

ASLCS Business Meeting and Luncheon

ASLCS Professional Development Seminar
The Grove Hotel
Boise, Idaho
Sept. 20, 2016

Call to Order

The business meeting was called to order by Susan Furlong (Nev.), ASLCS President, at 1:15 p.m. MST.

Acknowledgement of Lunch Sponsorship

President Furlong (Nev.) acknowledged the generous contribution from International Roll Call by sponsoring the ASLCS Business Luncheon.

Roll Call of the States

Paul Smith (N.H.) moved, seconded by Russell Humphrey (Tenn.), to dispense with the roll call of the states. The motion was unanimously approved.

Approval of Minutes

Ann Krekelberg (Alaska) moved, seconded by Bernadette McNulty (Calif.), to approve the minutes from the Sept. 22, 2015 Business Meeting. The motion was unanimously approved.

Approval of Treasurer's Report

President Furlong (Nev.) recognized Robert Haney (Texas), Secretary/Treasurer, to present the most recent Treasurer's Report. After the review, Russell Humphrey (Tenn.) moved, seconded by Susan Kannarr (Kan.), to approve the Treasurer's Report. The motion was unanimously approved.

Introduction of International Guests

President Furlong (Nev.) recognized the following international participants for the Boise PDS:

- Dr. Colin Huntly, Clerk Assistant, Parliament House, Perth, Western Australia
- Deborah Deller, Clerk, Legislative Assembly of Ontario
- Jeffery LeBlanc, Principal Clerk, Legislative Services, House of Commons
- Shannon Dean, Law Clerk & Director of House Services, Legislative Assembly of Alberta

Committee Reports

Bylaws and Standing Orders

Claire Clift (Nev.) reported that over the term the committee proposed new language for the *Standing Orders* as follows:

- Section II(D)(2)(h) - Adding language to allow memorial contributions for former Presidents to be \$500.00 and 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, 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.

Claire Clift (Nev.) also reported that the committee proposed changes for the *Bylaws* to provide citations for past changes and updates. Chair Clift (Nev.) indicated that Steven James (Mass.) would also request that members assist with this project if they have materials that indicate any *Bylaws* changes that occurred in past meetings of the society. Chair Clift (Nev.) reported that all of the suggested changes presented were approved by the ASLCS Executive Committee.

Inside the Legislative Process

Corey Carnahan (Kan.) reported that the committee conducted three great meetings during the year. Chair Carnahan (Kan.) indicated that the committee's work during the last year was through a society survey on censure and disciplinary actions. The results of the survey on ethics indicated low participation and the committee then discussed how best to increase membership interest and participation. The chair indicated that a new survey on job duties is going out following the PDS and committee members would be following up with participants via phone call if participation continues to decline.

Site Selection

Andrew Ketchings (Miss.) reported that the committee discussed the details for the proposed 2017 PDS in Phoenix, Ariz. The chair indicated that the proposal had been approved by the ASLCS Executive Committee. The chair also indicated that the committee is continuing the discussion on possible meeting sites for the 2018 PDS.

Technology

Michael Adams (Va.) reported that the committee discussed the following technology initiatives over the last year: a revised Facebook policy for the ASLCS Facebook page was considered and approved by the ASLCS Executive Committee, the society's application and award of an NCSL E-learning grant for production of a society outreach promotional video, and the ongoing project with NCSL to produce a roster database to increase communication within the society. It was reported that the creation of the electronic society roster would not be finished this year but the project is ongoing. It was also noted that the video production process has been changed for the PDS due to Mick Bullock of NCSL not being able to attend the seminar. Michael Adams (Va.) would now be playing the role as interviewer for the video and alternative equipment needs were being secured.

International Communication and Development

Liz Clark (Alaska) reported that the committee has been in the process of completing the new *ASLCS International Directory* and copies would be distributed very soon. The chair stated that based on the kindness and attention she experienced in attending international meetings, members of ASLCS should work to reciprocate during the PDS and be as welcoming as possible to international guests. The chair expressed that the comfort and kindness exhibited during her travels created a very favorable experience. The chair also indicated that the committee would be reviewing the organizational document for her committee in an effort to improve its results in the coming term.

Legislative Administrator

Paul Campos (Wash.) reported that the committee received many articles for the next *Administrator* issue and he was very thankful to the members. The chair also asked that those who attended international conferences would please write articles about their experiences for future issues. The chair indicated that copies distributed to the various states were based on *Roster* information and that the last issue was over-produced in an effort to provide some additional copies for those that wanted them. He suggested to contact him if extra copies were needed.

