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Greetings, colleagues. I hope this copy of the Administrator finds you in good spirits. Wisconsin is not the only state working through significant political disputes. To those of you working in states with turbulent politics, please remember that you can play an important role in maintaining the legislative institution in your state. Often positive changes and new institutional initiatives can result from legislative conflict. And to those of you working in states with relatively smooth sailing, thank you for being available to offer support and ideas to the rest of us.

This president’s letter is short, mainly because this issue includes an article written by me that explains the finances of ASLCS. There is only so much “cheesehead-speak” you should be asked to tolerate. I look forward to seeing many of you at our upcoming professional development seminar in Branson, Missouri.

Sincerely,

Rob Marchant
These are interesting times for legislative staff. I doubt that you need me to list the many serious challenges we face – you’re all too aware of them already. Of course, legislative staff are not the only ones encountering stormy waters. Legislators and legislatures are finding the sailing rough these days, and the people and places they represent are having plenty of difficulties as well.

My point here is not to focus on the challenges, just to acknowledge our common ground. We have to recognize and identify the difficulties and the storms; to ignore them would be foolish. However, if we dwell on them and let them define us, they will. At the risk of sounding clichéd, these challenges present us with opportunities, and this is where we shine.

As staff, our jobs are always about adapting and adjusting and finding creative ways to succeed. Our best work comes as a result of being faced with difficulties and arriving at solutions that often not only overcome the obstacles but set new standards for what we provide. I encourage you to resist pessimism and cynicism and to be realistically optimistic. Let’s respond to the challenges with our characteristic commitment, creativity, and determination. Change will come, and some of it will be difficult and painful, but we have the opportunity to shape it for the greater good.

The services that NCSL provides to staff have been and continue to be some of the strongest resources we have. Our staff sections provide us with an invaluable peer network, including opportunities and tools for communicating and collaborating. Professional education and development are available via several avenues. NCSL staff provide analysis, research, technical services, and consultation for all manner of concerns. I am not aware of any other source for this breadth and depth of support of legislative staff.

ASLCS is your connection, and it may even be your lifeline. Here are the folks who do what you do, who face what you face, and who will, like you, make a difference. These are the people who will stand beside you, confront the challenges, explore options, share failures and successes, and arrive at solutions. Maintain and nurture that network, and be an active part of it. Use the resources that are available. Attend the Legislative Summit and the Professional Development Seminar. Participate in webinars and other online activities. Serve as an officer. Contact NCSL staff for information and assistance.

Finally, the officers and members of the Executive Committee want to know what we can do for you. Tell us your stories and share your ideas for what NCSL can do to improve its services to you. And if at all possible, come to San Antonio this August, where we’ll talk about challenges and solutions, and we’ll celebrate you and all legislative staff.
Good morning. My name is George Bishop. I am extremely honored to have been asked by Bruce’s wife, Elizabeth, to pay tribute today to my former roommate, travel companion, trusted confidante, valued mentor, frequent collaborator, sometime co-conspirator, wonderful boss, and dearest friend -- Bruce Jamerson.

Blessed are they that mourn, for they shall be comforted. Like you, I am overwhelmed by the reality of our need to gather here today. This was a week that we were to welcome him back from his Mediterranean cruise. This was not supposed to be the week that we were to gather to say goodbye to this remarkable man. And he was remarkable. His life was remarkable. And the depth to which he touched our lives – often through the simplest acts of thoughtfulness and kindness – is a remarkable legacy that will live on after him in the memories that each of us will cherish and the stories we will tell.

And so we give thanks for his life and honor him through the telling of stories and the sharing of memories. My story and my memories of Bruce Jamerson begin when I was in high school and worked in the House Post Office in 1980. But I have been amazed by the stories that I have heard this week – some told on the floor of the House, some shared via email, others by phone call – by people who knew him well and by people who have only known him for a short time. But what these stories share at their core is the great impact that one man can make on another’s life through the seemingly simple act of reaching out and making a connection. For many, Bruce connected by sending a note or a card, for others it was a phone call to say congratulations or best wishes. And for many of us, in times of personal sorrow, Bruce was always there to offer his sympathy and condolences, going out of his way to attend the funeral of a loved one. I am certain that everyone in the room today has an example or a story of their own. His were not grand gestures, but simple and consistent acts of thoughtfulness and kindness. On this foundation, Bruce built his reputation, his career, his friendships, and his legacy.

Bruce was Clerk of the House for nineteen and a half years. In terms of consecutive years of service, his tenure is fourth all time in the history of House Clerks. That’s a remarkable statistic. And we know that he was respected and loved by the members of the House. But he was also adored by those that called him boss. Bruce was our boss, but he called us his “family”. He believed that. We were his extended family, and he cared for us in a familial, almost paternal way.
He was proud of his staff. He would say over and over again the he would put his “staff up against any other clerk’s staff in the country”, and he believed that. He was a believer in allowing staff to participate in professional organizations, and because of this several members of the House staff have become leaders in national legislative organizations. He knew that what was learned through sharing ideas with others across the country would benefit the members in Richmond, and he was right. He placed a high value on continuity. He was proud to list the number of years of service that his staff had accumulated working for the House, and so he worked hard to make sure that employees wanted to stay with the House. And we did. Staff turnover in the House of Delegates is very rare, in no small measure because Bruce made us feel a part of something bigger than ourselves. He made our work seem important and helped us put it in the context of the bigger picture. He worked hard, from the day he first became Clerk, to elevate the level of professionalism in the House Clerk’s office, and, indeed one of his lasting legacies I believe is the extent to which he succeeded in this goal.

Bruce was a man who would lock on to a phrase or a way of saying something, and would use it over and over. I called them Bruce-isms. If, for example, he was telling us that we needed to ignore the distractions and concentrate on the task at hand, he would say “sometimes we have bite to our lips and put on the Chap-stik”. He would always refer to his wife as “my bride”, and that’s how he would ask about Trish – “how’s your bride”. If he was seeming to recall something, he would say “my brain is telling me…” If someone was extremely funny, he would say they “could make a dog laugh”. He had a habit of finding a unique nickname for staff, something only he would call you, and then he would call you that name almost exclusively. For me, with the last name Bishop, he called me Tutu, as in Archbishop Desmond Tutu. A nickname I received from him when I was 22 years old. Just last month, I received several emails that started with the greeting “Good morning 22”.

He was definitely a man who liked to have a routine. There is a clock in the Jefferson Room in the Capitol that dates back to the mid-1700’s. It needs to be wound by hand once a week in order to maintain time. Bruce personally wound it routinely every Wednesday. On Tuesdays he loved to workout at the Y. If he found a gift that he knew you liked and appreciated, it would become standard each year to get that gift for your birthday or for Christmas. He loved surprises. He loved giving gifts, and he particularly loved giving gifts if they were a surprise to the recipient. Many times staff would receive a card in the mail with an enclosed gift card to Target or Ukrops. $5 or $10. The denomination wasn’t important. It was the thoughtfulness and the gesture that mattered. And then again, he could be a man of surprises. For example, not too long ago, Bruce went through the classes and took the tests to get his motorcycle license. Who saw that coming? And for the last year or so he has been a real scooter enthusiast, coming very close this fall to buying one. And I’m sure I wasn’t alone in being surprised when he informed us that he had just come back from the car dealership with a new BMW convertible.

Bruce was the consummate public servant – dedicated, loyal, attentive to detail, devoted to the Commonwealth, and protective of the legislative process. And he will always be remembered for his love and respect for Mr. Jefferson’s Capitol. He has said many times that the single greatest professional honor he ever had was his role on the Executive Committee of the Capitol restoration and Extension Project. I can still see him walking through the Capitol with his hard hat on, wearing a suit, holding a Diet Pepsi bottle, and leading a group of hard hat clad visitors on a behind the scenes tour of the construction, the enthusiasm in his voice and the animation in his hand gestures.
exuding the passion he had for the project. Once the project was complete, his enthusiasm for giving tours only increased, and it was not unusual to see Bruce leading a small group of visitors through the halls and introducing them to the rich history and classic elegance of his beloved Capitol. So vital was his role in restoring the Capitol and creating the underground extension that it is impossible to walk through its halls and not feel his presence and see his influence.

