

Program Development Committee Meeting Minutes

2018 ASLCS Professional Development Seminar
Madison, Wisconsin
September 27, 2018

Call to Order

The Program Development Committee meeting was called to order by Sarah Bannister, vice chair.

Attendance

The following members of the committee were present: Sarah Bannister (Wash.), vice chair; Effie Ameen (Colo.), vice chair; Susan Aceves (Ariz.); Joshua Babel (Ariz.); Jim Drake (Ariz.); Heather Fahey (Ariz.); Barrett Dudley (Ark.); Martha Jarrow (Ark.); Sabrina Lewellen (Ark.); Sherri Stacks (Ark.); Malisha Straw (Ark.); Anabel Urbina (Calif.); Marilyn Eddins (Colo.); Robin Jones (Colo.); Max Majors (Colo.); Carrie Maulin (Idaho); Jennifer Novak (Idaho); Jay Jacobs (Ky.); Ruby Johnson (La.); Angela Smith (La.); Ron Smith (La.); Felisha Brown (Miss.); Lisa Davis (Miss.); Elaine Logan (Mo.); Sarah Schaben (Mo.); Gene Plummer (Nev.); Sherry Rodriguez (Nev.); Jeanine Wittenberg (Nev.); Lisa Ortiz McCutcheon (N.M.); Laura Bone (N.C.); Sue Frederick (N.C.); Gregg Glass (Tenn.); Daniel Hicks (Tenn.); Tara Jenkins (Tenn.); Nanette Mitchell (Tenn.); Callie Nobles (Tenn.); Nicole Albers (Texas); Scott Caffey (Texas); Philip Cottingham (Texas); Lourdes Litchfield (Texas); Nanci Longoria (Texas); Patience Worrel (Texas); Mary Andrus (Utah); Nancy Ellison (Utah); Leah Thacker (Utah); Maryann Horch (Va.); Michael Jackson (Va.); Erica Manson (Va.); Tara Perkinson (Va.); Jennifer Welch (Va.); Erin Gillitzer (Wis.); Jeryn Vesperat (Wis.); and Ellen Thompson (Wyo.).

Approval of Minutes

Upon a motion by Barrett Dudley (Ark.) and seconded by Angela Smith (La.), the minutes of the last meeting held during the 2018 NCSL Legislative Summit in Los Angeles, California, were approved.

Old Business

The committee did not discuss old business.

New Business

The committee discussed the 2018 PDS program and what should be repeated for next year. One idea was keeping one plenary session by an outside speaker and making the second plenary session the Mason's Manual session. Another suggestion was having a microphone available for audience participation in concurrent sessions. The committee also discussed a desire to recycle past programs less frequently.

The committee brainstormed a list of 25 potential ideas for topics to cover at the 2019 PDS. The list included: Running effective meetings; conference calls; new member orientation; health and wellness; effective staff training; rule revisions; ethics for staff; use of social media; proofreading tips; proofreading versus editing; sage wisdom; civic education; mentoring; time management; going paperless; recycling; fundraising for PDS (for host states); career

development as legislative staff; ghost stories from the capitol; broadcasting/live streaming practices; recruiting and retaining session staff; job descriptions/ads; performance reviews; conflict resolution; developing public speaking skills; introduction to ASLCS for new members; explanation of committee duties; how international groups interact with ASLCS; crucial conversation training; working with people of different age ranges; respect for the institution; confidentiality and attorney-client privilege.

Adjournment

Upon a motion by Sherry Rodriguez (Nev.), seconded by Martha Jarrow (Ark.), the meeting was adjourned.

Respectfully submitted,

Sarah Bannister (Wash.), vice chair

Effie Ameen (Colo.), vice chair