Call to Order

The meeting of the Support Staff Committee was called to order by Tara Perkinson, VA, in the absence of Norma Chastain, AZ, Chairman, who was unable to attend.

Attendance

The following members of the committee were present:

<table>
<thead>
<tr>
<th>Norma Chastain (AZ), Chair</th>
<th>Dowe Littleton (AL)</th>
<th>X</th>
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<tbody>
<tr>
<td>Sarah Bannister (WA)</td>
<td>X</td>
<td>Erica Manson (VA)</td>
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<tr>
<td>Jay Braxton (VA)</td>
<td>X</td>
<td>Tracy Ortiz (TX)</td>
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<tr>
<td>Jim Drake (AZ)</td>
<td>X</td>
<td>Tara Perkinson (VA)</td>
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<tr>
<td>Maryann Horch (VA)</td>
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Approval of Minutes

Upon a motion by Jay Braxton, VA, seconded by Erica Manson, VA, the minutes of the last meeting held on Thursday, Sept. 24, 2015 at the 2015 Professional Development Seminar in Raleigh, North Carolina, were approved and waived.

Old Business

Discussion was held on ideas for the theme of the next Professional Development Seminar. Maryann Horch, VA, suggested a theme of “Come One, Come All.” Jay Braxton, VA, suggested that Mr. Potato Head could be the mascot.

The Support Staff still needs volunteers to be moderators for the staff breakouts at the Boise meeting. They would like to have the meeting in the beginning of the week.

The concurrent session ideas that came up in the last meeting were “Institutional Knowledge,” “Legislative Off-The-Record” and “Blank Page.” Everyone seemed to
prefer the “Off-The-Record” session over the other ideas since it was really popular previously and it has not been done in years.

Ali Sagraves, OH, participated in the Associate Exchange program this year. She was partnered up with the Virginia Senate. Her experience was a positive one. Both the Senate staff in Virginia and Ali herself learned a lot from each other and enjoyed the experience. Next on the list to travel will be John Hollman, IL.

**New Business**
The next meeting will be August 8-11, 2016 in Chicago, IL. Ideas for the Legislative Summit still need to be finalized. The Legislative Expo will be very valuable this year. They would like to bring current innovations from various chambers and invite them to show their different processes. Also, thoughts were passed around to possibly implement some type of outreach group to reach out to the different chambers.

**Adjournment**
Upon a motion by Dowe Littleton, AL, seconded by Maryann Horch, VA, the meeting was adjourned at 10:19am.

Respectfully submitted,
Tara Perkinson (VA)
Support Staff Committee