Membership and Communication

Brad Young (Ohio) reported that the Membership and Communication committee was in the process of wrapping up projects for the past year. The committee conducted a very successful new attendee orientation program for the Boise PDS. The committee discussed the success of expanding use of friendship tables based on results and in lieu of a paper survey after the PDS the committee decided to utilize an electronic one. The full results of the program would be reviewed later in the week. The chair reported that the collection of state pins by new attendees was ongoing and they would be reporting the results at the end of the PDS. The chair gave a special thanks to Paul Campos (Wash.) for taking the new attendee photo the previous day and to Ali Sagraves (Ohio) for her help this year as an unofficial vice chair of the committee.

Support Staff

Norma Chastain (Ariz.) reported that the 2016 ASLCS Associate Exchange Program was a success and that participants Ali Sagraves (Ohio) and John Hollman (Ill.) gave very positive reports to the committee. The chair thanked the Idaho delegation for hosting a successful PDS and also recognized successful breakout session the previous day at the capitol. Chair Chastain (Ariz.) reminded members that the Legislative Expo would be conducted the next day and the chair thanked Jay Braxton (Va.) for his potato-themed Legislative Expo promotional flyer. The chair also mentioned that the “Off the Record” panel would be the next day as well and requested that members of the society please contribute to the discussion.

Canadian-American Relations

Ann Cornwell (Ark.) thanked the Vice-Chairs of the committee for stepping in to run the meetings while she recovered from an injury and also thanked Brad Young (Ohio) for hosting the last Joint Canadian-American meeting last year. The Chair reported that the committee had developed new guidelines to allow more members of the society to attend the joint meeting and those recommendations were approved by the ASLCS Executive Committee. Brad Young (Ohio) recounted his experience in attending the CATTS meeting in Toronto this year, stating that it provided the chance to compare the differing political systems and processes, attend social events, and showcased how welcome the Canadians made him feel during the experience. Mr. Young then thanked ASLCS President Susan Furlong (Nev.) and Chair Cornwell (Ark.) for the opportunity to represent the society. Chair Cornwell then concluded her statements by urging the various states present to please consider hosting the Joint Meeting in two years.

Professional Journal

Bernadette McNulty (Calif.) recognized the efforts during the PDS of former Idaho Clerk Bonnie Alexander. The Chair reported that this year’s *Professional Journal* received enough article submissions for publication and should be distributed by the end of the year. The chair urged society members to think about submitting or gathering an article for next year’s publication. The chair suggested considering the unique processes of your chambers and also to reach out to the international clerks you may know to solicit articles that would showcase their differing ideas and systems.

Program Development

Jim Drake (Ariz.) reported that the committee had three great meetings this last year and urged members to participate in developing ideas for future programs. The chair asked the members to please spend some time completing the survey that is sent out after each meeting. The chair also offered a special thanks to Jennifer Novak (Idaho) and the rest of the Idaho team for their efforts in hosting an exceptional 2016 fall PDS.

Special Committee Reports

Roster

Rose Ramsey (Va.) reported that the committee had been continuing the process of keeping the membership information updated and was hosting a table during the Boise PDS Legislative Expo to assist members with any updates to their information. The chair stated that the *Roster* would most likely be completed after the results of the upcoming November election and distribution should occur prior to the end of the calendar year.

Strategic Planning Committee

Patsy Spaw (Texas) discussed the following charges for the committee as delegated by President Furlong (Nev.) during the last year:

- 1) Analyze the NCSL Annual Summit schedule in an attempt to improve membership training and the committee meetings process. 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, reduce the time allotted for committee meetings from 45 minutes to 30 minutes. These recommendations are expected to free up 1.5 hours of programming that could be utilized in another part of the seminar and establish more professional development opportunities. The Executive Committee approved this recommendation.

- 2) Review whether the Strategic Planning committee should become a standing or special committee of ASLCS. Historically, the Strategic Planning committee was appointed by the President and acted as an advisory body for the President and Executive Committee. 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* provided that the committee was not required each year, but would be an available tool for appointment by the President. The Executive Committee approved the recommendation to keep the committee as a special committee under the *Standing Orders* of ASLCS.

