President’s Message

Dear Friends,

I am humbled and honored to have the privilege of guiding the Society in the coming year. From my perspective, there is no greater honor than one that is bestowed by one’s peers. I shall endeavor to fulfill your hopes for the Society during my term as your President.

I can’t go any further without first thanking our enthusiastic and hardworking hosts in Springfield for a fabulous Professional Development Seminar. The amount of time and energy they put into fundraising and planning was obvious throughout the week as things just rolled along smoothly. Many, many thanks Illinois House and Senate for a job well done!

Marilyn Eddins and all the members of the Program Development Committee also get a round of applause for a fantastic program that provided many opportunities for professional development. I am pleased to be able to report that the meeting received an overall rating of 4.5 out of a possible 5 from the attendees who returned those all-important evaluation forms. Thanks, Marilyn and Committee members, for another job well done!

I’d also like to thank both the elected and the appointed members of the ASLCS Executive Committee for their willingness to serve the Society and each of its members. In addition, thanks go out to each committee chair, co chair, vice chair and recorder for being willing to step up to the plate and take on a position of leadership in the Society. Not one person declined when asked to serve and some even volunteered.

Thanks are also in order for each Society member who completed and returned a committee selection form. By doing so, you indicated your willingness to participate in the Society by using your voice, not to mention your talents, in the committee process.

My goal for the year is to make every member of the Society feel included and valued whether or not he or she is able to attend our meetings. Toward that end, you will note that just about half of the committee leaders are new to their respective roles. I have asked all of our committee chairs to attempt to include each member in the committee’s deliberations. This may require e-mail polling or conference calls.

Another effort at inclusion is the launch of the Buddy System. Again, thanks to those of you who are willing to participate. You should be hearing something soon from Karen Goldman or a member of her Membership and Communications Committee. It’s not too late to sign up!

Last but certainly not least, I would be remiss if I didn’t thank and congratulate Bruce Jamerson for a stellar year as our President. He now moves on to become the youngest member among our former Presidents. And, of course, Natalie. This was her first Professional Development Seminar flying solo and she did an excellent job. Thanks, Natalie, for all you do for all of us!

As we begin 2006, my wish for each of you is for a year filled with pleasant surprises and smooth sailing for those of you who have a session. I hope to see you in Little Rock.

Warm regards,

JoAnn M. Hedrick
ASLCS President

The Legislative Administrator is the official newsletter of the American Society of Legislative Clerks and Secretaries, an organization of the state legislative administrators and parliamentarians affiliated with the National Conference of State Legislatures.
Presented to John Phelps

In 1943 Mr. Joseph A. Beek, Secretary of the California Senate, formed the idea which led to the establishment of the American Society of Legislative Clerks and Secretaries. Mr. Beek was elected as the Society’s first president and held that position for 25 years. He is the individual whom we base the Society’s highest award on, the Joseph A. Beek Award for Distinguished Service. Periodically, upon the directive of the sitting ASLCS president, a review is conducted by a committee of ASLCS members to determine whether the Joseph A. Beek should be presented to a member within the Society.

Upon review of his exemplary and extraordinary service to the Society, the committee was pleased to present Mr. John Phelps, Clerk of the Florida House of Representatives, with the award at the 2005 ASLCS Annual Meeting in Springfield.

Mr. Phelps has worked in the legislative environment since 1975. He was elected Clerk in 1986 and has been re-elected each biennium since. The Speaker of the Florida House of Representatives recently honored John for his 30 years of service to the House.

In addition to serving as President of ASLCS in 1992-1993, John has served as chair and vice-chair for numerous committees, faculty and panelist at several ASLCS & NCSL events, NCSL Executive Committee member, NCSL Staff Chair in 1999-2000, and parliamentarian at several NCSL Annual Business Meetings. He has served as a member of the Mason’s Manual Revision Commission since its formation in 1984, and has recently served as its chair.

John has traveled extensively to Central America, the Middle East, Africa, and Iraq promoting representative democracy, and training fellow Clerks all over the world on how to serve their parliaments better and by doing so, making them stronger.

He represents the highest values and the greatest benefit that we receive when we become active in the Society -- making friends, learning from them, and helping others perform their responsibilities more effectively. He continuously brings his gentle demeanor, intellect, wisdom, and work ethic to any and all tasks at hand.

Congratulations, John, on receiving the Joseph A. Beek award and thank you for all of the contributions that you have given to the Society.
Diane Bell Receives Distinguished Service Award for Associates

Diane Bell, Assistant Clerk of the Florida House, received the most prestigious award given to associate members of the American Society of Legislative Clerks and Secretaries during the annual professional development seminar in Baltimore, Maryland. This award is not given on a regular basis and only eight associates have been recipients in the past 14 years. This award exemplifies the spirit of passion and commitment to ASLCS.

Diane has worked in the Florida Clerk’s office for about 20 years and has developed the mastery of the legislative process and thereby, has become an invaluable resource for legislators, staff, and the public. In her day-to-day duties, she oversees the payroll accounts for the office, works closely with and supervises all staff, responds to parliamentary inquiries, researches rules and procedures and speaks to groups visiting the Capitol. She has also helped with the design, testing and implementation of a new legislative information system.

Her accomplishments in ASLCS include serving two years as a member of the Executive Committee and then as Associate Vice President in 2000-01. She has very ably represented ASLCS in Mexico on four separate occasions. She has actively served on many of the ASLCS standing committees and has shown her leadership ability by chairing Support Staff Committee, Program Development Committee, Roster Committee and International Communications and Development Committee. She currently serves on Mason’s Manual Commission and is a member of the Substantive Review Subcommittee.

Diane was one of the chief architects for the very successful Associate Exchange Program. This program provides an excellent opportunity for associates to enhance their professional knowledge and capabilities by observing and participating in that state’s session.

She has received many other honors including the Legislative Staff Achievement Award presented during the National Conference of State Legislatures annual meeting. She is truly a model for professional clerical staff and brings honor to the chamber and to the Society.

Congratulations, Diane, we’re proud of you!
2005-2006 Executive Committee

JoAnn Hedrick, DE  
President

Laura Clemens, OH  
President-elect

Patsy Spaw, TX  
Secretary-Treasurer

Tara Perkinson, VA  
Associate Vice-President

Millicent MacFarland, ME  
Elected Principal

Claire Clift, NV  
Appointed Principal

Gregory Gray, WV  
Appointed Principal

Cheryl Laube, AZ  
Elected Associate

Brad Hendrickson, WA  
Appointed Associate

Ann Marie Sweeney, PA  
Appointed Associate

Bruce Jamerson, VA  
Immediate Past President

Dowe Littleton, AL  
Immediate Past Associate Vice-President
2005-2006 Executive Committee Meeting Minutes

Springfield, Illinois
September 21, 2005

Call to Order
President Bruce Jamerson called the meeting of the Executive Committee of the American Society of Legislative Clerks and Secretaries to order.

Quorum
Members present:
Bruce Jamerson, President
JoAnn Hedrick, President-elect
Laura Clemens, Secretary-Treasurer
Patsy Spaw, Elected Principal
Norman Moore, Immediate Past President
Carmela Bills, Immediate Past Associate Vice-President
Steve James, Appointed Principal
Millie MacFarland, Appointed Principal
Tara Perkinson, Elected Associate
Steve Marshall, Appointed Associate
Cheryl Laube, Appointed Associate
NCSL Staff present: Natalie O’Donnell
Member(s) absent: Dowe Littleton, Associate Vice-President

Approval of Minutes
Millie MacFarland moved that the minutes of the August 18, 2005 Executive Committee meeting be approved as presented. Carmela Bills seconded the motion and the motion was approved unanimously.

Approval of Treasurer’s Report
Laura Clemens presented the Treasurer’s report. Norm Moore moved that the Treasurer’s report be approved as presented. Steve James seconded the motion and the motion was approved unanimously.

Treasurer’s Report September 19, 2005
Balance as of August 10, 2005: $50,218.25
Total Deposits: $1,950.00
Subtotal: $52,168.25
Less Disbursements: $1,886.11
Balance as of September 19, 2005: $50,282.14

Disbursements:
8/25/2005
Norman Moore: $362.40
Travel for LSCC

8/25/2005
Karen Wadsworth: $1,023.71
Travel to Canadian Clerk’s at the Table

9/8/2005
Nathan Hatfield: $500.00
AEP reimbursement

Total disbursements since August 10, 2005: $1,886.20

Old Business

ASLCS Financial Reports
Natalie O’Donnell presented the ASLCS Financial Reports. The Special Meetings Fund (L190) has a balance of $83,316.69 as of September 16, 2005. The Shared Profits Account (L177) has a balance of $10,714.25 as of August 14, 2005.

Dues Account
Laura Clemens reported on behalf of the Special Committee to study the location of the dues account. At this time, no changes are recommended.

Publication Standards
George Bishop reported for the Publications Standard Committee and presented their recommendations. Two changes were suggested to the recommendations:

1. Professional Journal, Section 5 (A) A copy of each edition of the Journal shall be made to each dues paying Principal and each dues paying associate member of the Society and to each legislative library. (New language in italics.) JoAnn Hedrick moved, and Tara Perkinson seconded the amendment, which was adopted unanimously.

2. Professional Journal, Section 7 Change the reference to seven (7) to six (6). JoAnn Hedrick moved and Laura Clemens seconded the amendment, which was adopted unanimously.
Norm Moore moved that the report of the Publications Standard Committee as amended be adopted. Millie MacFarland seconded the motion and the report was adopted unanimously.

New Business

Reimbursement for International Directory
Steve Marshall moved that the Secretary-Treasurer reimburse Suzi Lowell, in an amount not to exceed $200, for the International Directory. JoAnn Hedrick seconded the motion and it was approved unanimously.

Reimbursement for Other Expenses
Carmela Bills moved that an amount of $239.98 be reimbursed to Nick’s Frame Shop for the framing of the Legislative Administrator covers. Cheryl Laube seconded the motion and it was approved unanimously.

Millie MacFarland moved that Cheryl Laube be reimbursed $78.22 for postage expenses related to shipping the framed Administrator covers to Springfield. Patsy Spaw seconded the motion and it was approved unanimously.

Bruce Jamerson informed the Committee that Karen Wadsworth will reimburse ASLCS $517.88 for hotel expenses previously paid to her for her attendance at the Canadian Clerks at the Table meeting held August 1-5, 2005 in Ottawa. He advised that it is the policy for the Canadians to provide lodging for one ASLCS attendee and that such had been overlooked by the Canadian hosts.

2007 Meeting – hotel selection and dates
Vermont will do more research and work with NCSL on securing better hotel accommodations.

Hurricane Katrina Contribution
Bruce Jamerson indicated that he will ask at the Business Meeting for approval to make a donation from the Dues Account on behalf of ASLCS of $1000 to the American Red Cross Hurricane Relief effort.

Other Business

Roster
The committee was provided samples of a reduced Roster as discussed in Seattle. JoAnn Hedrick moved that the size of the Roster be reduced. Carmela Bills seconded the motion and it was approved unanimously.

Reference Guide
Norm Moore provided members of the Executive Committee an updated “President and Executive Committee Reference Guide.”

Adjournment
There being no further business to come before the Executive Committee, Carmela Bills moved to adjourn. Norm Moore seconded the motion and it was approved unanimously.

Respectfully submitted,
Laura P. Clemens
Secretary-Treasurer

Springfield, Illinois - September 26, 2005

Call to Order:
President JoAnn Hedrick called the meeting of the Executive Committee of the American Society of Legislative Clerks and Secretaries to order.

