

ASLCS Business Meeting and Luncheon

ASLCS Spring Meeting
Alexandria, Va.
April 23, 2016

Call to Order

The business meeting was called to order by Susan Furlong (Nev.), ASLCS President, at 12:56 p.m. EST.

Committee Reports

Bylaws and Standing Orders

Patsy Spaw (Tex.) reported on the committee's progress in drafting clarifications and changes to the *Standing Orders and Bylaws* per charges assigned by President Furlong (Nev.) and the ASLCS Executive Committee. The committee discussed clarifying the society's archivist role in the Standing Orders including duties and terms of office, working with the Canadian-American Relations committee to develop a Joint Canadian-American meeting instruction manual, and defining the society's officer roles in the *Standing Orders*. The committee will also discuss the results of the Paul Smith (N.H.) and Bill MaGill (Vt.) fact-finding trip to meet with the society's archivist Steven James (Mass.) in Boston, Mass., at the meeting in Chicago.

Inside the Legislative Process

Corey Carnahan (Kan.) reported on the progress of the committee's assignments. Chair Carnahan (Kan.) reported that the committee's collection of surveys distributed to society members concerning legislative censure and discipline is ongoing with about 30-40 chambers still outstanding. The chair pledged to follow-up on those remaining surveys. The committee discussed the suggestion of a new survey specific to office and front desk staff duties across the states. The committee also discussed whether the results of the Inside the Legislative Process committee be displayed in a more prominent place on the ASLCS webpage to inform more society members.

Site Selection

Andrew Ketchings (Miss.) reported that the committee discussed Phoenix, Ariz. as a possible site selection for the 2017 ASLCS Professional Development Seminar. The committee also heard an update from Jennifer Novak (Idaho) on the upcoming Boise, Idaho Professional Development Seminar in the fall. The chair then opened the floor to discussion by members of the committee on other possible future meeting sites. Possible future society meeting locations discussed were Maine, Colorado, and the New England area. The committee also indicated that it was open to any other suggestions.

Technology

Michael Adams (Va.) reported that the committee discussed several technology initiatives currently under consideration. The chair initiated a discussion about centralizing the society's databases in a web-based platform hosted by NCSL. The newly created database by NCSL would allow those with appropriate permissions to access and update specific membership data that pertains to their roles as President, Secretary/Treasurer, committee chairs, and NCSL Liaison. A thorough committee discussion occurred, and the current Secretary/Treasurer and chair of the Roster committee provided input on the issue. The members of the committee

present agreed that the idea should move forward and that permission be obtained from the ASLCS Executive Committee to provide a copy of ASLCS's Dues and Roster databases to the NCSL IT department so they can create a proposed database for discussion. The chair also opened the floor to discussion of available NCSL Foundation Grant funds for E-Learning. The committee discussed two different possibilities for use of the funds: Short/well produced presentation streaming with participant interviews for PDS content and public relations (PR) videos about the society experience to promote participation by new attendees or ASLCS Principals who seldom attend or send staff to the society meetings. Chair Adams (Va.) suggested that the society could use the grant funds to pay for services and travel expenses for NCSL media staffer, Mick Bullock. Mr. Bullock has a reputation of producing high-quality video content in a short amount of time for NCSL and its various staff sections. The chair also mentioned that the Idaho legislature has offered to stream the PDS content if appropriate for the upcoming meeting. The committee also discussed various ideas concerning innovation in paperless processes. The final committee suggestions being that the chair discuss it with the Program Development committee for a possible panel discussion at the fall PDS. The committee also discussed and reviewed policies concerning the maintenance and operation of the ASLCS Facebook page.

International Communication and Development

Susan Kannarr (Kan.) reported that the committee discussed an invitation from ANOMAC (Mexico's state congresses' chief legislative clerks) for the current and any former ASLCS Presidents to attend their 25th Anniversary annual conference this year. The committee also discussed the progress in producing the latest version of the *International Directory* and the possibility of joint sponsoring a session at the fall PDS in Boise, Idaho with the Canadian-American Relations committee on security issues and the shooting incident that occurred in the parliamentary body of Ottawa, Canada in 2014.

Legislative Administrator

Paul Campos (Wash.) reported that the committee had not yet published the *Legislative Administrator*, but that it would be completed and sent out very soon. The chair also kindly requested that members of ASLCS submit content for upcoming issues of the *Legislative Administrator*.

Membership and Communication

Brad Young (Ohio) reported that the Membership and Communication committee discussed last fall's new attendee orientation program in Raleigh, N.C. to determine improvements for this year's orientation program in Boise, Idaho. The committee discussed the possibility of hosting a new attendee breakfast to present content on the first day that might coincide with the all-member breakfast (possibly in an adjacent separated room utilizing the same food and beverage). Suggestions were offered to define a way to better match sponsors that have similar experience and job duties to new attendees, and to produce a Frequently Asked Questions (FAQ) document for new attendees with topics such as proper attire and society structure. The committee also reported that they would be assisting the President-Elect with their new duties of reaching out to recruit new members and would be exploring a breakout session guide for new attendees.

Support Staff

Tara Perkinson (Va.) reported that the committee discussed ideas for the fall PDS concurrent sessions, with the staff breakout session and the "Off the Record" panel being highlighted as favored programs from previous seminars. The committee also discussed how they would work to schedule society members to act as moderators for all panels at the fall PDS, and explore

whether implementing themes for the Legislative Expo would reinvigorate the program. A suggestion was also brought before the committee to encourage those who have participated in the Associate Exchange program to recruit future participants who may be interested in the program.

Canadian-American Relations

Lee Cassis (W.Va.) reported that the committee heard a report from Brad Young (Ohio) on the successes of the 2015 Joint Canadian-American Meeting in Columbus, Ohio. Various members of the committee also offered highlights of the meeting. The committee then discussed that the next Joint Canadian-American Meeting would occur in Saskatchewan, Canada, and that the Association of Clerks-at-the-Table in Canada (CATTS) annual meeting would be held in Toronto, Ontario. It was also reported that based on the work of the ASLCS Canadian-American Committee, Chair Ann Cornwell (Ark.), planned to appear before the ASLCS Executive Committee later this afternoon to recommend a change to the Standing Order (Section X(A)(1)) which restricts the attendance for the number of associate members who might want to attend the Joint Canadian-American Meeting.

Professional Journal

Bernadette McNulty (Calif.) reported that she was the only committee member who attended the meeting. She discussed with those present at the Business Meeting the origin and benefits of the committee, and then suggested that the committee create a proposal for the Executive Committee that would outline the best way to maintain the viability and future of this committee for ASLCS.

Program Development

Jim Drake (Ariz.) reported that the committee was still working on the details for the fall PDS in Boise and were looking forward to the program. As part of this process, the committee heard a progress report from Jennifer Novak (Idaho) for the Boise meeting and reviewed survey results on the most recent fall development seminar. The chair of the committee then opened the floor to possible program topics. Seven or eight possible topics were mentioned in the discussion, including security issues, *Mason's Manual* discussions, public records, and technology implementation. Michael Adams (Va.), chair of the Technology committee, provided the members of the committee with ideas that had been generated by his committee in an earlier meeting in regards to possible technology topics.

Announcements

President Furlong (Nev.) reminded members that the NCSL Legislative Summit will be Aug. 8th-11th, 2016 in Chicago, Ill. and the ASLCS Professional Development Seminar will be Sept. 18th-23rd, 2016 in Boise, Idaho.

Adjournment

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

Respectfully submitted,
Robert Haney (Tex.)
Secretary-Treasurer