS
2nd by Jennifer Novak (ID),
Minutes approved

Boise Update - Jennifer Novak:
Jennifer talked about Boise and all of the fantastic things that are planned. Items covered included: Basque Block party; group picture; hotel very nice; food is very good.

Discussion and Finalization of Concurrent Sessions:
A. Descriptions
We still need 4 sentence description of concurs for program.

Tara Perkinson’s title for her concurrent has changed: It is Just When We Thought Proofreading Might Become Obsolete - Along Came Auto Correct. The panelist are: Eric Beck (TX); Sandra Daly (CA); Cyndi Johnson (OR).

B. Panelists - if there are changes, please email Jim or Jon.

Other business
Breakout sessions will be moderated this year. Norma Chastain will be calling people to arrange moderators. This should help groups focus and stay on topic.

Adjournment
Motion to adjourn
Adjourned 3:09 pm
Restoring Kentucky Historical Treasures

Senate and House Renovations

When the General Assembly’s 2016 session opened in January, lawmakers and visitors were treated to the sight of historic chambers that had been restored to the level of splendor Kentuckians saw 106 years ago when the State Capitol was brand new.

The transformation of the chambers was the result of a massive undertaking over the prior eight months in which platoons of workers — woodworkers, painters, builders, electricians and other skilled craftsmen – stripped the chambers bare and began the meticulous work of erasing more than a century’s worth of wear and tear.

All 138 mahogany desks used by lawmakers in the Senate and House were removed from the Capitol for the first time since the building was built in 1910. They were sent to restoration experts who put each desk though a painstaking 34-step restoration process.

Inside the chambers, scaffolding was erected up to ceilings more than 30 feet high. Cracks in plaster were filled and loose paint was scraped from the ceilings and walls.

Painters brushed 124 gallons of paint specifically selected to be true to the chamber’s original design onto the walls and ceilings. Trim and special ornamental features also received a fresh coat of paint to highlight the chambers’ unique design details.

Although lawmakers’ desks had been removed from the Capitol for refinishing, woodworking craftsmen had to come to the Capitol to work on the mahogany pieces built into the chambers. Pieces of some wood designs that had been chipped or broken off over the past hundred years were carefully re-carved by hand.
Once ready, all the wood was stained and varnished to bring back a shine as bright as it was 106 years ago.

At the same time the chambers’ historic character was being preserved, modern technology was introduced. Underneath the floors of the House and Senate an intricate network of outdated wiring was upgraded and replaced with modern cables and equipment. Throughout the chambers new computers and technological upgrades were installed to ensure that each chamber had the tools needed for the modern-day legislative process.

Tens of thousands of feet of new wires were installed throughout the chambers. Unreliable sound systems were replaced in both chambers, as well as a voting system in the House chamber that had become outdated and unreliable. The new voting system is a complex assembly of wires connected to each House members’ desk that allow information on votes to be reliably tabulated, organized, saved and shared. The system also includes large LED boards mounted at the head of each chamber to clearly show how lawmakers vote on the issues under consideration.

Among the final renovation touches: Heavy brass sconces were removed from the walls so that they could be polished, re-wired and upgraded so that energy efficient LED lighting could be installed in them before they were re-installed.

Once new royal blue carpet was installed, lawmakers’ desks were returned to the chambers so that another century’s worth of votes can be cast from these historic pieces.

All the care and effort that went into the renovations are an acknowledgement that our State Capitol is a treasure. It’s the people’s building. These are your chambers.

We invite you to sit in the galleries of the House and Senate. Whether you come here to watch lawmakers at work or to simply immerse yourself in beauty and history, you are welcome here. You’ll see why so many people — from 1910 right up to today — consider these chambers inspiring places for Kentuckians to come together and chart a course for our Commonwealth’s future.
When President Barack Obama spoke at the 20th Annual Lake Tahoe Summit last month, he quoted Mark Twain on the beauty of this national treasure. Twain described Tahoe as “surely the fairest picture the whole world affords.”

The first Presidential Forum on Lake Tahoe, held in 1997 and headlined by President Bill Clinton and Vice President Al Gore, brought Lake Tahoe and its environmental challenges to the attention of the nation. But the preservation of Tahoe has its roots in the cooperation of the Nevada and California Legislatures.

Lake Tahoe lies along the California/Nevada border and is one of the world’s deepest, largest, and clearest mountain lakes. Long before European settlers arrived, the Washoe people were hunting and fishing in the Tahoe Basin. The name Tahoe derives from the Anglo pronunciation of the Washoe word for “lake,” da ow ga. Lake Tahoe is still a sacred place to the Washoe people and the heart of their ancestral home.