Quorum:
Members present:
JoAnn Hedrick, President
Bruce Jamerson, Immediate Past President
Laura Clemens, President-elect
Patsy Spaw, Secretary-Treasurer

Tara Perkinson, Associate Vice-President
Millie MacFarland, Elected Principal
Claire Clift, Appointed Principal
Greg Gray, Appointed Principal
Cheryl Laube, Elected Associate
Brad Hendrickson, Appointed Associate
Anne Marie Sweeney, Appointed Associate
NCSL Staff present: Natalie O’Donnell, Brenda Erickson

Member(s) absent: Dowe Littleton, Immediate Past Associate Vice-President
2005-2006 Executive Committee Meeting Minutes

Approval of Minutes:
Millie MacFarland moved that the review and approval or correction of the minutes of the September 21, 2005, Executive Committee meeting be delayed until the Spring Meeting in Little Rock. Bruce Jamerson seconded the motion and the motion was approved unanimously.

Approval of Treasurer’s Report:
Bruce Jamerson moved that approval of the Treasurer’s report as of September 19, 2005, be delayed until the Spring Meeting in Little Rock. Greg Gray seconded the motion and the motion was approved unanimously.

Approval of President’s Executive Committee Appointments
Bruce Jamerson moved that President’s appointments of Claire Clift, Secretary of the Nevada Senate, and Greg Gray, Clerk of the West Virginia House, as Appointed Principal members of the Executive Committee be approved. Laura Clemens seconded the motion and the motion was approved unanimously.

Tara Perkinson moved that the President’s appointments of Brad Hendrickson, Deputy Secretary of the Washington Senate, and Ann Marie Sweeney, Chief Official Reporter of the Pennsylvania Senate, as Appointed Associate members of the Executive Committee be approved. Cheryl Laube seconded the motion and the motion was approved unanimously.

Old Business:
President Hedrick announced there was no old business on the agenda.

New Business:
ASLCS Financial Reports
Natalie O’Donnell presented a summary of the history, purpose, and use of the five financial accounts held by ASLCS--Special Meetings Fund, Shared Profits Account, Professional Development Revolving Account, Fall Meeting Account, and the Dues Account--before presenting the ASLCS Financial Reports. The Special Meetings Fund (L190) has a balance of $83,316.69 as of September 16, 2005. The Shared Profits Account (L177) has a balance of $10,714.25 as of September 14, 2005.

Retirement of Mary Jo Mongelli, ASLCS Archivist
President Hedrick announced that Mary Jo Mongelli, Assistant Secretary of the Nevada Senate and ASLCS Archivist, is retiring and that Steve James, Clerk of the Massachusetts House, will be the new archivist.

Archives
President Hedrick announced that changes to and possible removal of the archived materials from Carson City to Boston would be on the Executive Committee agenda at the Spring Meeting in Little Rock.

Other Business:
Laura Clemens discussed the Investments provision in Section IX of the Standing Orders that authorizes the Secretary-Treasurer at the direction of the ASLCS Executive Committee to transfer money from the Dues Account to NCSL to be invested in an interest-bearing account. Bruce Jamerson moved that the Secretary-Treasurer be authorized to transfer $20,000 from the Dues Account to the Special Meetings Fund (L190). Laura Clemens seconded the motion. Extensive discussion followed the second. Claire Clift raised the question of moving the entire Dues Account into the Special Meetings Fund. President Hedrick recognized Bruce Jamerson and Pat O’Donnell to explain the history of the Dues Account and the Shared Profits Account. The Dues Account is the only account that is exclusively maintained by ASLCS. President Hedrick recognized Norman Moore for explanation of the LSCC and NCSL 2005 decision to create the non-interest-bearing Professional Development Revolving Account (PDR) which supersedes the shared profit agreement between NCSL and ASLCS establishing the Shared Profits Account and for his opinion regarding the transfer of all the funds held in the Dues Account to the Special Meetings Fund. Norman Moore explained the profit and loss provisions of PDR and the staff allocation cost formula for NCSL staff and advised against a transfer of all funds in the Dues Account. Bruce Jamerson withdrew his motion to transfer $20,000 from the Dues Account to the Special Meetings Fund. President Hedrick requested that Natalie O’Donnell check with NCSL about a transfer to the Special Meetings Fund and clarify whether or not taxes are paid on interest-bearing accounts and report back to the Executive Committee.
Budget and Revenue Committee
Norman Moore, co-chair with Ann Cornwell, reported
that the committee was charged with proposing
recommendations for budgets for the various ASLCS
publications. He is in the process of gathering the actual
costs of past publications plus the costs that were borne
by states and not charged to ASLCS. Once compiled, the
committee will make recommendations to the Executive
Committee.

Mason’s Manual Commission
Laura Clemens reported that Mason’s Manual
Commission had requested that the Executive Committee
change the Standing Orders regarding the dissolution of
the Commission. The Standing Orders provide that “The
Commission shall be dissolved with the delivery of the
revised Manual to NCSL for editing and publication of
the 2010 edition.” Final review of the publisher’s copy of
the revision and the index to the revision before printing
is of great importance to the Commission. Laura Clemens
moved that the Standing Orders, Section XIV, Mason’s
Manual Commission, Other Responsibilities of the
Commission, be amended as follows: “The Commission
shall be dissolved with [the delivery of the revised Manual
to NCSL for editing and] publication of the 2010 edition.”
Bruce Jamerson seconded the motion and the motion was
approved unanimously.

Site Selection Committee
Claire Clift reported that the Site Selection Committee had
requested that the Executive Committee approve posting
the ASLCS guide for hosting an annual or spring or winter
meeting on the website. Concern was raised regarding
some information contained in the guide. Natalie
O’Donnell will scan the guide and email the information
to all Principals.

Announcements:
President Hedrick announced the possibility of a
conference call prior to the Spring Meeting in Little Rock.

Tara Perkinson announced that November 15, 2005, is
the deadline for applicants to AEP and that the Executive
Committee would need to act prior to the Spring Meeting.

Adjournment:
There being no further business to come before the
committee, Millie MacFarland moved to adjourn. Laura
Clemens seconded the motion and the meeting was
adjourned without objection.

Respectfully submitted,
Patsy Spaw
Secretary-Treasurer

2005-2006 Annual Business Meeting

Call to Order
President Bruce Jamerson called the Business Meeting of
the American Society of Legislative Clerks and Secretaries
to Order.

Roll Call
Karen Wadsworth moved that the roll call of the states be
waived. The motion was seconded by Linda Hawker and
was adopted unanimously on voice vote.

Minutes
Denise Weeks moved that the minutes of the Business
Meeting held on September 24, 2004 in Baltimore,
Maryland be approved as distributed. Ann Cornwell
seconded the motion and it was adopted unanimously on
voice vote.

Treasurer’s Report
Laura Clemens, Secretary-Treasurer, reviewed the annual
Treasurer’s Report of the ASLCS Dues Account and
reported a beginning balance of $27,002.69; total deposits
from payment of dues of $27,365.00 and disbursements
Hedrick moved that the report be amended to change
“2004” to “2005”. The motion was duly seconded and
adopted unanimously on voice vote. Susan Schaar moved
that the Treasurer’s Report, as amended, be adopted. Judy
President – JoAnn Hedrick, Chief Clerk of the Delaware House of Representatives
President-elect Laura Clemens, Clerk of the Ohio House of Representatives
Secretary-Treasurer – Patsy Spaw, Secretary of the Texas Senate
Associate Vice-President – Tara Perkinson, Journal Clerk of the Virginia Senate
Elected Principal – Millie MacFarland, Clerk of the Maine House of Representatives
Elected Associate – Cheryl Laube, Assistant Chief Clerk of the Arizona House of Representatives

President Jamerson called for nominations from the floor. There being none, President Jamerson moved that the report of the Nominating Committee be accepted. The motion was adopted unanimously on voice vote.

Other Business
President Jamerson entertained a motion that a $1000 contribution be made from the Dues Account on behalf of ASLCS to the American Red Cross Hurricane Relief Effort. Norm Moore moved, and Karen Wadsworth seconded the motion. The motion was adopted unanimously on voice vote.

Susan Schaar, Staff Chair of NCSL, provided an overview of NCSL and the benefits to staff of participating and being an active member.

Adjournment
There being no other business to come before the Business Meeting, Norm Moore moved that the Business Meeting be adjourned. Jeff Finch seconded the motion and it was adopted unanimously on voice vote.

Respectfully submitted,

Laura Clemens
Secretary-Treasurer
2005-2006 Executive Committee Meeting Minutes

Executive Committee Meeting
Via Conference Call
Monday, December 5, 2005
2:30 p.m. EST

Call to Order
President JoAnn Hedrick called the meeting of the Executive Committee of the American Society of Legislative Clerks and Secretaries to order.

Quorum
Members present:
JoAnn Hedrick, President
Bruce Jamerson, Immediate Past President
Laura Clemens, President-elect
Patsy Spaw, Secretary-Treasurer
Tara Perkinson, Associate Vice-President
Millie MacFarland, Elected Principal
Claire Clift, Appointed Principal
Greg Gray, Appointed Principal
Cheryl Laube, Elected Associate
Brad Hendrickson, Appointed Associate
Ann Marie Sweeney, Appointed Associate
NCSL Staff present: Natalie O’Donnell
Member(s) absent: Dowe Littleton, Immediate Past Associate Vice-President

Approval of Minutes
Laura Clemens moved that the minutes of the September 21, 2005, Executive Committee meeting be approved. Greg Gray seconded the motion and the motion was approved unanimously. Laura Clemens moved that the minutes of the September 26, 2005, Executive Committee meeting be approved. Claire Clift seconded the motion and the motion was approved unanimously.

Approval of Treasurer’s Report
Patsy Spaw presented the Treasurer’s report. Laura Clemens moved that the Treasurer’s report be approved as presented. Ann Marie Sweeney seconded the motion and the motion was approved unanimously.

Treasurer’s Report
ASLCS Executive Committee
December 5, 2005
Conference Call

Beginning Balance
November 1, 2005 ..............................................$50,414.81

Total Deposits
November 1 - December 5, 2005 ..........................$455.00

Total Disbursements
November 1, 2005 - December 5, 2005 .................1,000.00

Ending Balance ..................................................$49,869.81

Old Business
ASLCS Financial Reports
Natalie O’Donnell presented the ASLCS Financial Reports. The Special Meetings Fund (L190) has a balance of $105,801.36 as of December 1, 2005. The Shared Profits Account (L177) has a balance of $10,768.25 as of November 30, 2005. Natalie also provided information regarding the 2005 fall meeting expenses.

Transfer of ASLCS Dues Account funds into Special Meetings/L190 Account
President Hedrick reviewed the past discussions about the possibility of transferring $20,000 from the dues account into the interest-bearing Special Meetings Account and the concern regarding accessibility to the transferred funds. Natalie O’Donnell reported that she had been assured there would be no problem or delay in gaining access to transferred funds. There was discussion about the need for written assurances from NCSL that access to the funds would not be a problem, and it was agreed that President Hedrick and Norman Moore would speak with Bill Pound regarding the assurances that the money will be accessible to ASLCS at any time and request written assurance. Laura Clemens moved that the Treasurer be authorized to transfer $20,000 from the ASLCS dues account to the Special Meetings Account pending receipt of NCSL paperwork regarding access to transferred funds. Bruce Jamerson seconded the motion and the motion was approved unanimously.
New Business

Approval of Associate Exchange Program Participants

Inga Emerson (DE), chair of the Support Staff Committee, reported on the applicants for the Associate Exchange Program and the committee’s recommendations. The committee recommended approval of Diane Bell (FL), Carmen Cauthen (NC), Liz Clark (AL), and Diane Keetch (NV) as participants and Sean Kochaiewicz (WA) as alternate. Tara Perkinson moved that the Executive Committee accept the four recommended applicants and grant $250 per applicant for expenses and that Sean Kochaiewicz be designated as an alternate should one of the four be unable to participate. Cheryl Laube seconded the motion and the motion was approved unanimously.