Bruce was a man of substance. He took great pride in his position as Clerk of the House, and he was extremely careful to conduct himself in public in such a way that would not bring discredit to the institution. Sometimes Bruce carried it almost to the extreme. Prime example – his license plate. Bruce loved license plates – specifically, low-numbered license plates. And you couldn’t get much lower than the number on his plate – 1. And underneath that number were the words House Clerk. So, anytime Bruce was driving on the highways and byways of the Commonwealth, he was displaying his identity, and, in his mind, his position. He was very careful, therefore, to obey the laws of the Commonwealth when he operated that car. And I mean to the letter. Not one mile an hour over 55. Seriously. Not 56. 55. Because to break the speed limit would tarnish the image, and to tarnish the image of the Clerk was to put the institution in a poor light.

Bruce was a numbers guy. In fact, his memory, when it came to numbers, addresses, and birthdays, bordered on photographic. If he had known you for any time at all, he could probably recite for you your address and maybe even your phone number. And not just your current phone number – but also your phone number from 1981. And if you were to name any small town in Virginia – the more obscure, the better – he could tell you what the zip code was for that town. If you were on his birthday card list – and, honestly, who wasn’t on his birthday card list -- he delighted in his ability to recall from memory your birth date. He remembered birthdays that were often overlooked even by the people closest to the celebrant. Like, for example, my dog’s birthday, which was almost always remembered by Bruce before it was remembered by the dog’s loving owners.

Bruce was a man of tradition and a lover of ceremony. Perhaps his two favorite responsibilities as Clerk of the House were administering the oath of office to members, which he would do from the podium for the entire membership on the first day of Session after a general election, and then again in a ceremonious service for any freshman member who requested it, and coordinating the ceremony for the Inauguration of the Governor, which he did for Governors Allen (in sub-arctic temperatures), Gilmore, Warner (in nearly tropical temperatures), Kaine (in the pouring rain in Colonial Williamsburg) and McDonnell (on the steps of the newly restored Capitol). He loved the American Legion Boys State of Virginia. He served on the Board, was the director of its legislative program, and was an inductee into its Hall of Fame. I used to get a kick out of the fact that he would pay the same amount of care and attention to the details of performing the Inauguration of the Boys State Governor as he did in coordinating these official ceremonies. But the greatest ceremony of all was the day in 2007 when the Joint Session of the General Assembly welcomed the Queen of England, Elizabeth II, to the newly restored State Capitol to celebrate the 400th Anniversary of the settlement at Jamestown. He, himself, ever the Virginia Gentleman, held the chair for the Queen as she was seated at the dais. And to top it off, his beloved daughter, Ainslie, had the honor of presenting flowers to Her Majesty. For someone who loved ceremony and tradition as much as he did, it doesn’t get any bigger – or any better – than that.

Bruce was a man of unfailing loyalty. Loyalty to friends, yes. Without question. But also to brands. To stores. To soft drinks. If you lived in Richmond before, say, 1993, you knew
Thalhimer’s and Miller & Rhodes. Bruce was a Thalhimer’s man. He shopped there. He ate lunch there. He even worked there. And when it was sold, it became Hecht’s. And he never ever entered its doors again. He would choose restaurants based upon the variety of diet cola that was served in the establishment – always Diet Pepsi. Only Diet Pepsi. He gave Hallmark cards. Hallmark only. Some would receive only Peanuts cards. But even if you didn’t get a Peanuts card, it would still be Hallmark. And if you were fortunate enough to be his friend, you were afforded the same fierce, tenacious loyalty, without question.

Bruce was a family man. He was devoted to his father, Wilbur, whom he always called “Daddy”. He was extremely close to his mother Barbara, who preceded him in death. After his mother passed away, he has made sure that his Daddy has been taken care of. He had a wonderful relationship with his mother-in-law, Mary Ainslie, and her husband, Art. He was loving husband, married to his wonderful wife, Elizabeth, for nearly 25 years. And he treasured his daughter, Ainslie, for whom he was filled with pride and adoration. If you were on Bruce’s Christmas card list, you have seen Ainslie grow up through her now-famous pictures on, in or around the State Capitol. He loved to boast about her accomplishments. From the moment that she started to receive report cards with letter grades, he started calling me with the good news. Straight A’s. Always straight A’s. And you could feel the pride coming through the phone line. Bruce was a proud Hokie, and he never quite accepted the fact that I had graduated from UVA. So it was with a mixture of extreme pride and something close to agony that he informed me of his daughter’s decision to attend the University next fall – as an Echols Scholar, mind you. All of those straight A’s paid off. But he couldn’t bring himself to place a UVA sticker on his car. He said he would do so only if it said “UVA Dad”. I guess that gets filed under “loyalty”.

Bruce was a man of his word. He was a man of faith. He was a man of quiet dignity. You could tell Bruce Jamerson anything in confidence and know, with certainty, that your confidence would not be betrayed. He was the person that you wanted to take care of things in a time of need. My wife and I have a 7 year old boy, and it seems like we are always being asked to fill out forms for this or that. Many times, the form asks for a name and number of a non-family member in case of emergency. Easy. Bruce Jamerson. Need to name an executor for your will. Simple. Bruce Jamerson. In fact, I wonder how many people are going to need to update their own wills to change their executor. I’ll try to think of it not as an unforeseen expense, but as the Jamerson economic stimulus package.

I know I have to close, even though in closing it means we have to say goodbye. None of us ever really had a chance to say goodbye to Bruce. Perhaps the timing of his passing allowed us all – his extended family – the opportunity to gather together and grieve collectively. But there was never the opportunity for goodbye. Bruce’s favorite movie was the Sound of Music. No question, that man loved the Sound of Music more than any human being I have ever met. The songs, the scenery, the story of the Von Trap family, solving the problem that was Maria. He ate it up. So this morning, for some reason, I was thinking about goodbyes and the way the children in the movie would say goodbye to party guests before going to bed. They would sing the song individually or in pairs, and then depart. So, to Bruce Jamerson, our beloved friend, So long. Farewell. Auf Weidersehen. Goodbye. I leave and heave a sigh and say Goodbye.

Goodbye.
Edward A. Burdick

The American Society of Legislative Clerks and Secretaries (ASLCS) lost a true friend and loyal member when Edward A. Burdick passed away on Wednesday, March 9, 2011, at the age of 89 in St. Paul, Minnesota.

Ed was born on December 26, 1921, to Harold L. and Carrie M. Burdick, at Vernon Center, Minnesota. He attended the Vernon Center Grade School, the Garden City High School, and the Mankato Commercial College. During his early years he was a Sunday school teacher, Sunday school superintendent, church janitor, and Boy Scout leader. As a young man, Ed worked in the country newspaper business as his parents operated weekly newspapers at Vernon Center, Good Thunder, and Amboy in Blue Earth County. He loved to set type, write articles, design ads, and operate the presses. His boyhood dream was to own his own newspaper someday; it was a dream that went awry when he later discovered the excitement of lawmaking in legislative sessions at the State Capitol in St. Paul.

During the 1941 legislative session, he served as a page in the Minnesota House of Representatives – that experience led to a full-time public service career. He worked for the legislature on a part-time basis in various capacities until 1957, during which period he also served in the U.S. Army at Camp Rucker, Alabama, during the Korean War. When not working at the State Capitol, he worked for the U.S. Department of Commerce (1949-50) and the Minnesota Department of Military Affairs (1953-57) at Mankato. He also served as the executive director of the Legislative Building Commission in St. Paul (1957-65). Ed was the “Voice of the Minnesota House of Representatives” for many years, having been elected Chief Clerk and parliamentarian in 1967, a position he held until his retirement in 2005. His knowledge and understanding of the legislative process, parliamentary procedure and historical precedent was unparalleled. He was an active and enthusiastic member of ASLCS and the national conference. In the early 1970s he served on the Executive Committee of the National Legislative Conference (NLC), determined to retain and enhance staff participation in the newly merged National Conference of State Legislatures (NCSL).

