

## **Membership & Communication Committee Meeting Minutes**

*Meeting:* 2016 ASLCS Spring Business Meeting

*Location:* Alexandria, Virginia

*Date:* Saturday, April 23, 2016

### **Call to Order**

The meeting of the Membership and Communication Committee was called to order by Brad Young (OH), Chair.

### **Attendance**

The following members of the committee were present: Brad Young (OH), Chair, Corey Carnahan (KS), Lee Cassis (WV), Rose Ramsey (VA), Ali Sagraves (OH), Jackie Scott (VA), and Sandy Tenney (UT)

Other members/guests in attendance included: Clark Barnes (WV), Brenda Erickson (NCSL)

### **Approval of Minutes**

Upon a motion by Corey Carnahan (KS), seconded by Sandy Tenney (UT), the minutes of the last meeting held Thursday, September 24, 2015 at the ASLCS Fall Professional Development Seminar in Raleigh, NC, were approved.

### **Old Business**

The Chair discussed the committee's responsibilities with New Member Orientation at the upcoming PDS and reminded members of ideas brought forth at the meeting at last year's PDS, including using friendship tables again and how to pair sponsors up with new attendees. He discussed possibly utilizing a survey to pair new attendees with a member to whom they will connect well – whether it is through similar job responsibilities, being from the same region of the country, having common life experiences, etc.

Additionally, the committee discussed the possibility of having New Member Orientation begin earlier, perhaps on the first morning of the PDS, at a separate breakfast from the rest of the attendees to facilitate opportunities for greater communication and connection right away. This would have to be discussed with the Program Development Committee and NCSL, first.

It was decided that it would be advantageous to get information out to new members this summer on the PDS (i.e. what happens, what to plan for, purpose, roles, and involvement in committees, etc.) in a Frequently Asked Questions format. This information may be disseminated by NCSL.

Members voiced concerns about the staff breakout sessions from the previous PDS in terms of identifying people to lead each session and assisting attendees with knowing where they would best fit. Some of the breakout session groups were quite large; there may be a way to break them up further. This committee could help attendees know which session to attend if they do not have typical clerk's office positions.

### **New Business**

The Chair discussed that the standing orders now assign the President-elect with reaching out to new or inactive members of ASLCS to increase participation, and he will be meeting with the President-elect to discuss how the committee may be able to help. He mentioned perhaps asking active principals to reach out to inactive principals in their region to discuss the value of being involved in the society, inquiring as to why they are not involved, and to identify ways to encourage them to be involved.

Lee Cassis (WV) and Ali Sagraves (OH) mentioned that the Technology Committee was brainstorming ideas of how to best use available grant funds, and one idea was the creation of a promotional video that

may be utilized when reaching out to clerk staff in states that are not actively involved in ASLCS; the video could also be shown at New Member Orientation. It could cover aspects related to the purpose of each ASLCS committee, ways in which to be involved, and promote the available scholarships, among other aspects of the society.

Additionally, the Chair discussed working with the Legislative Administrator Committee to publish highlights on offices or jobs (i.e. "fun facts") to greater personalize those offices and staff. For those who are not currently involved with the society, this may assist with fostering an interest in participation. Brenda Erickson (NCSL) mentioned that other staff sections do this.

**Adjournment**

Upon a motion by Lee Cassis (WV), seconded by Ali Sagraves (OH), the meeting was adjourned.

Respectfully submitted,

Brad Young (OH)  
Chair