Reimbursement Requests

Patsy Spaw asked for approval for three outstanding invoices:

1. $56.18 to Awards Unlimited, Inc. for the Joseph Beek Award;
2. $2,324.15 to Southwestern Litho, Inc. for The Legislative Administrator; and
3. $612.90 to the Idaho House of Representatives for postage and envelopes for mailing the 2005-2006 ASLCS Roster.

Bruce Jamerson moved that the Treasurer be authorized to pay the invoices as described. Laura Clemens seconded the motion and the motion was approved unanimously.

Budget and Revenue Committee Report

Norman Moore, as chair of the Budget and Revenue Committee, provided an in-depth review of the current balance of all ASLCS accounts and recommendations for the 2005-2006 budget. At the request of President Hedrick, the committee had reviewed the budget of the Society with particular emphasis on the Society’s publications expenditures. Cheryl Laube moved to accept the report of the Budget and Revenue Committee. Greg Gray seconded the motion and the motion was approved unanimously.

Norman Moore also reported that during a conference call of the Budget and Revenue Committee on November 1, it had been recommended that the money in the Shared Profits Account (L177) be transferred into the Special Meetings Account. Because such a transfer would require a change in ASLCS Standing Orders the recommendation will be forwarded to Jeannine Wood for the Bylaws and Standing Orders Committee’s consideration.

Professional Journal

Judy Hall reported that the Professional Development Task Force of LSCC had discussed creating a professional journal for the 10 staff sections or participating in the ASLCS Professional Journal. Judy reported that the task force was very interested in participating in the ASLCS journal and had offered several suggestions for participation. There was discussion regarding how to obtain input from other staff sections, how to recognize contributions of other staff sections, whether a name change was possible, and possible publications costs sharing. President Hedrick stated that ASLCS had never excluded articles from other staff sections and, in fact, welcomed them and that providing the Professional Journal Committee with the names of a “go to” person in each staff section would be very helpful.

2006 and 2007 Fall Professional Development Seminar Updates

Natalie O’Donnell reported that a contract had been signed with the Wyndham Hotel for the September 12-18, 2007 fall meeting in Vermont and that plans were well underway for the spring meeting in Little Rock March 31-April 2, 2006. Patsy Spaw reported that plans were also well underway for the 2006 fall meeting in Austin.

LSCC Professional Development Task Force Request

Norman Moore discussed the recommendations made by the LSCC Professional Development Task Force to staff sections regarding managing professional development seminar net meeting revenue and the task force’s request that each staff section develop a policy on how to manage its funds and specify who can approve expenditure of the money and forward the guidelines to the task force prior to its January meeting. After lengthy discussion it was decided that President Hedrick would compose a statement for ASLCS and forward to Executive Committee members for approval.
2005-2006 Executive Committee Meeting Minutes

Other Business
President Hedrick reported that acknowledgement of Diane Bell as recipient of the 2004 Distinguished Service Award for Associate was not in the new Roster and that Jeannine Wood had contacted the printer about printing an insert that could be placed on the appropriate page in the Roster. Tara Perkinson moved that the treasurer be authorized to pay up to $150 for the inserts and postage. Brad Hendrickson seconded the motion and the motion was approved unanimously.

Announcements
New Principals
Natalie O’Donnell announced that David Battocletti was the new Ohio Secretary of the Senate following Matt Schuler’s departure; Jean Burgin had replaced Lois Pulliam as Chief Clerk of the Kentucky House; Steve Winter had resigned and Tammy Wright had been named Acting Clerk of the New Hampshire Senate. Natalie also reported the retirement of Carole Peterson, Chief Clerk of the Utah House of Representatives, and the upcoming retirement of Faye Blanton, Secretary of the Florida Senate.

ANZACATT 2006 Invitation
President Hedrick announced that due to a conflict with her legislative session she was unable to attend the ANZACATT meeting in Australia and that Denise Weeks had agreed to represent ASLCS pending the approval of her leadership.

Adjournment
There being no further business to come before the committee, Laura Clemens moved to adjourn. Claire Clift seconded the motion moved to adjourn without objection.

Respectfully submitted,
Patsy Spaw
Secretary-Treasurer
Committee Membership and Meeting Minutes

Bylaws and Standing Orders

Members:
Diane Bell – Florida
Carmela Bills – Virginia
George Bishop – Virginia
Laura Clemens – Ohio
Jeff Finch – Virginia
Greg Gray – West Virginia
Bo Hoover – West Virginia
Bruce Jamerson – Virginia
Pamm Juker – Idaho
Ramona Kenady – Oregon
Cheryl Laube – Arizona
Sven Lindquist – Minnesota
Mike Linn – Minnesota
Dowe Littleton – Alabama
Millie MacFarland – Maine
Scott Maddrea – Virginia
Al Mathiowetz – Minnesota
Patrick Merkel – Tennessee
Norm Moore – Arizona
Patrick O’Donnell – Nebraska
Tara Perkinson – Virginia
John Phelps – Florida
Pat Saville – Kansas
Susan Clarke Schaar – Virginia
Patsy Spaw - Texas
Butch Speer – Louisiana
Terry Spieler – Missouri
Karen Wadsworth – New Hampshire

ASLCS Fall Meeting - Springfield, Illinois

September 25, 2005
Vice Chair Annette Moore (UT) called the meeting to order, and noted that Chair Jeannine Wood (ID) and Rusti Horton (ID) were unable to attend this meeting. John Garrett (VA) agreed to serve as temporary recorder. The following members were also present:

Diane Bell, FL
Carmela Bills, VA
George Bishop, VA
Jeff Finch, VA
Greg Gray, WV
Bo Hoover, WV
Bruce Jamerson, VA
Ramona Kenady, OR
Cheryl Laube, AZ
Millie MacFarland, ME
Scott Maddrea , VA
Al Mathiowetz, MN
Norman Moore, AZ
Tara Perkinson, VA
Susan Schar, VA
Patsy Spaw, TX
Karen Wadsworth, NH
Steve Winter, NH

Minutes from August 16, 2005 committee meeting at Seattle were approved on a motion by Karen Wadsworth (NH) and seconded by George Bishop (VA).

Greg Gray (WV) gave a report on the status of the Recodification of the Standing Orders. He reported that no substantive changes have been made or recommended. The Publication Standards section was not reviewed by this committee inasmuch as it was being reviewed by another committee. The Bylaws committee conducted two conference calls in September to review the work done by Jeannine Wood (ID). Also the changes adopted by the Committee on Committees were adopted in Seattle.

On motion of Karen Wadsworth (NH) and seconded by Bruce Jamerson (VA), the committee agreed to continue their work on the Standing Orders and commence working on the Index to the Standing Orders and a Joint Index of the Standing Orders and Bylaws.

George Bishop stated that the work on the Standing Orders and the indices should conclude and be ready to report at the next annual meeting of ASLCS which will be held in Austin, TX. All members present agreed.

With no other business the committee was adjourned.
September 25, 2005

Chair Karen Wadsworth (NH) called the meeting to order, and noted that Vice Chairs Carole Peterson (UT) and Patrick Harris (AL) were unable to attend this meeting. Denise Weeks (NC) agreed to serve as temporary recorder. The following members were also present:

Karen Wadsworth, NH, Chair  Claire Clift, NV  Obie Rutledge, OR
Dave Avant, AL  Ann Cornwell, AR  Patsy Spaw, TX
Gwen Bailey, VA  John Garrett, VA  Nancy Tribble, NV
Matthew Baker, NV  Greg Gray, WV  Kirsten Waid, AK
Diane Bell, FL  Steven Marshall, VT
Carmela Bills, VA  Bill McGill, VT
Jay Braxton, VA  Steve Marshall, VT
Liz Clark, AK  Norm Moore, AZ
Laura Clemens, OH  Patricia Chaychuk, President of Clerks-at-the-Table in Canada and Clerk of the Manitoba Legislative Assembly, was recognized for comments. Ms. Chaychuk expressed the Canadians’ anticipation of the upcoming Joint Canadian-American meeting to be held in Edmonton, Alberta this October. Debbie Deller, Deputy Clerk of the Legislative Assembly of Ontario and Michael Lukyniuk, a Principal Clerk of the House of Commons in Ottawa, also spoke to the committee.
Committee Membership and Meeting Minutes

It was noted that the site for the 2007 Joint Canadian-American meeting has not yet been decided. Committee members were asked to consider hosting this meeting, which usually has 60 – 80 participants. Norm Moore expressed interest for the state of Arizona. Ann Cornwell suggested the Site Selection Committee might be asked to include information about this meeting on the survey it will be sending regarding hosting other ASLCS meetings.

Claire Clift, Chair of the Site Selection Committee, agreed. ASLCS President JoAnn Hedrick thanked members of the committee for their participation. Steve James, immediate past chair, spoke about plans for the meeting in Edmonton. Karen Wadsworth reported to the committee on her recent trip to the meeting of Clerks-at-the-Table in Ottawa. With no other business, the committee stands adjourned.

Inside the Legislative Process

Members:
Michelle Adams – North Carolina
Jane Atkinson – Virginia
Lucinda Benjamin – Nevada
Tracy Cantella – Florida
Sylvia Carr – Virginia
Carmen Cauthen – North Carolina
Lisa Davis – Mississippi
Inga Emerson – Delaware
Londi Ensor – Alaska
Cathy Ferguson – Oregon
Peggy Gilmour – Oregon

Karen Goldman – Colorado
Virginia Habansky – Virginia
Stephanie Hall – Alaska
Jackie Hord – Missouri
Ruby Johnson – Louisiana
Crys Jones – Alaska
Karen Kuhlmann – Colorado
Tammy Letzler – Tennessee
Bernadette McNulty – California
Dana Miller – Missouri
Don Milne – Vermont

September 25, 2005
The 2005-2006 meeting of the committee was called to order by Kirsten Waid (AK), Co chair.
The following members were present and introduced themselves:
Suzi Lowell, AK
Polly Emerson, TX
Michelle Adams, NC
Jane Atkinson, VA
Lucinda Benjamin, NV
Kirsten Waid, AK
Crys Jones, AK
Ann Krelkelberg, AK
Karen Kuhlmann, CO
Tammy Letzler, TN

Lisa Davis, MS
Inga Emerson, DE
Karen Goldman, CO
Virginia Habansky, VA

William MaGill, VT
Jose Ortiz, Jr., PR
David Surdez, MN
Brenda Erickson, NCSL

Michael Lukyniuk, Canada (asked to be an observer)
A request for a volunteer for the position of recorder was put to the group - there were no volunteers at that time.
Brenda Erickson with NCSL shared information with the committee on survey creation and went into detail on the
Committee Membership and Meeting Minutes

following points:
- solicitation of topics
- review of topics
- draft of survey
- making contacts
- compiling responses

She stated that most of this work could be done via email and conference calls. Last year’s survey response rate was 100%, which was due mainly to good contact work by the committee members and a more condensed survey.

It was agreed that a memo of suggestions with solicitation of ideas should be sent out by March. David Surdez shared a suggestion memo created by the past committee.

JoAnn Hedrick, President of ASLCS, stopped by and encouraged the group to maintain the survey response rate of 100% previously set by last year’s committee.

