Call to Order
The meeting of the Canadian-American Relations Committee was called to order by Steve Marshall (Vt.), committee chair.

Attendance
The following members of the committee were present: Steve Marshall (Vt.), chair; Ann Cornwell (Ark.), vice chair; Dave Avant (Ala.); JoAnn Hedrick (Del.); Denise Weeks (N.C.); Patsy Spaw (Texas); Shalla Sluyter (Texas); Sandy Tenney (Utah); Janice Gadd (Utah); Ginny Edwards (Va.); Greg Gray (W.Va.); Robert Altman (W.Va.); Mick Bailey (W.Va.); and Sam Rowe (W.Va.). International guests present at the meeting were Beverly Isles (Ottawa, Canada) and Rick Yarish (Manitoba, Canada). Also present was Suzie Lowell (Alaska), president of ASLCS.

Approval of Minutes
Approval of the minutes of the last committee meeting held August 2013 during the NCSL Summit in Atlanta, Georgia was deferred to the next meeting after distribution of the Administrator.

Old Business
A discussion was had regarding the Jane Richards Scholarship Fund and suggestions were solicited from those present regarding encouraging participation in the Canadian-American Staff Exchange program. The consensus was to utilize the staff support of NCSL (via emails and the like) to remind the membership of the program and the scholarship fund.

New Business

- Discussion was had regarding the Joint Canadian/American meeting held in Quebec City.
- Upcoming meetings of interest were announced:
  - The annual meeting of CATTs is scheduled for July 28-Aug. 1, 2014 in Halifax, Nova Scotia; and is scheduled to be in Yellowknife, Northwest Territories in 2015, dates not yet established;
  - The NCSL Summit is scheduled for Aug. 18-22, 2014 in Minneapolis, Minn.; and
  - The ALCS Annual Professional Development Seminar is scheduled for October 2014, in Baton Rouge, La., dates to be announced.
- The Joint Canadian/American meeting is scheduled to be in the U.S. in 2015. A general discussion was had regarding potential sites, including, but not limited to: New Mexico,
Illinois, West Virginia and Arkansas; committee members were encouraged to seek a host site for the meeting.

**Adjournment**
Upon a motion by Denise Weeks, the meeting was adjourned.

Respectfully submitted,

Steve Marshall (Vt.), chair