With the rapid settling of the West, Lake Tahoe became an increasingly popular recreational destination. In the early 1900s, efforts were made to designate the Basin as a national park. They failed. The 1960 Winter Olympics were held at nearby Squaw Valley, and the interest this brought to the region intensified the growing development and tourism. The number of full-time residents in the Tahoe Basin grew from a couple of thousand in the 1950s to about 18,000 in the mid-1960s. Casinos,
which had been in operation on the Nevada side of the Basin since the 1930s, were hoping to expand. Residential development proposals around the lake were numerous. Planning and regulatory authority in the Tahoe Basin was split among two states and five counties which resulted in frantic, unregulated growth.

The famed clarity of Tahoe’s water was threatened by this rapid growth. Visibility had been measured at 100 feet when readings began in the 1960s but was declining at an average rate of nearly a foot per year. Wetlands, meadows, and marshlands were being displaced and destroyed, thereby disrupting the natural filtration of runoff into the lake. It was at this point that leaders in California and Nevada took notice.

In 1967, former Nevada Governor Paul Laxalt and former California Governor Ronald Reagan began working together to find a way to address the issue of protecting the Lake Tahoe Basin. This unprecedented alliance required that both states pass identical legislation. In the words of the late Nevada State Senator Coe Swobe, “Polluted waters do not respect state lines.”

Coe Swobe and California Assemblyman Edwin L. Z’Berg sponsored the legislation in each state. Swobe based Nevada’s legislation on a California proposed draft and more than 30 meetings of public and private interests. In February of 1968, Governor Laxalt called a special session of the Nevada Legislature to consider the proposal to create a Bistate Compact between Nevada and California. After 19 days of testimony and amendments, Senate Bill 9 was approved and signed into law. In California, Governor Ronald Reagan signed the identical legislation. Laxalt and Reagan were close friends, and this relationship continued throughout Reagan’s presidency when then-U.S. Senator Laxalt was known as “the first friend.”

President Richard Nixon signed federal legislation ratifying the Bistate Compact on December 18, 1969. The subsequent creation of the Tahoe Regional Planning Agency (TRPA) was designed to protect the natural resources and control development in the region.

In Nevada, the Legislative Committee for the Review and Oversight of the Tahoe Regional Planning Agency and the Marlette Lake Water System is an ongoing statutory committee. Its duties, as set forth in Nevada Revised Statutes, are to review and oversee the budgets, programs, and accountability of the TRPA, to study its role, authority, and activities, and to communicate with members of the California Legislature to achieve the goals set forth in the Tahoe Regional Planning Compact. The Governing
Board of the Agency is made up of 15 members; 7 from Nevada, 7 from California and 1 nonvoting presidential appointee.

In the more than 45 years of its existence, TRPA has been controversial. There have been permitting requirements, building standards to maintain scenic quality, and periodic moratoriums on building. Fines have been levied and lawsuits filed by property owners. Between 1975 and 1979, each state unilaterally attempted several times to revise the Compact in a way that would be acceptable to the other state. All failed. The Compact was finally revised in 1980 and 2013, and TRPA continues to do its job. This first ever bistate regional environmental planning agency in the country has evolved over the years to adapt to the growing challenges of the Tahoe Basin.

The 1969 Bistate Compact, the 47-year history of the TRPA, and the 20th Lake Tahoe Summit all share the continuing goal of protecting and preserving the stunning water of Lake Tahoe and the overall health of the Tahoe Basin. Progress has been made; the clarity of the lake has been holding steady for the last 15 years; forest management and fuel reduction are ongoing to prevent a catastrophic wildfire; and funding for the Lake Tahoe Restoration Act is making its way through Congress. These successes have been the result of many government agencies and nonprofit organizations coming together. However, let us not forget that it was elected state legislators from California and Nevada—reaching across state and party lines—who put in motion this historic collaboration to preserve Lake Tahoe, The Jewel of the Sierras.

About the author
Susan Hoffman is a lifelong resident of Northern Nevada and has loved Lake Tahoe for more than 50 years. She is an Assistant Clerk in the Nevada Assembly.
The Canadian-American Exchange Program in Toronto, Canada
Joyce Wright (AL) visits the Legislative Assembly of Ontario

Toronto, Canada is a fabulous place to visit! As Canada’s largest city and the fourth-largest metropolitan area in North America, it is very culturally diverse and home to beautiful historical buildings, modern skyscrapers, wonderful restaurants, amazing art, great shopping and much more. Last October, the city was filled with excitement as the hometown Blue Jays were in the playoffs, with a World Series bid in sight. Also, the nation of Canada was holding its Federal Election, which saw control shift to a new political party and a young new Prime Minister take power. Most importantly, though, Toronto had a visitor from Montgomery, Alabama in town to work with the Legislative Assembly of Ontario as part of the Canadian-American Exchange Program.