Carmen Cauthen asked if NCSL had, in the past, sold the Inside the Legislative Process publication, Brenda said yes, but what they really want to do now is put the publication online where it could be available to everyone. Copies of the publication are currently sent to committee members (who worked on it), ASLCS principals, and legislative libraries. October 2005 is the date for the 2004-2005 publication of Inside the Legislative Process.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Polly Emerson, TX, Vice Chair

International Communication and Development

Members:
Steve Arias – New Mexico
Dave Avant – Alabama
Matthew Baker – Nevada
Lucinda Benjamin – Nevada
George Bishop – Virginia
Luci Clark – Alaska
Laura Clemens – Ohio
Polly Emerson – Texas
Londi Ensor – Alaska
Jeff Finch – Virginia
Patrick Flahaven – Minnesota
Eric Fowler – New Hampshire
Greg Gray – West Virginia
Patrick Harris – Alabama
Brad Hendrickson – Washington
Steve James – Massachusetts
Crys Jones - Alaska
Scott Kaiser – Illinois
Diane Keetch – Nevada
Timothy Kehoe - Connecticut
Sven Lindquist – Minnesota
Suzi Lowell – Alaska
Scott Maddrea – Virginia
William Magill – Vermont
Mark Mahoney - Illinois
Rob Marchant – Wisconsin
Steven Marshall – Vermont
Al Mathiowetz - Minnesota
Bernadette McNulty – California
Norm Moore – Arizona
Jose Ortiz, Jr. – Puerto Rico
John Phelps – Florida
Susanna Purdy – North Carolina
Paula Rossetto – California
Pat Saville – Kansas
Susan Clarke Schaar – Virginia
Juliana Singh – Alaska
Patsy Spaw – Texas
Butch Speer – Louisiana
Nancy Tribble – Nevada
Denise Weeks – North Carolina
Jeannine Wood – Idaho
Patience Worrel – Texas
Committee Membership and Meeting Minutes

September 25, 2005
The meeting was called to order by Committee Co-Chairs Diane Bell and Carmela Bills.
The following members of the committee were present:

Dave Avant, AL
Matthew Baker, NV
George Bishop, VA
Liz Clark, AK
Laura Clemens, OH
Ann Cornwell, AR
Polly Emerson, TX
Jeff Finch, VA
Eric Fowler, NH
Greg Gray, WV
Steven James, MA
Crys Jones, AK
Diane Keetch, NV
Scott Kaiser, IL
Timothy Kehoe, CT

Suzi Lowell, AK
William MaGill, VT
Mark Mahoney, IL
Rob Marchant, WI
Steven Marshall, VT
Al Mathiowetz, MN
Norman Moore, AZ
Jose Ortiz, Jr., PR
Susanna Purdy, NC
Susan Schaar, VA
Patsy Spaw, TX
Nancy Tribble, NV
Denise Weeks, NC
Patience Worrell, TX

The following subcommittees have been formed as follows:

ANOMAC 10 Year Reunion Subcommittee
Chairman: Dave Avant
Members: Ann Cornwell
         Norman Moore
         Patsy Spaw
         Denise Weeks

International Meeting Subcommittee During NCSL 2006
In Nashville, TN
Chairman: Jeff Finch
Members: Laura Clemens
         Brad Hendrickson
         Steven James
         Al Mathiowetz

Patsy Spaw presented the Committee with a report on the ANOMAC Annual Meeting that was attended by Bruce Jamerson, Carmela Bills and Patsy Spaw.

Diane Bell informed the Committee that Florida will be able to take on the responsibility of printing the International Directory for 2005-2006.

George Bishop, Chairman of Program Development, requested a concurrent session concerning comparisons of the American and International Systems of Government. This concurrent session would be held during the 2006 ASLCS Annual Meeting in Austin, Texas. Jose Ortiz will assist George in developing a concurrent session.

With no future business the meeting was adjourned.

Respectfully submitted,
Ann Cornwell
Recorder
Committee Membership and Meeting Minutes

Legislative Administrator

Judy Hall, OR
Co-Chair

Ramona Kenady, OR
Co-Chair

Todd Kenady, OR
Vice-Chair

Cyndy Johnston, OR
Vice-Chair

Obie Rutledge, OR
Vice-Chair

Suellen Scott, OR
Vice-Chair

Members:
Mick Bailey – West Virginia
Brad Bolin – Illinois
Sylvia Carr – Virginia
Claire Clift – Nevada
Lisa Davis – Mississippi
Stephen Davis – Missouri
Cathy Ferguson – Oregon
Dave Gibson – Vermont
Peggy Gilmour – Oregon
Linda Hawker – Illinois
Bruce Jamerson – Virginia
Patrick O’Donnell – Nebraska
Jeffrey Renk – Wisconsin
Eleanor Ringel – West Virginia
Sharon Soliere – Arizona

ASLCS Fall Meeting - Springfield, Illinois
September 25, 2005

The meeting was called to order at 3:00 p.m., with Judy Hall and Ramona Kenady, OR, Co-Chairs, presiding. The following members were present:

Bruce Jamerson, VA Claire Clift, NV
Cyndy Johnston, OR Lisa Davis, MS
Todd Kenady, OR Mick Bailey, WV
Obie Rutledge, OR Linda Hawker, IL
Suellen Scott, OR Jeffrey Renk, WI
Eleanor Ringel, WV Sharon Soliere, AZ
Brad Bolin, IL

Others in Attendance:
JoAnn Hedrick, DE, ASLCS President

Presidents’ remarks to committee:
• All three issues should be printed in hardcopy as well as on the web as the budget will allow.
• Reign in the length of the issues i.e., eliminate the committee list after the first issue is printed.
• Cut costs by eliminating the envelopes for mailings and just use sealers. Keep the photos in black and white with color on cover.
Committee Membership and Meeting Minutes

Other discussion topics:

- Linda Hawker volunteered Illinois to print the first two issues.
- Suggested that the states-at-a-glance be done by region and that the members of the committee be assigned a section of the US to solicit articles from. Also discussed were what the appropriate topics for the states at a glance should be. Co-Chairs will be issuing the region assignments to the members.
- Suggestion that an article to educate members of ASLCS who do not attend meetings regularly to be aware of the breakout meetings that are available to them at the seminars and which sessions are for all members and which are for Principals.

There being no further business, Bruce Jamerson, moved, seconded by Eleanor Ringel, that the meeting be adjourned. The motion carried. The meeting adjourned at 3:40 p.m.

Membership and Communication

Members:
Michelle Adams – North Carolina
Mardi Alexander – Texas
Gwen Bailey – Virginia
Faye Blanton – Florida
Jay Braxton – Virginia
Karen Brown – Utah
Marilyn Eddins – Colorado
Ruby Johnson – Louisiana
Pamm Juker – Idaho
Jeannine Layell – Virginia
Dowe Littleton – Alabama
Patty Lung – Virginia
Pat Mau-Shimizu – Hawaii
Jim McElroy – North Carolina
Millie MacFarland – Maine
Annette Moore – Utah
Carol Newton – Missouri
Jim Schratz – Arkansas
Jackie Scott – Virginia
Terry Spieler – Missouri
Sandy Tenney – Utah
Kirsten Waid – Alaska
Maureen Wilson – Utah

September 25, 2005 On Sunday, September 25, 2005, the Membership and Communication Committee of the American Society of Legislative Clerks and Secretary was called to order in Springfield, Illinois, by Karen Goldman, Chair, from Colorado. Members present are as follows:

Judy Barrows, ME
Mardi Alexander, TX
Nathan Hatfield, VA
Gwen Bailey, VA

Carmen Cauthen, NC
Linda Hopkins, TX
Millie MacFarland, ME

Chair Goldman expressed how pleased she was to have everyone on her committee and explained what the committee’s goals were. Membership is one of the goals of the committee. We have members who attend who are not dues paying members and we need to encourage them to join and be a part of our society. Another important aspect
Committee Membership and Meeting Minutes

of the committee was communication between all present members and all new members. Our committee needs to be the eyes and ears of the organization to find new members and keep in touch with them.

As soon as we know who the new members are we need to contact them and welcome them to the society and explain how the organization works and keep in touch with them throughout the year.

Chair Goldman told members this was the highest number of new attendees our society has had. We also discussed the new member orientation function that is held during the fall seminar and we need to be thinking about the theme for the “ice breaker” reception. She will gather all emails and be thinking about the theme. George Bishop asked if we could work in a luncheon next year for new buddies. Jim Schratz of Arkansas offered his technical help on anything.

President-elect Hedrick joined our committee and expressed her appreciation for everyone willing to serve on the committee and urged everyone to become a “buddy”. She explained how the buddy system will work. Also discussed how to determine how to match new members with existing members. There will be forms sent out to members that will be mailed back to Chair Goldman and she will decide how to put buddies together.

There being no further business the committee adjourned.

Professional Journal

Members:

Mardi Alexander – Texas
Sylvia Carr – Virginia
Stephen Davis – Missouri
Kathy Fosnaugh – Nevada
Jackie Hord – Missouri
Bruce Jamerson – Virginia
Cyndy Johnston – Oregon
Ramona Kenady – Oregon
Bernadette McNulty – California
Dana Miller – Missouri
Tara Perkinson – Virginia
Paula Rossetto – California
Susan Whitford – Nevada
Kathy White – Missouri

ASLCS Fall Meeting - Springfield, Illinois

September 25, 2005

The meeting was called to order by the Vice Chair, Pat Mau-Shimizu, at Springfield, Illinois, at 3:45 p.m. Those in attendance were:

Pat Mau-Shimizu, HI
Mardi Alexander, TX
Kathy Fosnaugh, NV
Crys Jones, AK
Tara Perkinson, VA
Susan Whitford, NV

Bruce Jamerson, VA
Cyndy Johnston, OR
Ramona Kenady, OR

The committee was informed that Susan Schaar, VA, had volunteered to publish the upcoming edition of the Professional Journal. There was discussion regarding the important role of the committee and the need to solicit articles.
Committee Membership and Meeting Minutes

from all support staff sections of NCSL. Therefore, the committee was encouraged to do more outreach for articles.

The presence of President JoAnn Hedrick was noted and she thanked members for taking on the task of producing the Professional Journal.

The minutes from the NCSL Annual Meeting were approved on a motion by Bruce Jamerson.

Committee members Steve Winter, Mardi Alexander, and Tara Perkinson volunteered to serve on the new editorial board. Tara Perkinson reviewed the deadlines for the Professional Journal, which are as follows: November 1 for the Fall edition and December 1 for the Spring edition.

The committee was informed that the Fall 2005 edition of the Professional Journal is nearly complete and no articles are needed for it. However, members were encouraged to begin soliciting articles for the Spring 2006 edition. There was discussion with regard to promoting the use of the Professional Journal throughout NCSL. There was also discussion with regard to sharing the Professional Journal with legislative leadership in order to illustrate the value of it and the work of ASLCS.

The meeting was adjourned at 4:05 p.m. on a motion by Steve Winter, which was seconded by Tara Perkinson.