While serving as president of ASLCS in 1971, he appointed a special committee to study the feasibility of expanding membership to include associates, assessing dues to cover Society expenses, establishing bylaws, adopting a logo, and publishing a code of ethics, all of which were instrumental in revitalizing the Society. In addition, he edited the Society newsletter, compiled and published the history of ASLCS, and served many years on the Mason’s Manual Revision Commission. His national recognitions include being selected the first recipient of the prestigious ASLCS “Joseph A. Beek Award” for distinguished service in 1983, the NCSL “2002 Legislative Staff Achievement Award,” and the ASLCS “2003 Service Award.”

W. Raymond "Ray" Colley

Ray, 82, died peacefully on May 3, 2011 in Fairfax, Virginia. He was Deputy Clerk of the U.S. House of Representatives from 1969 to 1995. His 42 years of federal government service included work as a legislative liaison in the Johnson administration while an assistant to two Postmasters General, and as Administrative Assistant to Congressman W. Pat Jennings from Virginia’s "Fighting Ninth" district in Southwestern Virginia (1955-1966). He was previously a staff writer with The Roanoke Times and served in the U.S. Army during the Korean War. Ray was a Vice Chair of the Virginia Democratic Party (1980-2000) and Chaired the Virginia Eighth Congressional District Democratic Committee.

Born in Dickenson County, Virginia, Ray graduated from Berea College, Kentucky, in 1951. He is a past president of the Washington Area Berea College Alumni club. Ray is survived by his wife of over 60 years, his college sweetheart, the former Alice Mildred Hook; two sons, Mark D. Colley, a partner with Arnold & Porter in Washington, DC, and David R. Colley of Long Beach CA, a financial advisor with Waddell & Reed; as well as daughter-in-law, Deborah Harsch and granddaughter, Arden Colley, both of Alexandria. Contributions in his memory can be made of Berea College, CPO 2216, Berea, KY 40404 or to the Democratic Party of Virginia.
## 2011 New Clerks and Secretaries

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*Updated 5/27/2011*
ASLCS Spotlight on the 2011 New Clerks and Secretaries

Alabama - D. Patrick Harris, Secretary of the Senate

David Patrick Harris was born in Montgomery, September 30, 1952, to James Douglas and Edna Flourney Harris. His father was born in Tallassee, Alabama, and served as an attorney, first in Tallassee, and later in Montgomery. His mother served as personal secretary to the Honorable Albert Brewer, during his tenures as Speaker of the Alabama House of Representatives (1963-67), as Lieutenant Governor (1967-68) and as Governor (1968-71). Mr. Harris was elected Secretary of the Senate on December 8, 2010, to succeed McDowell Lee, whose retirement became effective February 1, 2011. Mr. Harris has a forty-year association with the Alabama Senate, having first worked for the Alabama Senate while a high school student, and continuing through his college years and afterward. In 1991, Mr. Harris was elected Assistant Secretary of the Senate, and served in that capacity for 20 years, having been re-elected in 1995, 1999, 2003, and 2007. Mr. Harris has been a regular participant in the affairs of the American Society of Legislative Clerks and Secretaries, as well as the National Conference of State Legislatures. He is Past Chairman of the American-Canadian Legislative and Parliamentary Clerks Committee. An attorney since 1983, Mr. Harris has practiced law as managing partner of Harris & Harris, P.C., of Montgomery, and serves as a Special Probate Judge, as well as a Hearing Officer for several State boards. From 1977-83, Mr. Harris served as Administrative Assistant to C.C. Torbert, Chief Justice of the Alabama Supreme Court. A member of the Alabama State Bar Association and the American Bar Association, Mr. Harris serves on the Thomas Jones Law School Advisory Board, is Past President of the Montgomery County Young Lawyers Association, has served as Legal Counsel to the Alabama Supercomputer Authority, and is a member of the Pike Road Planning Commission. He is a certified Arbitrator and Mediator, and is a member of the Alabama Center for Dispute Resolution. A graduate of Auburn University and the Thomas Jones School of Law, Mr. Harris has also completed coursework at the University of Alabama and University College, Dublin, Ireland. Mr. Harris is involved in many civic organizations, serving as former Chairperson and current Board Member of KidOne, as Member of the Board of Directors of the Alabama Wildlife Federation, as former Chair and current Board Member of YMCA Camp Chandler, and as Past President of the Montgomery Lions Club. Mr. Harris has one son, Sean, and he and his wife, Christy, reside in Pike Road, Alabama, where they attend Woodland United Methodist Church.

Colorado - Cindi Markwell, Secretary of the Senate

Markwell's first session as the Secretary of the Senate proved challenging. In November, 2010, the Colorado State Senate appointed Cindi Markwell to serve as Secretary of the Senate for the 2011 General Assembly. Ms. Markwell has been a member of the staff of the Colorado General Assembly since 1980. She started with the Office of Legislative Legal Services, where she rose to a supervisory position and was eventually brought on to serve as the Assistant Secretary of the Senate in 2008. With more than 30 years working in the Colorado State Capitol, Ms. Markwell
brings a wealth of knowledge and experience to her new position.

As in many other states, Colorado faced a budget shortfall. In spite of these fiscal difficulties, Ms. Markwell was committed to maintaining the highest level of service to members, other staff, and the public. Following the departure of some Senate staff, Ms. Markwell reorganized their duties to be equally spread with the remaining staff. By reorganizing certain positions and responsibilities, she was able to not only expand some services, but to also decrease costs to the state.

One of Ms. Markwell's plans was to expand access to the Senate gallery to tourists and tour groups. She did this by expanding the duties of the Senate services secretary to include providing Senate tours. In the past, the Senate gallery had been locked and closed to the public after the legislative session. Ms. Markwell's plan will open the Senate gallery for public viewing throughout the year, providing year-round legislative tours to public visitors without any additional staffing costs. With at least 163,000 visitors between January and May and 111,000 visitors between June and December, many more groups such as summer camps, YMCA groups, and international tours will be able to enjoy unobstructed views to the Senate chambers. This will also allow some visitors with ADA accessibility needs who are not able to see into the Senate chamber from the floor level to enjoy a view from the gallery year round. By implementing this new gallery policy, the public is allowed to enjoy our chamber throughout the year and without any increase in staffing costs. Ms. Markwell has enjoyed her first session as Secretary and looks forward to continuing to move the Colorado State Senate in a productive and efficient direction. Her staff members are very capable and resourceful, and are excited about the opportunity to help her achieve this vision. Her continued goal is to expand and improve services within existing resources. By doing this, she hopes to better serve the public and each member in the Senate while preserving scarce budget dollars in Colorado.

**Iowa – W. Charles Smithson, Chief Clerk of the Iowa House of Representatives**


**Maine – Heather Priest, Clerk of the House of Representatives**

Heather Priest, a 16-year veteran of legislative service, received unanimous support during the Republican Caucus leadership elections in November 2010 to serve as the new Clerk of the Maine House of Representatives. The full House formally voted Priest in on December 1, 2010.

The Clerk of the House serves as the chief executive and administrative official for the House of Representatives, performing a broad range of administrative, managerial, and parliamentary tasks.
The responsibilities include managing House personnel, financial resources, and office work in accordance with House policy, statutory provisions, and other guidelines articulated by the Speaker of the House. The Clerk also oversees the compilation, organization, and production of the House calendar, journal, record, and other official House documents.