It was the best week ever! Our friend and colleague, Deborah Deller, Clerk of the Assembly, and her staff put together an extensive agenda that kept me busy. My awesome week started off Monday morning when I was met by Tonia Grannum at the front door of the beautiful Ontario Main Legislative Building (built in 1893), where the Legislative Assembly is housed. We walked to the connecting legislative building known as Whitney Block, where I was issued a security pass with my picture on it, shown to my personal office and given a personal computer login. Everything was so organized. It was great. The funny thing was, from that point on, I didn’t have a minute to be in that office or use that computer. The agenda prepared for me made sure that I visited and participated in every office and department that’s part of their parliamentary process.

I met with Deb right after my arrival for an official welcome and briefing on House procedures. Directly after that, I was included in the meeting of the Table Officers led by Deputy Clerk Todd Decker, where they discussed the events and legislation for the upcoming week in the Chamber. As the week progressed, I visited various offices including, but not limited to, the Legislative Services Division, the Division of Procedural Services, the office that handles Table Research and Parliamentary Counsel, the Parliamentary Protocol and Public Relations Branch, the Legislative Library and the Office of Legislative Research, the division that handles the Broadcast and Recording Services and the Reporting and Interpretation Services Division. Needless to say, I was going non-stop all week long, and I’m proud to say I only got lost once.

Of course, there was time set aside to be in the Chamber to watch the Assembly in action. I am fascinated with the Parliamentary system of government. The Legislative Assembly of Ontario is a unicameral body and the elected members that hold the majority of total membership make up Ontario’s Provincial Government, what we call our “Executive Branch.” The Premier -- what we would call our “Governor” -- is actually a legislative member who sits in the chamber along with the Departmental Ministers, or what we’d call the “Cabinet or Executive Branch Department Heads.” These Department Ministers are also elected legislative members. The legislative members who are not in the majority party are not a part of the Government and are considered the Opposition. Not that anyone needs a lesson on the Parliamentary process; it’s just so very different from the three branches in the American governmental system and our separation of powers that I am accustomed to.

I thoroughly enjoyed the Question Period in the Chamber each day. Watching the members of the Opposition Party question and call out the Premier and the Government Ministers across the aisle about their actions and decisions was nothing short of entertaining. I am certain I’m not the only one who enjoyed this part of the day, as the Chamber Galleries quickly filled up when the Question Period began.
One particular morning, as the day started in the Chamber, I was placed as a guest in the Speaker’s Gallery and was introduced to the House by the presiding Speaker Honorable Dave Levac, which was broadcast across Ontario on television. This Alabama Girl was feeling mighty important.

All proceedings in the Chamber or in committee meetings are broadcast via television across Ontario. The Assembly has its own staffed and highly technical division responsible for the broadcasting and recording of each day’s activities. It is all done in-house. The Hansard Reporting and Interpretations Services is a division within the Assembly that listens, transcribes and provides a printed daily verbatim transcript of all Chamber sittings and committee meetings. I was astounded! It is a printed, accurate, word-for-word account of everything said in the Assembly! The daily records are eventually bound into hardback books.

The rich tradition of the Legislative Assembly of Ontario is apparent. Each day in the Chamber begins when the Sergeant-at-Arms carries the ceremonial Mace into the Chamber, followed by the Table Officers and the Speaker. They are all dressed in traditional robes, which are worn while they are in the Chamber. The Sergeant-at-Arms, who represents British Royal authority, also wears a sword as part of his official uniform.

One morning, I was fortunate to join Deb and her staff in the Speaker’s Boardroom for an informal weekly breakfast meeting with the Presiding Officers. The Speaker and four other legislative members who serve as Deputy Speakers were all in attendance to discuss the Chamber agenda for the week, among other things. Of course, there was some discussion about the previous night’s Blue Jays game, and I can’t deny that we touched on the subject of Alabama Football.