Program Development

Scott Kaiser, IL
Vice-Chair

George Bishop, VA
Chair

Pat Saville, KS
Vice-Chair

Members:
Michelle Adams – North Carolina
Dianne Arrington – Texas
Matthew Baker – Nevada
Judy Barrows – Maine
Lucinda Benjamin – Nevada
Faye Blanton – Florida
Brad Bolin – Illinois
Karen Brown – Utah
Sarah Burhop – Wisconsin
Jean Burgin – Kentucky
Tracy Cantella – Florida
Norma Chastain – Arizona
Lisa Davis – Mississippi
Marilyn Eddins – Colorado
Inga Emerson – Delaware
Jeff Finch – Virginia
Kim Flasher – Ohio

Scott Kaiser, IL
Vice-Chair

George Bishop, VA
Chair

Pat Saville, KS
Vice-Chair

Eric Fowler – New Hampshire
Dave Gibson – Vermont
Jane Gill – Nevada
Karen Goldman – Colorado
Judy Hall – Oregon
Nathan Hatfield – Virginia
Alex Henvey – Wisconsin
Emily Howard – Virginia
Ruby Johnson – Louisiana
Dave Larson – Kansas
Cheryl Laube – Arizona
Scott Maddrea – Virginia
Rob Marchant – Wisconsin
Charlotte Mary – Virginia
Pat Mau-Shimizu – Hawaii
Jim McElroy – North Carolina
Patrick Merkel – Tennessee

Annette Moore – Utah
Sandy Morris – Kentucky
Patrick O’Donnell – Nebraska
Jose Ortiz, Jr. – Puerto Rico
Connie Peltier – Minnesota
Susanna Purdy – North Carolina
Jeffrey Renk – Wisconsin
Susan Schaar – Virginia
Ron Smith – Louisiana
David Surdez – Minnesota
Bonnie Trivette – North Carolina
Patty Wehmeir – Missouri
Mary Beth Weil – Virginia
Maureen Wilson – Utah
Diane Whittaker – Virginia
Alan Whittington – Tennessee
Committee Membership and Meeting Minutes

ASLCS Fall Meeting - Springfield, Illinois
September 25, 2005

In attendance:

George Bishop, VA
Michelle Adams, NC
Diane Arrington, TX
Judy Barrows, ME
Lucinda Benjamin, NV
Bradley Bolin, IL
Jean Burgin, KY
Sara Burhop, WI
Penny Cabaniss, VA
Kristin Canterbury, WV
Carmen Cauthen, NC
Norma Chastain, AZ
Lisa Davis, MS
Marguerite Duda, WV
Marilynn Eddins, CO
Inga Emerson, DE
Kim Flasher, OH
Eric Fowler, NH
Jane Gill, NV
Karen Goldman, CO
Judy Hall, OR
Nathan Hatfield, VA

Scott Kaiser, IL
Linda Hawker, IL
Joyce Holden, WV
Emily Howard, VA
Cheryl Laube, AZ
Scott Maddrea, VA
Mark Mahoney, IL
Rob Marchant, WI
Jim McElroy, NC
Annette Moore, UT
José E. Melendez Ortiz, PR
Connie Peltier, MN
Mary Phillips, NV
Susanna Purdy, NC
Jeffrey Renk, WI
Don Richardson, MS
Susan Schaar, VA
Lori Summers, WV
David Surdez, MN
Lora Thompson, WV
Bonnie Trivette, NC
Tricia Vaughan, VA

Carmen Cauthen is appointed Recorder by the Chair.

The members of the committee are reminded to fill out and turn in their evaluation forms for the seminar, as the information from them is what is used to develop the next seminar.

The Chair thanked Marilyn Eddins and the 2004-2005 Program Development Committee, the Illinois staff, Bruce Jamerson (ASLCS President 2004-05) and Natalie O’Donnell (NCSL Liaison) for their hard work in putting on this year’s seminar.

The work for the 2005-06 year includes (1) establishing programs for the NCSL Annual Meeting either with another staff section or alone, to be held in Nashville, TN from August 15-19, 2006; and (2) planning plenary and concurrent sessions and timelines in conjunction with the host state, the President of the Society and Natalie O’Donnell for the ASLCS Professional Development Seminar scheduled for September 20-25, 2006, in Austin, TX.

The President of the Society, JoAnn Hedrick (DE), spoke to the group and thanked the Chair and Vice Chair for serving in these leadership positions, as well as thanking the members for their participation. She announced another charge for the committee and that was to stand up and sing “Happy Birthday” to the committee chair, George Bishop.

A time of brainstorming was encouraged by the Chair and the following items were discussed:

1) The majority of the committee members enjoyed Dr. Bissell’s plenary session and would like to have him return and deliver the session on how to deal with people at a superior level rather than at a peer-to-peer level. Natalie O’Donnell was questioned about how we get speakers, and she stated that we get a list of people desired; solicit feedback and get NCSL suggestions. Since Dr. Bissell had spoken to another group and he had a good recommendation from Bruce Jamerson, he was contacted. Natalie was asked if ASLCS has a budget for speakers. Susan Schaar stated that there is $5,000 in the budget for speakers. NCSL negotiates the contract and a line item is created in the budget.

2) Craig Zablocki’s stress reduction session

3) The parliamentary procedure plenary session was good, but not long enough. It was suggested that it could be accomplished with several tables with 3-4 case studies on each, based on actual occurrences. After some discussion on each case, show what really occurred.

4) Personality testing (i.e. Myers-Briggs, etc.)

5) Support staff requested more networking time with like positions. It was suggested that maybe it might be beneficial to share work products and ways that people in other states do their jobs as opposed to only seeing the things done in the host state.

6) Team building over 2 concurrent sessions instead of one.

7) Values (legislators’, compromises) Could get some one from Center for Policy Alternatives in D.C.

Patsy Spaw gave a brief overview of the ASLCS PDS meeting for 2006 planned for Austin, Texas. The conference is
planned for the Omni Hotel, which is 2 ½ blocks from the Capitol and 1 block from 6th Street (entertainment area). The Hospitality Suite will be located in an unused bar in the hotel. We will spend a day at the Capitol with break-outs in the committee rooms of both houses, including discussions in the Journal office, Engrossing and Enrolling rooms. Requests were made to allow for job descriptions that tell exactly what people do. They are also planning time at the Bullet Museum and the LBJ Presidential Library.

**Concurrent Sessions**

We can hold the following concurrent sessions jointly if so desired:
- Chamber Security
- Technology (1-2 sponsors)
- Support Staff (1-2 sponsors)
- International committee (1 sponsor)

- Program development committee will be responsible for 4-5 concurrent sessions.
- Team Building can be a concurrent session and state agencies are great resources.
- There should be no more than 2 concurrent sessions at the same time. Three are too many to choose from. (Don’t repeat the same sessions year after year, keep it fresh.)
- Communication and listening
- Videostreaming in the Chamber
  - Discuss the state of the industry and use people who have done it.
  - Work with the Technology Committee.
  - Record select portions of the meeting just as we did this year.
- Creation of Capitol Foundations
  - These states have them: Oregon, Texas, Virginia, Illinois
- Cost savings in operations (i.e. mass mailings)
- How to host a meeting roundtable discussion
  - Spring/Winter/Canadian-American/Professional Development Seminar (jointly with site selection)
- dealing with the media (Gene Rose, NCSL)

The request was overwhelmingly made to have business meetings during lunch and not at 8:00 a.m.

More free time was requested as well. Particular requests were made for some free night time, 2 hour lunch breaks, signup for voluntary breakout discussion and continuation of sessions.

There was discussion concerning the viability of a golf tournament on either the 1st or last day, so that people could add a day on one end of the conference or the other and pay for it themselves.

We were also reminded that we would have mega sessions for legislative staff sections at the NCSL Annual Meeting in conjunction with the Legislative Effectiveness committee.

A motion to adjourn was entertained and passed unanimously. The committee adjourned until the Society’s Spring Meeting in Little Rock, Arkansas.

Respectfully Submitted,
George Bishop, Chair
Members:
Steve Arias – New Mexico
Johnye Bennett – Virginia
Brenda Dew – Mississippi
Inga Emerson – Delaware
Polly Emerson – Texas
Stephanie Hall – Alaska
Linda Hopkins – Texas

Pamm Juker – Idaho
Karen Kuhlmann – Colorado
Jeannine Layell – Virginia
Tammy Letzler – Tennessee
Patty Lung – Virginia
Millie MacFarland – Maine
Carol Newton – Missouri

Jim Schratz – Arkansas
Jackie Scott – Virginia
Suellen Scott – Oregon
Sharon Soliere – Arizona
Terry Spieler – Missouri
Sandy Tenney – Utah
Jeannine Wood – Idaho

ASLCS Fall Meeting - Springfield, Illinois
September 25, 2005

Attending the meeting were:
Jane Atkinson, VA
Johnye Bennett, VA
Brenda Dew, MS
Polly Emerson, TX
Linda Hopkins, TX
Tammy Letzler, TN

Virginia Habansky, VA
Millie MacFarland, ME
Jim Schratz, AR
Sharon Soliere, AZ
Linda Tubbs, TX

Linda Tubbs was appointed recorder. Jane reviewed the purpose of the committee and announced that the next roster would be printed in a smaller, more convenient size. The publication of the roster will be moved to a later date to allow inclusion of information from the fall meeting.

Jim Schratz informed the committee that the Technology Committee had just discussed developing an on-line submittal form that included the ability to receive member pictures for the roster. If the committee is not able to solicit and receive the information on-line, members will then be assigned states to contact. After discussion of the recommendation by the previous committee that cell phone numbers be included, it was decided that it be optional.

President JoAnn Hedrick (DE) visited the meeting briefly to thank the committee members for participating.

There being no additional business, the meeting was adjourned.
Committee Membership and Meeting Minutes

Site Selection

Members:
Mardi Alexander – Texas
Dianne Arrington – Texas
Dave Avant – Alabama
Mick Bailey – West Virginia
Judy Barrows – Maine
Johnye Bennett – Virginia
Faye Blanton – Florida
Jay Braxton – Virginia
Ann Cornwell – Arkansas
Marilyn Eddins – Colorado
Judy Hall – Oregon
Patrick Harris – Alabama
Nathan Hatfield – Virginia
Linda Hopkins – Texas
Emily Howard – Virginia
Cyndy Johnston – Oregon
Diane Keetch – Nevada
Todd Kenady – Oregon
Timothy Kehoe – Connecticut
Jeannine Layell – Virginia
Patty Lung – Virginia
Mark Mahoney – Illinois
Charlotte Mary – Virginia
Jim McElroy – North Carolina
Connie Peltier – Minnesota
Susanna Purdy – North Carolina
Rose Ramsey – Virginia
Elinor Ringel – West Virginia
Cooper Roberts – Louisiana
Obie Rutledge – Oregon
Suellen Scott – Oregon
Pat Mau-Shimizu – Hawaii
Judy Schultz – West Virginia
Sharon Soliere – Arizona
Sandy Tenney – Utah
Bonnie Trivette – North Carolina
Linda Tubbs – Texas
Tricia Vaughan – Virginia
Denise Weeks – North Carolina
Mary Beth Weil – Virginia
Maureen Wilson – Utah
Patience Worrel – Texas

ASLCS Fall Meeting - Springfield, Illinois
September 25, 2005

Attending:
Claire Clift, NV
Penny Cabaniss, VA
Mardi Alexander, TX
Allison Andraza, TN
Dianne Arrington, TX
Dave Avant, AL
Judy Barrows, ME
Johnye Bennett, VA
Jay Braxton, VA
Kristin Canterbury, WV
Ann Cornwell, AR
Kimberly Cox, TN
Norma Chastain, AZ
Liz Clark, AK
Marguerite Duda, WV
Marilyn Eddins, CO
Judy Hall, OR
Nathan Hatfield, VA
Linda Hopkins, TX
Joyce Holden, WV
Emily Howard, VA
Diane Keetch, NV
Timothy Kehoe, CT

The meeting was called to order by Co-Chairs Norma Chastain and Claire Clift at 2:17 p.m. The Co-Chairs introduced Vice Chairs Penny Cabaniss and Liz Clark.
Co-Chair Clift informed committee members that the charge of the committee is to find a site for the 2008 professional development seminar and that most of the committee’s communication will be by email.

Co-Chair Clift stated that due to having four members in leadership roles the two Vice Chairs will alternate in the position of committee recorder.

Co-Chair Clift informed members that the committee has no operating manual and advice from returning and new committee members will be welcomed.

Co-Chair Clift reported that she, along with Nancy Tribble (Chief Clerk of the Nevada Assembly), are thinking of Nevada as a possible host state. She requested and received the guidelines for hosting the annual meeting (published by NCSL) and will ask Natalie to email these guidelines to all committee members. Co-Chair Clift explained there are two types of sites for the annual meeting, host and non-host. She added that this year Illinois is a host state, though last year Maryland was a non-host state. Judy Hall interjected that Maryland had raised some money and had hosted some events. Denise Weeks suggested that the Baltimore meeting was a “hybrid.” Co-Chair Clift mentioned that the guidelines would help any state possibly interested in holding the event and that she and Nancy plan to approach their leadership and see if they are willing to locate the 2008 event in Nevada. She said it looks like the cost is approximate $50,000 but understands that some of the funding is provided by NCSL and ASLCS.

Co-Chair Clift explained that her office is non-partisan and she would feel more comfortable approaching leadership for funding rather than fund raising. She stated her proposal to leadership would include both host and non-host state alternatives for a meeting in Reno.