After graduating from Husson College, Heather Priest worked as a court reporter before joining the House Republican Office staff. She most recently served as the Senior Legislative Aide. Raised and educated in Augusta, Heather is involved with numerous activities in the Augusta community. She also serves as a representative of the Cony High School All-Sports Boosters and is secretary of the Maine State YMCA Camp Board of Directors.

Nevada - David A. Byerman, Secretary of the Senate

To fill the Secretary of the Senate role in Nevada, Senate Majority Leader Steven Horsford looked for candidates who combined communications and management skills. The two month search process considered nearly 200 applicants and involved several interviews before panels of Senators. Ultimately, Horsford nominated David A. Byerman, who at the time was serving as Chief Government Liaison for Nevada for the United States Census Bureau. In this capacity, Byerman was leading Nevada’s statewide Census 2010 Campaign.

“I am very confident that David will bring fresh ideas and vision to the office of Secretary of the Senate,” Horsford indicated to his fellow Senators upon making the appointment. “His varied background and wide-ranging experience will serve him well in this challenging position.” Byerman was ratified unanimously by the Senate when it convened on February 7, 2011. Sherry Rodriguez continues as Assistant Secretary of the Senate, and Shelle Grim-Brooks was hired concurrently with Mr. Byerman as the new Director of Senate Staffing.

Byerman's career spans both the public and private sectors. He earned his B.A., magna cum laude, from the University of Redlands, with a double major in political science and history. He earned a Master of Governmental Administration degree from the Fels Center of Government at the University of Pennsylvania. He served as a policy advisor to Governor Bob Miller on policy issues. He also formerly served as Chief of the Program Development Division for the Nevada Department of Transportation, where he managed intergovernmental relations for the Department. Immediately prior to his two-year stint with the Census Bureau, Byerman served as Director of Communications for MGM MIRAGE, the state's largest private sector employer. There, Byerman served as the company’s environmental spokesman. Environmental issues and the potential to “green” the legislative process remain an interest and priority.

As a volunteer, Byerman has been very active in the community. He is a former President of his local Chamber of Commerce, a former three-term Chairman of the State’s Advisory Committee on Participatory Democracy, and was appointed by Nevada’s Governor to the State’s Advisory Committee on Natural Resources.

Since his appointment in August 2010, Byerman was challenged to get the Senate staff retained,
recruited, and trained in time for the convening of Nevada’s biennial legislature in February 2011. He reports that the ASLCS Professional Development Seminar in Milwaukee was perfectly timed to jump-start his preparation.

“I was so very grateful for the many people who welcomed me in Milwaukee last September,” Byerman said. “In ASLCS, I have found a network of peers with whom to brainstorm. I will be an active and contributing member going forward.”

Byerman says that his priorities as Secretary of the Senate will be to make the legislative process more accessible, transparent, and understandable to the general public. He hopes to use technology and to simplify parliamentary language to accomplish these goals. He has started a Twitter feed and has made substantial improvements to the Senate’s web presence. For more information, follow Mr. Byerman on Twitter at www.twitter.com/NVSecSenate.

Oregon – Robert Taylor, Secretary of the Senate

On February 1, 2011, Robert Taylor was elected as the Secretary of the Oregon State Senate. Taylor grew up in Grants Pass, Oregon, and received his undergraduate degree in Public Policy and American Institutions from Brown University. Taylor then served two years as an Assistant Analyst at the nonpartisan Congressional Budget Office in Washington, D.C., before returning to his home state of Oregon. After earning a law degree from Willamette University in Salem, Oregon, Taylor practiced law for six years in Portland. After an extensive search process, Taylor was elected as the Secretary of the Senate based on his varied public and private sector experience and his commitment to a nonpartisan process.

Taylor replaces Judy Hall who retired after serving for over 30 years in state government, including 15 years as the Secretary of the Oregon Senate. “Oregon was lucky to have Judy Hall. Judy always had a strong reputation for fairness, and we hope to continue that legacy,” said Taylor.

Cynthia Johnston was also promoted this session to become the Deputy Secretary of the Senate. Johnston previously served in the Secretary of the Senate’s office for 10 years as the Calendar Composer. “Cyndy is an integral part of the team in our office, and she has stepped up wonderfully in her new role as the Deputy Secretary of the Senate,” said Taylor.
These are difficult economic times for many state legislatures and legislative employees. As a result, it is more important than ever that the ASLCS provide demonstrable value for the membership dues and seminar registration fees that it receives from its members. It is also vitally important to the ASLCS that the members understand the society’s finances and the priorities of the society’s leadership with regard to managing those finances. It is only by operating in a transparent manner that the ASLCS will be able to tap into the collective wisdom of all its members and thereby weather this economic downturn. This article is intended to provide an overview of the society’s financial accounts and the primary issues associated with managing those accounts. Hopefully, the article will empower members with information they need to actively participate in the oversight of their professional society.

The ASLCS has three financial accounts, which are discussed below.

**Special Meeting Fund**

The special meeting fund is the society’s main account. It contains most private donations to the society. Generally speaking, the donations placed in this account are used to fund events held during the ASLCS annual professional development seminar, society activities at the NCSL legislative summit, and the spring meeting. This account is housed at NCSL and is managed by NCSL’s liaison to the ASLCS. Contributions and private donations that are deposited into this account are tax-exempt.

It is important to note that the special meeting fund is the society’s only interest-bearing account. As a result, over the last several years, the executive committee has annually transferred approximately $20,000 - $30,000 in ASLCS dues receipts into this account (as explained below, the dues are otherwise held in an account that does not earn interest). In fiscal year 2009, the special meetings fund earned $5,223 in interest. In fiscal year 2010, the special meetings fund earned $3,008 in interest.

As a result of fundraising efforts and careful management, the special meetings fund has grown over the years. As of January 1, 2001, the balance on this account was $51,974. As of June 1, 2011, the account contained $295,865.20.

Although this balance may seem high, it is important to note that this account is a key factor in the ability of the ASLCS to continue to host quality meetings in a down economy. While other NCSL staff sections have cancelled meetings, the ASLCS has continued to host excellent professional development seminars for legislative staff with interesting and unique programming and networking opportunities. The social events at a professional development seminar may cost $40,000 - $50,000. These events are paid for out of this account. In addition, the balance in this account provides the society with financial security should registration fee revenues drop significantly for any single meeting.

Due to ethics restrictions, it is expected that there will be a significant decrease in the amount of private fundraising available for the 2011 and 2012 professional development seminars. It is also likely that, at least for 2011, attendance will be more akin to the Milwaukee meeting than the Reno meeting. However, thanks to the balance in this account, the ASLCS will be able to hold meetings over the next two years that meet the high standards the membership has come to expect.

**Professional Development Revolving Account**

The professional development revolving account contains all profits made from the annual professional development seminar. The account does not earn interest. Expenditures from this account are used for the professional
development of members of ASLCS, per the approval of the executive committee. It is housed at NCSL and managed by NCSL's liaison to ASLCS. Such expenditures include the Betty King Scholarship to the Legislative Staff Management Institute, travel reimbursement for participants in the Associate Exchange Program, and fees paid to professional speakers who participate as faculty at the annual professional development seminar. As of June 1, 2011, this account contained $17,829.71.

Dues Account

The dues account contains all money received as membership dues for the society. The account does not earn interest. It is housed at Wells Fargo bank and is managed by the ASLCS Secretary-Treasurer. Administrative functions of the account are provided by NCSL, when needed. The dues account pays for the production and distribution of the Roster, The Legislative Administrator, the Professional Journal, and the International Directory. This account also pays for memorials, authorized travel of officers or designees to attend certain meetings, awards and plaques, and other miscellaneous expenditures authorized under Section II D. 2. of the society’s Standing Orders. The balance in this account has increased in some years due to certain states volunteering to produce and distribute the society’s publications at their own expense. In addition, as noted above, the executive committee typically transfers a portion of this account to the special meetings fund. As of June 1, 2011, the dues account contained $42,231.44.

