Legislative Administrator Committee Meeting Minutes

2017 Professional Development Seminar
Phoenix, Ariz.
Thursday, September 28, 2017

Call to Order
The meeting of the Legislative Administrator Committee was called to order by Sarah Schaben (Mo.), chair.

Attendance
The following members of the committee were present: Sarah Schaben (Mo.), chair, Adriane Crouse (Mo.), vice chair, Dana Rademan Miller (Mo.), vice chair, Scott Caffey (Texas), Brittany Yunker Carlson (Wash.), Robert Haney (Texas), Jason Hataway (Nev.), Carrie Maulin (Idaho), Lisa M. Ortiz McCutcheon (N.M.), Bernadette McNulty (Calif.), Paul Nardo (Va.), John T. Vines (Ark.), and Jeff Woodard (Ala.).

Others in attendance included: Paul Campos (Wash.) and Morgan Speer (Colo.).

Approval of Minutes
Upon motion by Bernadette McNulty (Calif.), seconded by Paul Nardo (Va.), the minutes from the meeting held Sunday, August 6 at the 2017 NCSL Summit in Boston, Massachusetts, were approved.

Old Business
Chair Sarah Schaben thanked outgoing Chair Paul Campos for his work publishing the Legislative Administrator in 2016 and 2017, and for his assistance and insight during the transition of the committee. Paul provided a recap of the items that are generally included as regular features in the publication, including the committee meeting minutes, “Ask Mr. Mason” parliamentary Q&A column, “States-at-a-Glance” feature, and a listing of upcoming meetings and important dates. The Fall issue will also include a listing of new Principal Clerks and Secretaries and a summary of the features available on the ASLCS website. It is expected to be mailed the first week of October.

New Business
The Chair shared that the in-house printing capabilities of the Missouri General Assembly most likely would not accommodate printing the Administrator, and that some initial bids from printing companies had been secured. Several in attendance indicated that their state may be able to assist in printing as an alternative to outsourcing the work. The Society allots a budget for the publication and could reimburse for printing costs.

Suggestions were entertained concerning how to improve or enhance future editions of the Administrator. Bernadette McNulty indicated that the ASLCS Standing Orders outline the current publication standards. Morgan Speer (Colo.) indicated that it might be helpful to provide a brief statement of purpose of each committee as part of the header on the committee minutes section. Scott Caffey (Texas) asked if it would be feasible to consolidate the Spring/Summer
editions of the Administrator to reduce the number of annual printings. The committee agreed that it would request “Legislative Now & Then” submissions that compare and contrast historic legislative operations with current practice. Reports from those who have participated in the Associate Legislative Exchange program will continue to be printed as received. It was also suggested that the text of the speeches from the outgoing and incoming ASLCS presidents be included in the next issue. The committee also discussed the possibility of establishing a community drop box that would be available to all members to submit photos that could be shared and stored in one central repository.

Incoming President Robert Haney (Texas) indicated that the Executive Committee would welcome input for adjustments to the Legislative Administrator. Since an electronic version of each edition is placed on the ASLCS website, Robert indicated that it might be beneficial to survey ASLCS members to determine how many want to continue to receive the print (paper) edition. Brittany Yunker Carlson (Wash.) suggested including a survey postcard in the next mailing of the publication, which might help increase the response rate. Robert added that the results of the survey could be used to develop a proposal that could be presented to the Executive Committee.

Adjournment
Upon a motion by Bernadette McNulty (Calif.), seconded by Paul Nardo (Va.), the meeting was adjourned.

Respectfully submitted,

Dana Rademan Miller (Mo.), vice chair