Co-Chair Clift noted that Reno is 30 miles from the state capitol and other attractions such as Lake Tahoe and the Comstock Lode (an old silver and gold mining ghost town) and has a major airport. Co-Chair Clift appealed to committee members to inform the committee if their state might also have an interest in being the site of a meeting. Judy Barrows mentioned that last year members of the committee indicated that two years advance planning might not be enough due to early hotel bookings and the committee might consider finding a location for the 2009 seminar as well. Judy Hall confirmed that at least one state (Rhode Island) wanted four years notice but offered that the committee might want to look at whether or not we are supposed to look that far to the future. Co-Chair Clift asked if the committee would like to propose that to the ASLCS Executive Committee. Denise Weeks recommended the committee leadership talk to JoAnn Hedrick. Co-Chair Clift acknowledged she would.

Co-Chair Clift asked committee members their thoughts on having the ’08 meeting in Nevada. Judy Hall replied the location would provide a nice east/west balance after Austin in ’06 and Vermont in ’07. Co-Chair Clift asked if $50,000 was a good estimate of the cost for a hosted event and Judy Hall answered that the Oregon meeting was approximately $65,000, but that membership numbers were down at that point and have since rebounded. She suggested getting figures from Natalie for meetings held in the past five years. Dave Avant advised asking Illinois for numbers but Mark Mahoney (from Illinois) noted that the costs were not yet all tallied and Connie Peltier added that the $50,000 approximation did not include in-kind donations.

Co-Chair Clift commented the meeting brings money to the local economy and that the Reno Convention and Visitor’s Bureau thinks a convention with 250 – 350 attendees would represent a $500,000 - $750,000 benefit to the local economy. Co-Chair Clift said she was not sure how involved the host state would be in choosing a hotel and Judy Hall replied that the committee works with NCSL and forwards suggestions to them. Mark Mahoney advised that the Illinois delegation had no input in this year’s hotel choice. Denise Weeks stated that NCSL negotiates the actual contracts with the chosen hotel(s). Judy Barrows suggested that Nevada may want to coordinate closely with NCSL to ensure their preferences are taken into account.

Connie Peltier asked if Nevada would have a decision from their leadership by the Spring meeting in Little Rock. Co-Chair Clift said they most likely would. She added that the office of the Senate Secretary and Chief Clerk already
Committee Membership and Meeting Minutes

have budget items for ASLCS expenses and these funds could simply move into the budget for hosting a meeting; however an appropriation from the legislature would still be required. She noted also that Nevada had hosted other conferences and was hosting the Speakers’ Conference in the upcoming week.

Diane Keetch asked if the exact dates for the 2006 and 2007 meetings had been determined. Co-Chair Chastain confirmed they had and informed her they are in the program for the current seminar. Co-Chair Clift mentioned that a meeting held in Nevada might have to be scheduled for October. Judy Hall proposed checking the NCSL master meeting schedule to ensure the timing wouldn’t conflict with other NCSL meetings. Co-Chair Chastain asked if that schedule was available online and Judy Hall assured her it is, though she was not sure how far in advance it was posted. Ann Cornwell proposed we (ASLCS) decide our dates ASAP and get them on the master schedule first.

Co-Chair Chastain reminded committee members that 2008 in Nevada is hypothetical at this point and to please look into the possibility of hosting a meeting in their state.

The presence of ASLCS President JoAnn Hedrick was noted and the Co-Chairs invited her to speak. President Hedrick thanked the committee leadership as well as members of the committee and reminded them to sign up for the “buddy system,” a new ASLCS program designed to maximize participation of all society members. Ann Cornwell asked President Hedrick when the Vermont meeting is scheduled to take place and President Hedrick announced it would be the second week in September.

Judy Hall declared that states who might be interested in hosting an annual meeting might consider “getting their feet wet” by holding a smaller meeting, such as the Spring meeting, to get some experience. Denise Weeks agreed that the Spring meeting is much less costly and involves less work for the host state. Ann Cornwell concurred, stating the cost of the Spring meeting in Boston was between $13,000 and $15,000. Denise Weeks also chimed in, “There’s always Hawaii!” Co-Chair Clift recognized that Hawaii is an easy place to travel to from the West Coast, but expressed concern that the perception of a conference in Hawaii might prohibit some members from being able to attend. She suggested members give the committee feedback as to whether or not their leadership might allow or disallow travel to Hawaii. There was general consensus that a conference held in Hawaii would satisfy committee members.

Connie Peltier reiterated that the perception of a Hawaii conference could negatively affect turnout. She mentioned the idea of a conference held while on a cruise ship had been previously considered but logistical factors like the inability to travel back to one’s home state in case of a special session precluded such a location.

Ann Cornwell remarked that the guidelines for hosting a meeting should be sent to all principal members of the society and in the meanwhile the committee could ascertain whether or not leadership would like us to look into possible sites for meetings beyond 2008. She added that the annual meeting used to be held later in the year and an October meeting should be acceptable. Co-Chair Clift agreed, stating it would give members more time between the annual NCSL and ASLCS meetings.

Connie Peltier moved that the meeting of the Site Selection Committee be adjourned. Ann Cornwell seconded the motion and the meeting was adjourned at 2:50 p.m.
Committee Membership and Meeting Minutes

Support Staff

Members:
Dianne Arrington – Texas
Jane Atkinson – Virginia
Lucinda Benjamin – Nevada
Johnye Bennett – Virginia
Sarah Burhop – Wisconsin
Tracy Cantella – Florida
Betty Casey – Oklahoma
Norma Chastain – Arizona
Molly Dondoero – Nevada
Marguerite Duda – West Virginia
Kim Flasher – Ohio
Sheila Ford – Oklahoma
Kathy Fosnaugh – Nevada
Jane Gill – Nevada
Virginia Habansky – Virginia

Stephanie Hall – Alaska
Alex Henvey – Wisconsin
Bo Hoover – West Virginia
Jackie Hord – Missouri
Emily Howard – Virginia
Karen Kuhlmann – Colorado
Dave Larson – Kansas
Cheryl Laube – Arizona
Tammy Letzler – Tennessee
Mike Linn – Minnesota
Charlotte Mary – Virginia
Patrick Merkel – Tennessee
Dana Miller – Missouri
Connie Peltier – Minnesota
Tara Perkinson – Virginia

Mary Phillips – Nevada
Rose Ramsey – Virginia
Cooper Roberts – Louisiana
Judy Schultz – West Virginia
David Surdez – Minnesota
Tricia Vaughan – Virginia
Brenda Ward – Maryland
Patty Wehmeir – Missouri
Mary Beth Weil – Virginia
Dianne Whitaker – Virginia
Kathy White – Missouri
Susan Whitford – Nevada
Alan Whittington – Tennessee

ASLCS Fall Meeting - Springfield, Illinois
September 25, 2005

Call to Order:
Chair Inga Emerson (Delaware) called the meeting of the Support Staff Committee of the American Society of Legislative Clerks and Secretaries to order.

Introduction of Officers and Members:
Chair Emerson introduced herself as the Chair to the attending members and recognized the Vice-Chairs, John Garrett (Virginia) and Ron Smith (Louisiana). She also recognized Bonnie Trivette (North Carolina) as the Recorder. The members introduced themselves to the other committee members.

Attendance:
An attendance sheet was passed around for members to sign and provide their email addresses. Members present were:

<table>
<thead>
<tr>
<th>Inga Emerson, DE</th>
<th>John Garrett, VA</th>
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</thead>
<tbody>
<tr>
<td>Allison Andraza, TN</td>
<td>Bo Hoover, WV</td>
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<tr>
<td>Dianne Arrington, TX</td>
<td>Emily Howard, VA</td>
</tr>
<tr>
<td>Jane Atkinson, VA</td>
<td>Karen Kuhlmann, CO</td>
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<td>Lucinda Benjamin, NV</td>
<td>Cheryl Laube, AZ</td>
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<tr>
<td>Johnye Bennett, VA</td>
<td>Tammy Letzler, TN</td>
</tr>
<tr>
<td>Sarah Burhop, WI</td>
<td>Amber Moore, TN</td>
</tr>
</tbody>
</table>
Committee Membership and Meeting Minutes

Penny Cabaniss, VA        Connie Peltier, MN
Kristin Canterbury, WV    Tara Perkinson, VA
Betty Casey, OK           Mary Phillips, NV
Norma Chastain, AZ        Cooper Roberts, LA
Kimberly Cox, TN          Lori Summers, WV
Molly Dondero, NV         David Surdez, MN
Marguerite Duda, WV       Lora Thompson, WV
Kim Flasher, OH           Bonnie Trivette, NC
Sheila Ford, OK           Linda Tubbs, TX
Kathryn Fosnaugh, NV      Tricia Vaughan, VA
Jane Gill, NV             Susan Whitford, NV
Joyce Holden, WV          

Charge of the Committee:
The Chair read the charge of the Committee as stated below:
“The purpose of the Committee on Support Staff is to represent the associate members of ASLCS, to strengthen the contribution and participation of associate members, and to ensure programs that address their needs and interests are included in the agendas of ASLCS meetings.”

Order of Business:
Associates Exchange Program
Tara Perkinson was recognized to explain the Associates Exchange Program. She stated the ASLCS allotted $1000 to help with expenses of up to four participants. Only four chambers have hosted participants and all chambers are asked to participate. It is hoped that more interest for the three to five day exchange program can be generated.

The application process is a two-step process. After much discussion about the dates for the principals to decide if they want to participate and for the associates to apply, it was decided that October 15, 2005 would be set for the principals and November 15, 2005 would be set for the associates. If only a few applicants apply, the committee could decide to open up the process to apply again at the March meeting in Little Rock, Arkansas or through a conference call.

Breakout Sessions
Comments about the breakout sessions in Springfield generated a lot of discussion and suggestions. Those suggestions were:
• Make the breakouts longer or have two sessions.
• Have participants bring a sample of their product (journal, calendar, etc.) to share with the other participants.
• Make the descriptions of the sessions more detailed and defined so that participants can choose the session that best fits their roles.
• Email in advance the agenda so if people have questions they can contact someone beforehand.
• Assign participants to groups according to job descriptions during registration.
• Have smaller groups according to job duties instead of job titles.
• Have small, informal sessions with open discussions without a planned format with a facilitator.

State Organizational Charts
It was suggested that each state submit an organizational chart of the divisions that attend the ASLCS. Many titles are the same but the job duties are different and the order of supervision may also be different. Some felt it would be beneficial for members to be able to see how each state organizes its staff. ASLCS did a project earlier on job descriptions and it was suggested that the committee look into the possibility of seeking volunteers as before to help in this project. Breaking the work into regions was suggested and sending emails. This information could be distributed by handout and/or website links.

Miscellaneous
George Bishop, chair of the Program Development Committee, was recognized to speak. He stated he wanted the Support Staff Committee to work closely with the Program Development Committee in developing new and interesting concurrent sessions for the next Professional Development Seminar in Austin, Texas.

Adjournment:
Chair Emerson asked for a motion to adjourn the meeting. The motion was made and seconded. The meeting adjourned.