Budget for the ASLCS Annual Professional Development Seminar

Each year, the ASLCS executive committee and NCSL work together to establish a budget for the annual professional development seminar. Revenue for the budget is derived from seminar registration fees. Expenditures from this budget include:

- Lodging, transportation, and meal expenses for NCSL staff (that staff the meeting) and plenary and concurrent session speakers;
- Lodging and registration fees for international guests (per Section X of the standing orders);
- Overhead allocation charged by NCSL for administrative costs associated with planning the PDS;
- Audiovisuals used at all sessions (microphones, speakers, screens, Internet, LCD projectors, etc.);
- Meeting administration (printing, shipping, postage, awards, misc. supplies, badges, and lanyards);
- Meal functions provided to attendees at the hotel (see below, to meet food and beverage minimums);
- Miscellaneous expenditures as approved by the executive committee.

The goal is typically to spend no more than the society receives in registration fees for the seminar. This goal can vary, however, if the seminar is to be held in a high-cost city. Budgeting for this seminar is an art and a science. Hotel contracts are signed well in advance and revenue is dependent upon attendance. In some years, when attendance is higher than expected, the society makes a profit on the seminar (as explained above, these profits are transferred to the professional development revolving account). In other years, when attendance is down, any shortfall is paid out of the special meetings fund. As an example, the society had a profit of $7,091 for the 2008 meeting in Reno when 308 people attended. By contrast, the society did not make a profit from the 2009 meeting in Seattle when 222 people attended.

Attrition Fees

One of the largest financial risks facing the society is attrition fees for the annual professional development seminar. Typically, the hotel contract for the annual professional development seminar requires the society to guarantee that a certain number of rooms will be booked within the room block. From the hotel's perspective, this guarantee gives them security for holding
open a sufficient number of rooms for the society. If that number is not reached, however, the hotel will assess a penalty against the society. Depending upon how far short of the required number of rooms the society is the attrition fee can be tens of thousands of dollars.

Many members have noticed that the room rate within the room block is not always as low as the rate they can get on the Internet. That is because the room rate within the room block also pays for the hotel meeting space the society uses for the seminar as well as meeting concessions, often including a complimentary hospitality suite. The society does not pay a separate rental fee for meeting space. When booking their rooms, members need to consider their personal financial situation. That is understandable. However, please keep in mind that if you book a less expensive room outside of the room block, the hotel might not count your room towards the guaranteed total and, as a result, the society may be at risk of paying an attrition fee.

**Food and Beverage Minimums**

The hotel also typically requires the society to guarantee a certain amount of food and beverage revenue for the hotel. As a result, the society usually holds a handful of meal functions in the conference hotel. If you have hosted a wedding reception at a hotel, you have experienced the “joys” of paying a hotel for banquet services. It is not unusual for the per-person charge for the state dinner to be in excess of $50 per person. Even a continental breakfast buffet typically exceeds $15 per person. The executive committee tries to balance the desire for quality food against the need to keep meeting expenses within budget. Particularly with regard to those who choose not to attend the state dinner, it is important that members RSVP accurately. Otherwise, the society ends up paying for an expensive meal that is never even served. Accurate head counts for all hotel meal functions can help the society save a significant amount of money on the meeting budget.

Hopefully, this article provides members with useful information concerning the society’s financial situation, as well as some of the primary financial issues facing the society. The executive committee is open to ideas about how to better manage the society’s affairs. Please do contact members of the executive committee to share your thoughts and concerns. Also, please feel free to attend executive committee meetings and monitor the decisions that the committee makes. The more involved we each become, the stronger we will be as an organization.
2010 - 2011 Executive Committee

Rob Marchant (WI)
President

Terry Spieler (MO)
President-Elect

Karen Wadsworth (NH)
Secretary-Treasurer

George Bishop (VA)
Associate Vice President

Suzi Lowell (AK)
Elected Principal

Russell Humphrey (TN)
Appointed Principal

E. Dotson Wilson (CA)
Appointed Principal

Nathan Hatfield (VA)
Elected Associate

Scott Kaiser (IL)
Appointed Associate

Eleanor Ringel (WV)
Appointed Associate

Greg Gray (WV)
Immediate Past President

Norma Chastain (AZ)
Immediate Past Associate
Vice President
Executive Committee Meeting Minutes  
ASLCS Spring Business Meeting  
Pittsburgh, PA  
April 16, 2011

Call to Order
The meeting of the Executive Committee was called to order following the Spring Business Meeting by The Honorable Rob Marchant, Chief Clerk of the Wisconsin Senate and ASLCS President.

Attendance
The following members of the committee were present: George Bishop (VA), Nathan Hatfield (VA), Russell Humphrey (TN), Scott Kaiser (IL), Robert Marchant (WI), Terry Spieler (MO), Karen Wadsworth (NH).

Angela Andrews, NCSL liaison to ASLCS, was also in attendance.

Approval of Minutes
After noting that the date on the minutes of the December conference call should be December 16, 2010, on motion by Russell Humphrey, seconded by Terry Spieler, the minutes were approved unanimously.

Treasurer’s Report
Upon motion by Scott Kaiser, seconded by Russell Humphrey, the Treasurer’s Report, showing a balance of $35,955.26 in the ASLCS Dues Account, was approved unanimously.

Old Business
Angela Andrews reviewed the Finance Reports. The L190 Special Meetings Fund balance stands at $297,846.46. Fund-raising for the PDS in Branson is currently at $10,750, with Terry Spieler reporting that there are additional items/donations coming from within the state of Missouri.

There was discussion of some administrative costs. It was suggested that perhaps the Roster could be an on-line publication, but there was no desire within the committee that it not be a printed publication. With costs rising, perhaps a state would be willing to print it, even if that state didn’t do the production work. The Standing Orders require a twice yearly production of the Professional Journal. There was general discussion that the Journal could perhaps be enhanced if it were to be printed only once a year. George Bishop will take this item to the By-Laws & Standing Orders Committee, with the understanding that it would be printed not later than July 1st with the budget to stay the same.

New Business
Patsy Spaw (TX) reported, as Chair, for the Select Committee appointed by President Marchant to review the status of the Mason’s Manual Commission as outlined in the Standing Orders. Other committee members were George Bishop (VA), Laura Clemens (OH), Butch Speer (LA), and Denise Weeks (NC). The committee was unanimous in its recommendation that there should be a 2020 Commission, and offered some suggested changes to the Standing Orders. After a lengthy
discussion (and a thorough testing of the President’s parliamentary skills…) Scott Kaiser moved, seconded by Russell Humphrey, to defer further discussion on this item to the Executive Committee meeting at NCSL in San Antonio this summer. The motion was adopted unanimously.

The preliminary budget for the No-Host PDS meeting to be held September 28 – October 2, 2011, in Branson, Missouri, was unanimously approved following discussion and review.

The site for the 2012 Professional Development Seminar in Portland, Maine generated some discussion regarding the advisability of holding two No-Host meetings in consecutive years. Executive committee members will attempt to discuss this issue with other members of the Society with the intention of discussing this further at a conference call later in the spring.

Reimbursement pre-approval was unanimously granted for President Marchant or designee and Terry Spieler’s designee to attend LSCC on May 5-7, 2011, in Boston.

Pre-approval was unanimously granted for a May 15 – 17, 2011 site visit to Branson, Missouri, for Susan Schaar (VA) and Terry Spieler.

Terry Spieler moved, seconded by Russell Humphrey, to approve retirement certificates for several members.

Terry Spieler moved, seconded by George Bishop, to ratify the selection of Elizabeth Jones-Queensland (WI) and Bladen Finch (VA) to participate in the 2011 Associate Exchange Program. The motion was unanimously adopted. Elizabeth will be visiting the Minnesota House and Bladen will visit the California Senate.