- 3) Review proposals to improve and restructure the society's financial planning for ASLCS accounts. President Furlong (Nev.) charged that there should exist some standard financial account training for members of the Executive Committee each year. The committee recommended that the existing Budget and Revenue Committee perform functions as a post PDS audit committee. The Chair stated that the Strategic Planning Committee suggested a redesign of the Budget and Revenue Committee and its functions, renaming the committee as the Budget and Financial Review Committee. This entity would offer greater controls, training, and reporting of ASLCS financial accounts. The committee determined that the training should involve all available funds of the society and how each of the funds is obtained and used. The Executive Committee approved the recommendation to improve and restructure how financial accounts are managed.

President Furlong (Nev.) then recognized the contributions of our National contributors: LexisNexis, Thomson Reuters, and Propylon.

President Furlong (Nev.) also recognized and thanked the members of the Idaho delegation, members of the Strategic Planning Committee, and members of the PDS Host Committee for their service to the society. The President individually wanted to thank Yolanda Dixon (La.) for chairing the PDS Host State, and Jennifer Novak (Idaho) for her efforts in planning and hosting the 2016 PDS in Boise.

President Furlong (Nev.) recognized Susan Schaar (Va.) to present an honorary ASLCS membership award to Deborah Deller from Toronto, Ontario. Susan noted that Ms. Deller has attended every fall PDS for the last 20 years. President Furlong (Nev.) then recognized Ms. Deller for comments. Ms.

Deller offered her thanks and noted her great appreciation for the welcoming nature of the members of the society over the last 20 years.

Other Business

President Furlong (Nev.) then recognized the chair of this year's Nominating Committee, Ann Cornwell (Ark.). Chair Cornwell announced the following recommended ASLCS officers for 2016-2017:

- Susan W. Kannarr, Chief Clerk, Kansas House of Representatives as ASLCS President
- Robert Haney, Chief Clerk, Texas House of Representatives as ASLCS President-elect
- D. Pat Harris, Secretary of the Senate, Alabama Senate as ASLCS Secretary-Treasurer
- Alan Whittington, Senate Deputy Chief Clerk, Tennessee House as ASLCS Associate Vice-President
- Paul Smith, House Clerk, New Hampshire House as Elected Principal Member of the Executive Committee
- Yolanda Dixon, Senate First Assistant Secretary, Louisiana Senate as Elected Associate Member of the Executive Committee

Crystaline Jones (Alaska) moved, seconded by Liz Clark (Alaska), to accept the Nominating Committee's recommendations. The motion was unanimously approved.

President Furlong (Nev.) then recognized the sponsorship of Thomson Reuters for the Edward A. Burdick Memorial Scholarship. President Furlong also announced the following Associate members as each a recipient of the \$750.00 Burdick Scholarship stipend for their costs in attending the Boise PDS:

- Brian Ebbert, Assistant Chief Clerk/Parliamentarian, California Assembly
- Jon Bellamy, Chamber Operations Program Manager, Florida Senate

President Furlong (Nev.) then announced that Carmine Boal, Chief Clerk of the Iowa House and Ellen Thompson, Secretary of the Wyoming Senate, were the recipients of the Millicent (Millie) MacFarland Memorial Scholarship. The Millicent (Millie) MacFarland Memorial Scholarship is awarded to each principal in the amount of \$1000.00 to defer costs for those who want to attend the Professional Development Seminar.

Announcements

President Furlong (Nev.) recognized the efforts and work of the 2015-2016 ASLCS Executive Committee members: Susan Kannarr (Kan.), Robert Haney (Texas), Maryann J. Horch (Va.), D. Pat Harris (Ala.), Alan Whittington (Tenn.), Paul Smith (N.H.), Susan Schaar (Va.), Bernadette McNulty (Calif.), Yolanda J. Dixon (La.), Russell A. Humphrey (Tenn.), and Janice A. Gadd (Utah).

Paul Campos (Wash.) was recognized for presentation of a framed arrangement of the published covers for the *Legislative Administrator* during the last year to President Furlong (Nev.).

Russell Humphrey (Tenn.) was then recognized to present Susan Furlong (Nev.) with the Immediate Past President lapel pin and a plaque for her service as 2015-2016 ASLCS President from the Executive Committee and the members of the society.

Adjournment

Steve Marshall (Vt.) moved, seconded by Paul Smith (N.H.), that the business meeting be adjourned at 2:20 p.m. MST. The motion was unanimously adopted.

Respectfully submitted,
Robert Haney (Texas)
Secretary-Treasurer