Respectfully submitted,

Bonnie B. Trivette
Recorder
Committee Membership and Meeting Minutes

Technology

Members:
Steve Arias – New Mexico
Gwen Bailey – Virginia
Mick Bailey – West Virginia
Matthew Baker – Nevada
Brad Bolin – Illinois
Karen Brown – Utah
Jean Burgin – Kentucky
Stephen Davis – Missouri
Molly Dondero – Nevada
Burney Durham – Tennessee

Patrick Flahaven – Minnesota
Kim Flasher – Ohio
Kathy Fosnaugh – Nevada
Eric Fowler – New Hampshire
Dave Gibson – Vermont
Jane Gill – Nevada
Linda Hawker – Illinois
Brad Hendrickson – Washington
Alex Henvey – Wisconsin
Steve James – Massachusetts

Scott Kaiser – Illinois
Dave Larson – Kansas
Jeffrey Renk – Wisconsin
Paula Rossetto – California
Jim Schratz – Arkansas
Ron Smith – Louisiana
Nancy Tribble – Nevada
Brenda Ward – Maryland
Susan Whitford – Nevada

ASLCS Fall Meeting - Springfield, Illinois
September 25, 2005
In attendance:
Robert Marchant, WI
Steve Marshall, VT
Gwen Bailey, VA
Matthew Baker, NV
Brad Bolin, IL
Jean Burgin, KY
Sarah Burhop, WI
Molly Dondero, NV
Burney T. Durham, TN
Kathryn Fosnaugh, NV
Eric Fowler, NH
Jane Gill, NV
Linda Hawker, IL
Steven James, MA
Scott Kaiser, IL
Nancy Tribble, NV
Steve Marshall, VT
Jeffrey Renk, WI
Jim Schratz, AZ
Susan Whitford, NV

Call to Order:
The meeting was called to order by the chair.
Committee members introduced themselves.
Sarah Burhop, (Wisconsin) was selected as the recorder.

Minutes:
The minutes of the technology committee meeting held at
the NCSL Annual Meeting in August 2005 were approved
as written. The chair agreed to distribute copies of the
minutes to all committee members as soon as the minutes
are available. Jim Schratz agreed to provide the chair with
the minutes of the last meeting upon his return to the of-

cice.

New Business:
Online Roster Submission. The chair introduced an ongo-
ing project of the committee to facilitate online submission
of information for the ASLCS roster. Jim Schratz volun-
teeed to lead this endeavor and report to the group at the
next meeting.
Committee Membership and Meeting Minutes

Technology Survey. The committee discussed the status of the technology survey. Eric Fowler briefed the committee on the status of the survey and the desire to coordinate with NALIT to ensure that the survey is not duplicative. Mr. Fowler volunteered to lead this project and to work with the chair to produce a draft survey for the next meeting. Steve James indicated that he had a staff member who would also volunteer to assist in this project.

Outreach through Technology. The chair indicated that Dr. Bissell’s plenary presentation was recorded with permission using Mediasite technology and would be available to ASLCS members for on-demand viewing on ASLCS’s website. Steve James requested 2 compact discs of Dr. Bissell’s presentation for the ASLCS archives. The committee discussed the role of technology in providing outreach to ASLCS members who could not attend meetings. The committee noted that the society could make good use of technology for these and other purposes (taping concurrent sessions so members could see every session at a meeting; taping a plenary session to educate others about the value of attending meetings; recording oral histories with long-time ASLCS members about the society; recording a half-hour presentation on how to host an ASLCS meeting; building an archive of parliamentary procedure training sessions).

The committee discussed the use of the ASLCS website to post PowerPoint presentations and handouts from meetings. The committee also discussed the need to include presenter contact information on the ASLCS website. The chair volunteered to coordinate this effort with the chair of the program committee.

Listserv. Jim Schratz encouraged members to contact Natalie O’Donnell to be added to listserv. The committee discussed archiving listserv questions and responses as a reference tool. The chair indicated that, if members feel overwhelmed by the listserv, they should not feel guilty in not responding.

Sponsoring Concurrent Sessions. George Bishop, the chair of the program committee, requested that the technology committee sponsor 1 or 2 concurrent sessions at the ASLCS Conference in Austin, TX. So moved by Steve James and seconded by Eric Fowler. Motion carried. One suggested topic was the state of the industry for streaming internet video.

Adjournment:
Adjourned by unanimous consent at 2:45 p.m.
Edmonton and Jasper, Alberta, Canada  
October 11 – 16, 2005  
As Reported by Bruce Jamerson

Good weather and genuine hospitality greeted the participants of the Joint American – Canadian Clerks’ Conference held in Edmonton and Jasper, Alberta, Canada, October 11 - 16. Representatives from the United States, Gwen Bailey (Virginia Senate), Ann Cornwell (Arkansas Senate), Pat Harris (Alabama Senate), JoAnn Hedrick (Delaware House), Bruce Jamerson (Virginia House), Suzi Lowell (Alaska House), Steve Marshall (Vermont Senate), Annette Moore (Utah Senate), Patsy Spaw (Texas Senate), Kirsten Waid (Alaska Senate), and Jane Richards (Arizona), joined 18 Canadians to share and compare/contrast the similarities and differences of our legislative processes.

After arriving safely in Edmonton on October 11 (a number of Americans experienced together a lengthy delay in Seattle) and settling into Edmonton’s Fantasyland Hotel, the business of the Conference began Wednesday morning, October 12, in the Alberta Assembly Chamber. To the delight of the conference attendees, the opening session, On the Road to Washington: Congressionalizing the Canadian Parliamentary System, was presented by Audrey O’Brien, the newly appointed Clerk of the Canadian House of Commons. Audrey will go down in Canadian history as the first woman to be appointed to this post. Congratulations, Audrey!

Following a morning “nutritional break,” we returned to the Chamber to hear from Rob Reynolds and Shannon Dean, Parliamentary Counsels to the Alberta Assembly, whose topic was Alberta’s 2004 Election – Judicial Recount – Does ‘X’ Really Mark the Spot? We learned that election irregularities are not confined to the State of Florida, but can travel north to the Province of Alberta. The 2004 election for seats in the Alberta Assembly saw one member win, in the third and final recount, decided by a judge, with a margin of only three, yes three votes. This decision was reached after an election officer and eventually the court determined what constituted a properly placed mark on the ballot. So, for any states that still use paper ballots, please make sure you follow the ballot instructions and clearly mark your ballot.

Lunch in the Legislature Pedway (visitor center) was preceded by the delegation posing for a group photo on the steps of the Legislature Building. After lunch, we returned to the Chamber to hear Michel Bonsaint of Québec share his province’s efforts in educating the citizens on the legislative process. From what I learned, they must be doing a good job because voter turn out in a recent election was around 90% (if only such could happen here…).

Representatives from the U.S.A., JoAnn Hedrick and Bruce Jamerson, ended the afternoon with their presentation entitled Two Houses: The Passage of Budgets and Bills. Bruce began the presentation by walking the delegation through the process of passing a bill in the Virginia General Assembly and JoAnn followed with an explanation of Delaware’s budget process. Needless to say we do things differently, but our presentations generated many good questions. The Canadians were quite amazed when they learned that approximately 3000 pieces of legislation were introduced in the last session of the Virginia General Assembly.

This concluded Wednesday’s business sessions and we returned to the hotel for “an evening on your own,” followed by packing in preparation for our early morning departure for Jasper.

Thursday morning arrived and the attendees boarded the bus en route to Jasper and Part II of the Conference. A rest stop in the small town of Edson was a delight as Chamber of Commerce staff rolled out the red carpet for us, serving delicious pastries along with coffee and a variety of juices. After a group photo in front of the bus (reliable sources advised that this picture would appear in the local newspaper), we once again boarded our bus, with the next stop being a wonderful buffet lunch at the Maligne Canyon. Yes, the lunch was delicious, but the canyon… it was beautiful and the first of many of nature’s spectacular creations that we were to see during our time in the Canadian Rockies.

Mid-afternoon brought us to the Jasper Park Lodge, our home for the rest of the meeting. After a quick check-in, the participants rushed, okay maybe meandered, to the 4:30 p.m. event – “THE VOLLEYBALL GAME.”

We Americans were in a slight panic. You see, there were
more of them than of us, and we were not quite sure if we would be able to field a team. With determination, we fielded a team of five, with the assistance of one Canadian, who was the spouse of an Alberta Assembly employee. Yes, only five, with one to spare for rotation. The Canadian team put five on their side of the net, with “thousands” more waiting to rotate in. Game 1 – not good for the U.S. team – we lost; Game 2 – Americans upbeat, showed spunk and soundly defeated the Canadians; Game 3 – will the Americans win? YES, Americans won Game 3 and proudly retained possession of the trophy thanks to team members James Bailey (Gwen’s husband), Pat Harris, Ed Hedrick, Bruce Jamerson (I still can’t believe that I played and yes, scored), Steve Marshall and our Canadian teammate, Brady Orydzuk (Brady, please watch your mailbox for your “green card.”).

Our third day ended with a wonderful reception and a delicious meal, followed by a time to network in the hospitality suite in “Outlook Cabin.” This “modest” cabin of 6000 square feet with a beautiful view of Lac Beauvert, has the distinction of serving as the “temporary residence” of the Royal Family when visiting the area.

Day four, October 14, began with a presentation by the Alberta Information and Privacy Commissioner, Frank Work. Mr. Work educated us on the workings in Alberta of what we know in the states as Freedom of Information (Act)/Sunshine Laws. Remember, watch what you put in your trashcan….

After a morning nutritional break, Ann Cornwell and Steve Marshall reminded Americans and educated Canadians about Challenges in the Relationship Between the Legislative and Executive Branches. Ann and Steve shared examples from each of their states which reminded all Americans of the importance of “separation of powers.”

Bruce and JoAnn were gratified to have been granted some time on the program during which we were able to present our Canadian friends with a CD entitled “Twenty-five Years of Friendship”. It had been prepared by Steve James and his Canadian-American Relations Committee in commemoration of the anniversary of our association with CATS. It is a wonderful pictorial and contains a Power-Point of many articles from the Legislative Administrator and the Table Review as well.

Following a delicious buffet luncheon, conference participants attended a theater performance entitled Faces of Fire, presented by the Canadian Department of Parks. Three staffers from this Department provided us with an entertaining and educational presentation on fire in national parks, the good and the bad. Interaction by the cast with the audience provided a lot of fun and several “Kodak moments.” Our Friday concluded with a reception, followed by dinner and dancing.

Saturday, the last full day of the conference, allowed us the opportunity to visit downtown Jasper, but also gave us the opportunity to see two of the nearby wonders of nature: Lac Beauvert and Athabasca Falls. During these tours, as well as on many occasions during our time in Jasper, we saw elk, deer and even a wolf trotting up the road. Evidence of elk visiting outside of our rooms was a common occurrence.

After a casual barbecue dinner on Saturday evening, the attendees returned to their rooms to begin the task of packing for an early departure on Sunday morning.

Sunday arrived and the attendees joined together for a buffet breakfast. Good-byes, hugs and the sharing of email addresses occurred as the group headed out to return to their respective homes. Just before the final farewells on Sunday morning, Patricia Chaychuk, the President of CATS, presented JoAnn with a “Til We Meet Again” Butterfly Angel pin. She is intended to watch over and protect all of the ASLCS members until we’re together again.

This Joint meeting…a superb meeting…wraps up our year of celebration of the 25th Anniversary of the working relationship with our Canadian colleagues. I know that each American in attendance joins me in extending our sincere appreciation to David McNeil and all of the members of his staff who worked so hard to provide us with an outstanding business and social program, accompanied by many smiles and genuine Canadian hospitality. 2007 is just around the corner. The tradition will continue as we prepare to host the next joint meeting.
The diversity of the NCSL team reflected these different roles. Sen. Martin was able to speak authoritatively from the perspective of an elected member of the legislature. Pam was able to speak on the role of staff attorney, while Melaney brought the important perspective on the role of fiscal staff. Naturally, my presentations to the Lebanese clerks focused on the administrative side of the committee operations process, including presentations on the roles of staff in committees, relations between legislators and committee staff, and the behind-the-scenes minutia of our administrative process — everything from meeting scheduling to record-keeping. All of the presentations were in French, translated simultaneously by two young women from a booth in the rear of the conference room to headphones worn by the participants. Fortunately for us these woman were trilingual and could translate from either French or English into Arabic. Thus when my French failed me, I could switch to English to help make my point.

The thirty staffers seemed genuinely enthusiastic about the information we presented, and as is usually the case, I think we ended up learning as much from them as they did from us. However, two areas seemed to be of particular interest to them.