Levels of sponsorship funding for the Professional Development Seminars was discussed. Material used by NALIT in soliciting sponsorships was reviewed, and it was noted that LINCS also seeks sponsors for specific funding amounts. We are grateful for our sponsors, and discussed ways that their participation could be more advantageous for all involved.

A memorial contribution in the name of Edward “Ed” Burdick, former Chief Clerk of the Minnesota House, and a dear friend, teacher, and colleague to all in ASLCS, was unanimously approved.

Terry Spieler discussed the idea of using a flip camera to produce videos for the ASLCS website.

Angela Andrews agreed to get information on ordering more membership pins, as the Society’s supply appears to be depleted. There was discussion of the need for greater contact with new members of the Society.

George Bishop, reporting for the Bylaws & Standing Orders committee, asked that consideration be given to changing “shall” to “may” in Section VIII, A., 2 of the Standing Orders. Travel is difficult and expensive for a large number of Society members. This change would allow the President to call a spring or winter meeting of the Society, while not making it mandatory.

Adjournment
Upon motion by George Bishop, seconded by Terry Spieler, the meeting was adjourned.

Respectfully submitted,
Karen Wadsworth, NH
Secretary/Treasurer
Members of the American Society of Legislative Clerks and Secretaries met in the Phipps Room of the Omni William Penn Hotel, Pittsburgh, PA, on Saturday, April 16, 2011. The Honorable Rob Marchant, Clerk of the Wisconsin Senate and ASLCS President, called the business meeting to order at 12:55 p.m.

President Marchant welcomed Joseph “Joe” McCord, Chief Clerk of the Tennessee House, to his first ASLCS meeting. He also noted that Dave Byerman, Secretary of the Nevada Senate, was attending his first Spring Meeting of the Society.

Committees were very busy at this meeting. Reporting were:

- By-Laws & Standing Orders: George Bishop (VA)
- Inside the Legislative Process: Mardi Alexander (TX)
- Site Selection: Pat Harris (AL)
- Technology: Maryann Horch (VA)
- International Communication & Development: Denise Weeks (NC)
- The Legislative Administrator: Dowe Littleton (AL)
- Membership & Communications: Terry Spieler (MO)
- Support Staff: Alan Wittington (TN)
- Canadian/American Relations: Patsy Spaw (TX)
- Professional Journal: Angi Murphy (VA)
- Program Development: Sandy Tenney (UT)

Following the committee reports, and with no other business to come before the Society, the President adjourned the meeting at 1:15 p.m.

Respectfully submitted,

Karen Wadsworth (NH)
Secretary/Treasurer
Call to Order
The Conference Call meeting of the Executive Committee was called to order by the Honorable Rob Marchant, Chief Clerk of the Wisconsin Senate and ASLCS President, at 3:35 p.m.

Attendance
The following members of the committee were present: George Bishop (VA), Nathan Hatfield (VA), Russell Humphrey (TN), Scott Kaiser (IL), Suzi Lowell (AK), Robert Marchant (WI), Terry Spieler (MO), Karen Wadsworth (NH), Dotson Wilson (CA)

Angela Andrews, NCSL and ASLCS liaison, was also on the call.

Approval of Minutes
Upon motions by Russell Humphrey, seconded by George Bishop, the minutes of September 12, 2010 (Milwaukee PDS) and October 12, 2010 (conference call) were unanimously approved.

Treasurer’s Report
Upon a motion by Terry Spieler, seconded by Nathan Hatfield, the Treasurer’s Report showing a balance of $29,114.39 in the ASLCS dues account was approved.

Old Business
Angela reviewed the activity in the Special Meetings Fund (L190) account, including a contribution from International Roll Call for the Business Luncheon in Louisville during NCSL. Income from the fund-raising for Milwaukee and Host State expenses were reviewed, as was the financial report for the President’s dinner in Milwaukee. (Copies of these reports are on file.) It was noted that 12/31/09 showed the last interest earned on the L190 account. No NCSL accounts are gaining interest.

Dotson Wilson asked for information regarding the cost of hosting the Professional Development Seminar. It was pointed out that cost depends on the city/state – Seattle was $60,000 while Milwaukee was $40,000.

All agreed with Scott Kaiser, who congratulated Rob Marchant of a great job of fundraising for the Milwaukee PDS.

Angela Andrews agreed to get new accounting for the President’s Dinner. She also noted that all NCSL Staff Sections have been asked to contribute $100 to the NCSL webinar program. The President asked if we should transfer money to this. After discussion, no action was taken. It was agreed to revisit this item at the Spring Meeting.

The Milwaukee PDS made a profit of $6,855.16. There were 130 fully paid attendees at $325, 17 guests at $195, 3 business registrations at $500, and 33 comp’d expenses for sponsors and faculty. Contributions to the meeting were applied to the meeting, not deposited in the L190 account.

Lesson learned in Milwaukee – Breakfast is Important!

New Business
Angela Andrews noted the money raised by Denise Weeks (Budget & Revenue Committee) and Susan Schaar, chair of the No-Host Committee, for the Branson meeting, which was deposited into the L190 account. On behalf of Ann Cornwell and Susan Schaar, she thanked the Executive Committee for funding the No-Host Committee members visit to Branson. All
three of them visited the venues, and the plan is to keep all activities in Branson. Notice was made of the telephone poll which allowed for the coverage of expenses for the site visit.

The Portland, ME, venue for the 2012 PDS was the subject of discussion due to the fact that both the Clerk of the House and Secretary of the Senate are new this year. The possibility of choosing an alternate site was briefly discussed, and the President will confer with Pat Harris, Chair of Site Selection, about potential locations. Less expensive No-Host sites would be desirable. We hope to have information available at the Spring meeting to resolve this issue.

Terry Spieler and Russell Humphrey reported on the Legislative Staff Coordinating Committee meetings held in October and December 2010. NCSL’s legislative staff recruitment video was a topic at both meetings, and ASLCS was asked for a representative to appear in the video. The President will receive detailed information from Angela regarding this project.

Pursuant to Section XVI (D)6, (E)7, and (C) 6 of the Standing Orders, the following publication budgets were approved:

- Motion of George Bishop, seconded by Terry Spieler, to establish a budget of up to $4,000 for the *Journal of the American Society of Legislative Clerks and Secretaries*;
- Motion of Scott Kaiser, seconded by Nathan Hatfield, to establish a budget of up to $500 for the *International Directory*.

In response to an invitation received by the President, and on motion of President Marchant, seconded by George Bishop, the committee approved sending a designee, appointed by the President, to attend the Australia and New Zealand Association of Clerks at the Table (ANZACATT) meeting in Adelaide, South Australia, January 26-28, 2011. ASLCS will cover the cost of airfare.

Despite several email attempts, Angela reported that no associate members have applied to participate in the Associate Exchange Program. After discussion of host chambers and applicant eligibility, the application deadline was extended to January 31, 2011.

**Adjournment**

Upon a motion by George Bishop, seconded by Scott Kaiser, the meeting adjourned at 5:15 p.m.

Respectfully submitted,
Karen Wadsworth, NH
Secretary/Treasurer
Call to Order
The meeting of the Bylaws and Standing Orders Committee was called to order by George Bishop, VA, at the request of the Chair, Bruce Jamerson, VA, who was unable to attend the meeting.

Attendance
The following members of the committee were present: George Bishop (VA), Susan Clarke Schaar (VA), Ron Smith (LA), Patsy Spaw (TX), Terry Spieler (MO), Karen Wadsworth (NH).

Approval of Minutes
Upon a motion by Susan C. Schaar, seconded by Terry Spieler, the minutes of the last meeting, held September 11, 2010 during the Professional Development Seminar in Milwaukee, Wisconsin, were approved.

Old Business
There was no Old Business before the committee

New Business
The committee discussed the low turnout at the Spring Meeting. The committee voted to recommend to the Executive Committee that the Executive Committee discuss the feasibility of amending Section VIII, A2 of the Standing Orders to say that the “President shall may call either a spring or winter meeting of the Society”.