My visit to the Legislative Assembly of Ontario was truly an experience of a lifetime. I am certain that I couldn’t have made a better choice of Chambers to visit. I appreciate Jane and Flip Richards so much for their generosity and the opportunity to participate in the Canadian-American Exchange Program as a Jane Richards Scholarship recipient. I appreciate my boss, Pat Harris, Secretary of the Alabama Senate, for supporting my participation. And finally, I can’t thank Deb Deller and her staff enough for being the most gracious of hosts. It is no surprise, Deb is very well respected by her very large staff, and it is evident they all enjoy coming to work each day. It is such a great reflection on her leadership. I am thankful to call her a friend and look forward to next time we cross paths.
The Legislative Staff Achievement Award

The Legislative Staff Achievement Award recognizes excellence in supporting the work of state legislatures and strengthening legislative institutions. The criteria for consideration are:

• Helping to improve the effectiveness of the legislative institution
• Supporting the legislative process and the mission of the legislature
• Exhibiting a high degree of professionalism, competence, and integrity in serving the legislature and the public
• Contributing to the work of the National Conference of State Legislatures
• Contributing to the National Association of Legislative Information Technology
• Contributing to existing knowledge/demonstrating expertise in a particular field

At this year’s meeting in Chicago, on behalf of a grateful American Society of Legislative Clerks and Secretaries, President Furlong presented the Legislative Staff Achievement Award to Sandra Tenney, Chief Clerk, and Janice Gadd, Journal Clerk, for their service to the Utah House of Representatives and their contributions to ASLCS and NCSL.

Sandra D. Tenney, Chief Clerk
Utah House of Representatives

The American Society of Legislative Clerks and Secretaries recognized Sandy Tenney for her many years of dedicated service to the Utah Legislature, ASLCS, and NCSL. Sandy began her legislative career in 1985, and over the years, her hard work was rewarded with positions of increasing responsibility. Prior to her appointment as Chief Clerk of the Utah House of Representatives in 2005, Sandy served as Manager of Printing Services, Manager of Senate Services, and as the Senate Reading and Amending Clerk. A member of ASLCS since 1999, Sandy has served on the Executive Committee and as an officer and member of numerous ASLCS standing committees.

Sandy epitomizes the qualities of an excellent clerk: dedication to the legislative institution, thorough knowledge of parliamentary procedure, service to all members in equal measure, a commitment to improving the legislative process, and an eagerness to assist her colleagues and to contribute to the goals of the Society. She has earned the respect of Utah’s legislative family and of her colleagues across the United States and its territories.

Janice A. Gadd
Legislative Printing Supervisor, Journal Clerk
Utah House of Representatives

Also recognized was Janice Gadd who has worked with the Utah House of Representatives for over 30 years. During her years of service she has worked tirelessly and continually looks for ways to improve workflows and create efficiencies. Janice has served in many leadership roles for ASLCS, including as Associate vice president; both elected and appointed member of the Executive Committee; member of a special committee, and served as a panelist, facilitator and moderator for various Professional Development Seminars hosted by ASLCS.

Janice is not only loyal and dedicated to the Utah House, but she is also a devoted member of the Society.
Notable Documents Award

Also at NCSL's 2016 Annual Summit, the Legislative Research Librarians staff section presented the annual Notable Documents Awards. The award recognizes excellence in documents that explore topics of interest to legislators and staff, and present substantive material in an outstanding format. This year, the Clerk’s Office of the Senate of the Commonwealth of Virginia was recognized for Virginia “Ginny” Edwards’ work on Officers of the Senate of Virginia 1776-2016.

Originally compiled by George W. Rogers, former Postmaster of the Senate, Officers of the Senate of Virginia was first published in 1956 and updated in 1989 and 1996, by Louis H. Manarin, then State Archivist. For the 2016 edition, Dr. Manarin reviewed and updated the biographical sketches from 1776 to 2016, including information not previously available. Additional sketches, maps, and photographs were added as well as information on the Capitol to expand this publication as a valuable resource on the Senate of Virginia.

In appreciation of her work, Susan Clarke Schaar, Clerk of the Virginia Senate, acknowledged Ginny Edwards, Counsel and Assistant Journal Clerk, for her editorial and research contributions to the latest publication. As a result of her in-depth research, two officers whose record of service had been lost to history were discovered, leading to the inclusion of two additional biographies. As Chief Editor, Ginny worked meticulously to not only ensure that every “i” was dotted and every “t” was crossed but also that the style and format were consistent and balanced from cover to cover. Accordingly, the 2016 edition offers a visually pleasing and interesting presentation for any reader who seeks information about the leaders in the Virginia Senate and the Senate as an institution.
ASLCS Chicago 2016
50 Years of ASLCS
Professional Development Seminars

This year the American Society of Legislative Clerks and Secretaries (ASLCS) held its 50th Annual Professional Development Seminar in Boise, Idaho!

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