First was the issue of record-keeping. One of their chief duties is to act as scribe in the committee meetings. Because Lebanese committee meetings are not open to the public, it is important that staff keep an accurate record of what transpires. They wanted to know who kept track of what legislators said in our committee meetings so the legislators couldn’t say something different once they left the committee sessions. Although we do not keep minutes of committee meetings in Virginia, the idea that our committees are open to the public and citizens are not only allowed to witness proceedings, but also address the committee, is foreign to the Lebanese.

The other concept that fascinated them was the concept of nonpartisan staff. They questioned repeatedly the idea that staff could and would give unbiased, uncensored information to legislators. Suspicion seems to be part of the mentality of Parliament staff in a deeply partisan environment.

Other areas we discovered similarities in our processes.
One evening at dinner I asked some of the clerks what they would be doing the next day if they were not attending the workshop. They smiled at one another, and when I pressed them a bit, they said that they would be making phone calls to set up a committee meeting if a bill came down for the committee, much as I might have been doing. But then they told me that the chairman of the committee was at his home in the south and had been there for over a month. The committee couldn’t meet without him, and he wasn’t traveling any time soon because of concerns for his personal safety. Thus the clerks were glad to have the conference to attend in the interim. The things we take for granted!

One of the most interesting parts of the workshop was the small group discussion and exercise using a bill Pam Shannon brought from Wisconsin dealing with increasing the penalty for damaging highway road signs. We split into two work groups and prepared both a policy and a fiscal analysis before coming back together to compare notes. The “solutions” clearly reflected some of the societal and cultural differences between our countries. I found it very interesting that the Lebanese clerks found one solution to be the installation of cameras to monitor the situation. Privacy concerns and cost seemed to be secondary considerations to the control provided by video coverage. The discussion was lively and informed, and although gender roles are clearly different in Arab society I was glad to see the four women in the group occasionally spoke up to offer an opinion.

Beyond the workshop, the trip also afforded us an opportunity to learn about the Lebanese Parliament and the city of Beirut. The Parliament building, built in 1933, is in an area largely destroyed in the civil war in Lebanon. The buildings in surrounding streets, radiating from the Parliament in a star design, the Etoile, are rebuilt in classically French architecture from beautiful yellow limestone. There are, however, barricades a block from the Parliament in all directions, preventing through traffic and keeping protesters at a distance. We were permitted to pass the checkpoints and driven straight to the front door, an entrance ordinarily reserved for the President, which we were allowed to enter each morning and exit each evening in the company of the Minister of Foreign Affairs. Leaving the building at other times of the day was not easy. I went out to walk a bit at lunchtime each day, but I was assigned a companion to accompany me. Machine guns and soldiers were very much in evidence. Sitting in the well-equipped conference room in the converted bank building which now houses offices for the Parliament, we heard the call to prayer through the open windows, a lovely sound not submerged in traffic noise.

Other memories of our trip feature blue skies and sunshine over the Mediterranean Sea, walking along the shore on the Corniche, a broad promenade used by the citizens of Beirut at all hours of the day and night, Roman ruins in Balbek and Byblos from the cradle of civilization, and food – wonderful, wonderful food.

At dinner one night with Parliament officials, several cell phones went off with news of the bombings in Aman, Jordan, just 135 miles away. One of the sites was the sister hotel of the one in which we were staying. The news was passed down the table with almost no comment. The officials live with this kind of uncertainty daily. It is a far different world from the one we know.
Diary of a Pin Champion

By Susanna Purdy

It was my very first American Society of Legislative Clerks and Secretaries conference, and I was understandably nervous. I had only been working for the North Carolina House Clerk’s office for nine months, I was hoping I didn’t embarrass the people I worked with or myself for that matter. The pressure was on to represent my state to the absolute best of my ability. It was unseasonably warm that day in September. I had never set foot in Springfield, Illinois, or any other Springfield for that matter, but it was in this place that I would become a champion. The theme for the new member orientation was “Survivor.” We split up into two teams and worked on compiling a list of necessary items for a deserted island. Here was my chance to prove myself. I don’t know if it was the jet lag, the pressure, or if I swallowed a bug, but for that five minutes, I was a mute. We ended up with some good answers, but not good enough. The other team won the game, and I started the conference as a loser. Then, an announcement was made and my life would never be the same.

I thought the pin competition was an urban legend, a myth, something they tell new members to lure them to the conference. But it was real, very real. I will never forget when Diane Bell, New Membership Chair and my sponsor, told all the new members that each person at the conference would participate in exchanging state pins. There would be a prize for the winner. A prize? What was this prize? Some said it was $1000, others said a trip to Jamaica, but I was holding out for a map. Not just any map, a map of the United States where I could display my hard work and dedication. Denise Weeks, North Carolina House Clerk and an ASLCS legend, provided our state pins and I was on my way. I was especially proud of my limited edition California pin which was rare and larger than any of the others. I was like an addict and the only way to get my fix was to find another pin. My nametag was starting to pull me down because the weight of the pins was so great, but I didn’t care. I was going to be a winner.

Before I knew it, we were at a breakfast meeting and the time had come to announce the winner. Was I ready? The competition was steep. I looked over at the Tennessee table and began to get nervous. It looked like they had a lot of pins. I told Diane Bell how many pins I had and then all I could do was wait. Minutes felt like hours. Finally, Diane stood up and began to speak. All I heard was “with 72 pins” and then, no it couldn’t be…it was…MY name! I won! I won! I couldn’t believe it. I had done it. I had actually become Pin Champion. Oh, the applause was magnificent. I walked up to claim my prize. It was then that I saw it in Diane’s hands—the map. The prize was the map I had dreamed of for so many days, the map to display my pins. As I looked around at the faces in the crowd, I realized that they were familiar. In my quest to become pin champion, I had actually gotten to know the people in this room. I had come to the conference nervous and shy, but I was going to leave with friends. I left the Land of Lincoln much wiser than I had been when I arrived. Not only had I become pin champion, but I also learned how to deal with difficult people, to work as a team, how other states do their calendar, and that the state insect of Utah is the honey bee (it was their pin). No, I will never forget that unseasonably warm week in September. One day, when I am much older, I will sit around the warm fire and tell my grandchildren the tale of how this shy calendar clerk from North Carolina became Pin Champion.
Summer Plans?

Legislative Staff Management Institute
University of Southern California
State Capital Center, 1800 I Street, Sacramento, California
July 15 - 22, 2006

Participants
The curriculum of the Legislative Staff Management Institute is specifically directed to upper-level legislative staff members. The LSMI is academically and intellectually demanding, and the admissions committee (made up of USC and CSUS Directors) seeks individuals who can most benefit from a challenging practical and academic experience. Acceptance into the program is competitive. Participation in the LSMI represents a substantial investment of individual, legislative, NCSL, and university resources. Appropriate candidates include partisan and non-partisan staff that currently hold critical management positions or are likely to do so in the future. Essential qualities for any participant are a commitment to public service in a legislature and an aptitude for the Institutes intellectual challenge.

Admissions
Applications can be received starting January 15, 2006. The postmark deadline for applications is March 15, 2006. All application material should be sent to:
Dr. Timothy Hodson, Co-Director, LSMI,
Center for California Studies, CSUS
6000 J Street, Sacramento, California 95819-6081
(916) 278-6906
hodsontha@skymail.csus.edu

A candidate’s admission will be determined by the nature of his or her current responsibilities, substantive achievement, challenges faced, and potential for future public policy contributions. Candidates will be notified of their acceptance approximately two weeks after the application deadline.
Have You Been Published?

The Professional Journal of the American Society of Legislative Clerks and Secretaries – check it out!

Who among us, while waiting in the dentist’s office and leafing aimlessly through magazine collections full of works such as Modern Anarchism, Southern Garden Sheds, and Celebrity Shy People, hasn’t wondered, “why isn’t there a high quality publication that has information relevant to my life as a legislative staffer?” Well, wonder no more! NCSL does, in fact, have such a publication, the Professional Journal of the American Society of Legislative Clerks and Secretaries. However, most legislative staffers have likely been unaware of the ASLCS Professional Journal and how to access it.

The ASLCS Professional Journal is published twice a year and includes articles on a wide variety of topics relating to the legislative process. For example, the Fall 2005 edition contained articles addressing how legislatures can be evaluated (what makes a ‘good’ legislature and how would we know it when we see it?), the use of consent calendars among states, how term limits affect legislative staffing, and how one state has addressed issues relating to video conferencing of committee meetings.

The difference between the ASLCS Professional Journal and NCSL’s State Legislatures magazine, which most legislative staffers receive each month, is essentially one of depth and space. While State Legislatures contains a lot of information, its articles are generally short – often only a couple of pages. In contrast, articles in the ASLCS Professional Journal are often 10 to 15 pages in length, allowing for an in-depth examination of the topic. ASLCS Professional Journal articles also include bibliographic references, which enable folks interested in getting more information about a topic to readily identify these resources.

The ASLCS Professional Journal committee was created in 1993 and the first edition was published in 1996. While many of its articles have addressed topics related to chamber management, the editors welcome manuscript submissions that would be of general interest to legislative staff, topics such as parliamentary procedures, management and technology. The articles will go through a peer-review process to ensure that they are high quality and of general interest to legislative staff.

However, the ASLCS Professional Journal also accepts letters to the editor which provide a forum for discussion.

You can access the ASLCS Professional Journal and view back issues via the ASLCS website at http://www.ncsl.org/programs/legman/aslcs/JournalIndex.htm. Information about how to submit articles is located on page 3 of each edition. If you have further questions please contact Hobie Lehman, the Journal Editor, at hlehman@sov.state.va.us.
ASLCS Spring Business Meeting Preliminary Agenda

Friday, March 31
12:00 p.m.- 5:00 p.m. .......... Registration and Information Desk
Harris Brake Foyer, Peabody Hotel

Evening .............................. Arkansas Event
Arkansas Capitol and Capitol Hill Building
10:00 p.m.- 12:00 a.m.  Hospitality Suite
Peabody Hotel

Saturday, April 1
7:30 a.m.- 9:30 a.m. .......... Breakfast
Riverview, Peabody Hotel
9:00 a.m.- 10:00 a.m. .......... Committee Meetings – A
Bylaws and Standing Orders – Grampas
Inside the Legislative Process – Ouachita
Site Selection – Neosho
Technology and Innovation – Chicot
10:00 a.m.- 11:00 a.m. .......... Committee Meetings – B
International Comm. and Development – Ouachita
Legislative Administrator – Grampas
Membership and Communication – Chicot
Support Staff – Neosho
11:00 a.m.- 12:00 p.m. .......... Committee Meetings – C
Canadian-American Relations – Neosho
Professional Journal – Ouachita
Program Development – Chicot
Roster – Grampas
12:15 p.m.- 2:15 p.m. .......... Business Meeting/Luncheon
Riverview, Peabody Hotel
Presiding: JoAnn Hedrick, Chief Clerk,
Delaware House of Representatives and ASLCS President
*2:15 p.m.- 4:00 p.m. .......... Executive Committee Meeting
*(or immediately following the Business meeting)
Ouachita, Peabody Hotel
6:00 p.m. - 10:00 p.m. .......... Evening at William Jefferson Clinton
Presidential Center
1200 President Clinton Avenue, Little Rock, Arkansas
10:30 p.m.- 1:00 a.m. .......... Hospitality Suite
Peabody Hotel

Sunday, April 2
8:00 a.m. - 9:00 a.m. .......... Continental Breakfast
Riverview, Peabody Hotel
Mark Your Calendar

ASLCS Spring Meeting
Little Rock, Arkansas
March 31-April 2, 2006

NCSL Spring Forum
Washington, D.C.
April 6-8, 2006

NCSL Annual Meeting
Nashville, Tennessee
August 15-18, 2006

ASLCS Annual Professional Development Seminar
Austin, Texas
September 20-26, 2006