Adjournment
Upon a motion by Susan C. Schaar, seconded by Patsy Spaw, the meeting was adjourned.

Respectfully submitted,  
George Bishop, VA
Canadian-American Relations Committee Meeting Minutes  
ASLCS Spring Business Meeting  
April 16, 2011  Pittsburgh, PA

Call to Order  
The meeting of the Canadian-American Relations Committee was called to order by Patsy Spaw, TX, Chair.

Attendance  
The following members of the committee were present: Pat Harris (AL), Russell Humphrey (TN), Dowe Littleton (AL), Patsy Spaw, Chair (TX), Denise Weeks (NC), Joyce Wright (AL).

Other members/guests in attendance included Dave Avant, AL, and Debbie Deller, Ontario, Canada.

Approval of Minutes  
Upon a motion by Denise Weeks, seconded by Russell Humphries, the minutes of the last meeting held September 11, 2010, during the Professional Development Seminar in Milwaukee, WI, were approved.

Old Business  
Chair Patsy Spaw stated that in conjunction with the International Communications and Development Committee, the Canadian-American Relations Committee will host a reception for International guests on the first evening of the PDS in Branson, MO. Pat Harris gave an update on the Joint Canadian-American meeting scheduled for Oct. 13-17 in Montgomery, AL. Joyce Wright showed the committee a 30 second clip of an ad promoting Montgomery and suggested sending it electronically to members of Canadian Clerks-at-the-Table and ASLCS. The committee agreed with the suggested distribution. A list of proposed topics compiled by Debbie Deller and Marian Johnson, PEI, for the Joint meeting were distributed and discussed. Three topics were selected to fill the remaining program slots. They are as follows:
1. An overview of the committee system  
2. From iPad to Twitter – impact of newest technologies in legislative environments  
3. Managing the House in fiscally challenging times”. Denise Weeks and Debbie Deller agreed to coordinate panelists and moderators.

Adjournment  
Upon a motion by Pat Harris, seconded by Russell Humphrey, the meeting was adjourned.
Inside the Legislative Process Committee Meeting Minutes
ASLCS Spring Business Meeting
April 16, 2011  Pittsburgh, PA

William MaGill (VT)
Chair

Adanna Hydes (KY)
Vice Chair

Call to Order
The Inside the Legislative Process Committee met informally as only two members were in attendance.

Attendance
The following members of the committee were present: Mardi Alexander (TX) and Angi Murphy (VA).

New Business
Members discussed the e-mail sent by Brenda Erickson of NCSL the week prior to the meeting which provided the final list of survey responses and an update of the work being done on the next edition of Inside the Legislative Process. Brenda informed committee members that she was working on finishing the compilation of survey results and would be continuing to work on the first draft of the next edition. The first draft will be sent to committee members for review when it is completed.

Respectfully submitted,
Mardi Alexander (TX)
Call to Order
The meeting of the International Communication and Development Committee was called to order by Denise Weeks, NC, Chair.

Attendance
The following members of the committee were present: Jay Braxton, Vice-Chair (VA), Susan Clarke Schaar (VA), Russell Humphrey (TN), Patsy Spaw (TX), Denise Weeks, Chair (NC).

Other members/guests in attendance included Sandy Tenney (UT), Deborah Deller (Toronto, Ontario, Canada).

Approval of Minutes
Upon a motion by Sandy Tenney, seconded by Susan Schaar, the minutes of the last meeting held September 11, 2010, during the Professional Development Seminar, in Milwaukee, WI, were approved.

Old Business
There was not any Old Business pending before the Committee.

New Business
Susan Schaar discussed doing a Comparative Government Panel with an international delegation at the Legislative Summit in San Antonio. She has spoken with Kathy Brennan-Wiggins of NCSL about the session. Choosing panel members and discussion topics will be focused on at a later date.

The production of the International Directory was discussed. Chair Weeks has received the information for most of the international associations. She will forward the Spanish information to Melanie Newby for translation and will forward the French information to Deborah Deller for translation. A final production date is to be determined.

Chair Weeks discussed hosting a small reception for international guests at the PDS in Branson, Missouri. It was suggested that the reception could be held in the Hospitality Suite on Tuesday, September 27, from 6:00 p.m. until 7:00 p.m. The Executive, International Communication and Development, and Canadian-American Relations Committees would be invited to attend the reception. Chair Weeks and Patsy Spaw, Chair of the Canadian-American Relations Committee, will coordinate the planning of the reception.

Adjournment
Upon a motion by Sandy Tenney, seconded by Russell Humphrey, the meeting was adjourned.

Respectfully submitted,
Jay Braxton, VA, Vice Chair
Legislative Administrator Committee Meeting Minutes  
ASLCS Spring Business Meeting  
April 16, 2011  Pittsburgh, PA

Call to Order
Dowe Littleton, Vice-Chair, called the meeting to order at request of Chair Laura Clemens, who was unable to attend the meeting.

Attendance
The following members of the committee were present: Dowe Littleton, Vice-Chair (AL), Patience Worrell, Vice-Chair (TX), Joyce Wright (AL), Angi Murphy (VA), Rob Marchant (WI), Scott Kaiser (IL).

Approval of Minutes
Approval of Minutes: Due to the small number of attendees at this meeting, approval of the minutes of the last meeting will be deferred until the full committee meets in San Antonio, TX, during the NCSL Legislative Summit.

Old Business
There was a lot of positive feedback received about the last issue. Great photos and a great-looking issue overall. Thanks to all who worked to put this together.

New Business
Some ideas for things to include in the next issue were discussed. It will be a shorter issue, around 25-30 pages or less.

- President’s Letter
- Committee reports
- Article on the passing of Ed Burdick (we have received permission from NCSL to reprint their article. Al Mathiowetz also called and will provide some material)
- Farewells of some old clerks/members – McDowell Lee, Dave Avant, Millie MacFarland, Annette Moore, Judy Hall, Burney Durham, Claire Clift, and others. This could be wrapped into one article, or we could keep them separate.
- Bios of new Clerks. We have already received one from David Byerman (NV Senate)
- Susan Schaar had suggested a couple of “Where Are They Now” profiles in each issue, showcasing where people are in life after the legislature.
- President Marchant mentioned several things in his speech last year that could certainly be articles (“the need to do more with less”; “a loss of civility in public debate and legislative chambers”; “looming retirements of long-term legislative staff”)
- A survey of ASLCS members about what they would like to see included in the Legislative Administrator moving forward.
- General discussion of above ideas. The committee will talk on a conference call to finalize contents of next issue.

The Meeting was adjourned.
Call to Order
The Membership and Communications Committee was called to order by Terry Spieler (MO)

Attendance
The following members of the committee were present: David Byerman (NV), Terry Spieler (MO), Karen Wadsworth (NH).

Approval of Minutes
Upon a motion by David Byerman, seconded by Karen Wadsworth, the minutes of the September 11, 2010, committee meeting in Milwaukee, Wisconsin, were approved.

Old Business
Orientation for new attendees at the 2011 Professional Development Seminar was the focus of discussion. A suggestion was made to encourage members who sponsor/mentor new attendees to continue contact after the meeting, with the possibility of having two sponsors share responsibilities for a new attendee.

As discussed in previous meetings, it was mentioned that pairing international attendees with members who speak the same language would be beneficial.

In keeping with the theme “Show Me ASLCS,” the committee would like to propose the orientation begin with 15 – 30 minutes of overview of the Society. A power point presentation on structure, relationship to NCSL, etc., would be followed up with a short question- and-answer session.

New Business
Other items discussed included updating the membership brochure and securing additional member pins. Karen Wadsworth reported as of April 14, ASLCS has 263 dues paying members, 23 of which are new.

Adjournment
Meeting adjourned at approximately 10:30 a.m.

Respectfully submitted,

Terry Spieler (MO)
Professional Journal Committee Meeting Minutes
ASLCS Spring Business Meeting
April 16, 2011 Pittsburgh, PA

Call to Order
The meeting of the Professional Journal Committee was called to order by Angi Murphy, (VA), Co-Chair.

Attendance
The following members of the committee were present: Mardi Alexander (TX), Angi Murphy, Co-Chair (VA).

Other members/guests in attendance included Emily Howard (VA), House Journal Clerk.

Approval of Minutes
Approval of the minutes of the last meeting on September 8, 2010, during the ASLCS meeting in Milwaukee, WS, were deferred until the full committee meets in San Antonio, TX, for the NCSL Annual Meeting.

Old Business
The committee members discussed the upcoming spring publication and that the three individuals who had committed to writing articles backed out for various reasons. The discussion continued from the previous meeting about possible ways to solicit requests for articles for the publication.

New Business
Members discussed publishing the journal annually rather than biannually. This could possibly ensure getting more articles and allowing more time to write them.

Adjournment
Upon a motion by Mardi Alexander, seconded by Angi Murphy, the meeting adjourned.

Respectfully submitted,
Angela Murphy (VA), Co-Chair
Call to Order
The meeting of the Program Development Committee was called to order by Sandy Tenney (UT), Chair.

Attendance
The following members of the committee were present: Sandy Tenney, Chair (UT), Jay Braxton (VA), George Bishop (VA), David Byerman (NV), Nathan Hatfield (VA), Maryann Horch (VA), Scott Kaiser (IL), Robert Marchant (WI), Susan Schaar (VA), Terry Spieler (MO), Alan Whittington (TN), Patience Worrel (TX), Angela Andrews, NCSL liaison (CO).

Approval of Minutes
Upon a motion by Scott Kaiser, seconded by Alan Whittington (TN), the minutes of the last committee meeting held September 11, 2010, during the ASLCS Fall Professional Development Seminar in Milwaukee, Wisconsin, were approved.

Susan Schaar and Terry Spieler from the Branson No-Host committee gave an update on the upcoming Professional Development Seminar. They reported that their site visit to Branson yielded valuable information that allowed the No-Host Committee to schedule meals, meeting rooms, and evening events. Terry indicated that airport and shuttle information will be provided at a later date.

Susan reported that well-known comedienne Jeanne Robertson will provide entertainment in conjunction with the State Dinner.

The committee discussed several possibilities for plenary session speakers. The committee will be polled within the next few weeks and the committee leadership will participate in a conference call with Angela Andrews, the No-Host Committee, and Rob Marchant to solidify who will be invited to be guest speakers for the Branson seminar.

The committee also discussed a wide variety of topics for possible concurrent sessions, including:

- Welcome to the Capitol – an overview of how states handle school tours, Capitol tours, chamber presentations, publications, gift shops, etc.
- Learning More about ASLCS – history, lingo, traditions, relationship with NCSL, etc.
- Civility in the Legislature and Dealing with Diversity
- International Comparative Practices (suggested by the International Communication and Development Committee)
- Redistricting – a timely topic since 2011 is the year for this process to take place in each state (Support Staff Committee will sponsor this session)
- Twitter, Blogs, and Other Social Media – relevancy to the legislative process (Technology Committee will sponsor this session)
- HR issues (personnel law in the legislative environment, cutbacks, benefits/perks, etc.)
- 2010 Census – how members/staff can use this important data
- Legislative Off-the-Record
- Crisis Management
- Security at State Capitols (Scott Kaiser is acquainted with the Sergeant-at-Arms of the U.S. House/Senate. Scott will check on this individual’s availability.)
- iPad Technology

One new feature at the PDS will be a local speaker arranged by Terry Spieler who will give a brief presentation at the Wednesday morning breakfast (Sept. 28) on historical or local points of interest.

The International Committee will sponsor a mentor/mentee meeting for international guests and the Executive Committee on Thursday night, Sept. 29, from 6-7 in the Hospitality Suite.

Angela Andrews reported that she is working with Lexis-Nexis to sponsor a service project.

Terry Spieler suggested the idea of doing “Table Topics” at the Friday morning breakfast to allow an opportunity for those with like jobs/positions to have informal discussions. It was suggested that facilitators of the Staff Breakout sessions (scheduled for Thursday afternoon) could keep track of topics/questions/ideas and then assign specific table moderators to facilitate the breakfast discussions. Support Staff will look into the viability/logistics of this idea.

Angela Andrews provided information regarding ASLCS’s opportunities to provide support for concurrent sessions at the San Antonio NCSL annual meeting.

Adjournment
Upon a motion by Terry Spieler (MO) and seconded by Alan Whittington (TN), the meeting was adjourned.

Respectfully submitted,
Sandy D. Tenney (UT), Chair
Maryann Horch (VA), Recorder
Roster Committee Meeting Minutes  
ASLCS Spring Business Meeting  
April 16, 2011  Pittsburgh, PA

Steve James (MA)  
Vice Chair

Marguerite Dada (WV)  
Chair

Lora Thompson (WV)  
Vice Chair

*****The Roster Committee did not meet in Pittsburgh*****
Call to Order
The meeting of the Site Selection Committee was called to order by Pat Harris, AL, Chair.

Attendance
The following members of the committee were present: Jay Braxton (VA), Pat Harris, Chair (AL), Emily Howard (VA), Sandy Tenney (UT), Denise Weeks (NC), Patience Worrel (TX), Joyce Wright (AL).

Other members/guests in attendance included ASLCS President Rob Marchant (WI), Nathan Hatfield (VA), Dave Avant (AL), Dowe Littleton (AL), and Angela Andrews (NCSL).

New Business
Pat Harris stated that as a result of the retirement of Millie MacFarland (ME), there were questions to be addressed concerning the Portland, ME location of the 2012 Professional Development Seminar (PDS). The meeting is scheduled for September 17-23, 2012. Angela Andrews (NCSL) stated that she was still receiving information from organizations in Portland, ME, showing that the area was interested in hosting the Society. She also stated that Millie MacFarland had suggested two possible hotels and that she would contact them to check on availability. The Committee was also told that the new Clerk in Maine, Heather Priest, had been informed about the Society holding the 2012 PDS in Maine and it was stated that ASLCS President Rob Marchant and/or the Committee would be in contact with her if plans moved forward. Members of the Committee suggested that going forward with the plans to have a No-Host event in Maine might be a way in which to get the new Legislative staffers there involved with the Society. The Committee decided to recommend that plans move forward to have a No-Host PDS in Portland for 2012. President Marchant stated that he would take the Committee recommendation to the Executive Committee.

Chair Harris stated that both he and President Marchant had spoken to Society members from Oklahoma City, OK, about their interest in hosting a Fall Meeting. Unfortunately, at this time they will be unable to host.

Chair Harris stated that he had had further discussions with Paula Rossetto (CA) and that California was very interested in being the Host State for the PDS in 2013 by holding the Annual Meeting in Sacramento. Chair Harris stated that the Society members in California were very excited by the prospect of hosting the PDS and the opportunity to become further involved with the Society. The recommendation of the Committee was to continue to work with
Chair Harris also reminded the Committee that the 2011 Joint Canadian-American meeting would be held October 13-17 in Montgomery, AL. He encouraged as many Principals and designees as possible to attend.

Adjournment
On motion of Denise Weeks (NC) and seconded by Nathan Hatfield (VA), the meeting was adjourned.

Respectfully submitted,
Emily Howard, VA, recorder
Call to Order
The meeting of the Support Staff Committee was called to order by Alan Whittington, TN, Chairman.

Attendance
The following members of the committee were present: Maryann Horch (VA), Emily Howard (VA), Alan Whittington, Chair (TN), Joyce Wright (AL).

Other members/guests in attendance: Nathan Hatfield (VA) and Angela Andrews (NCSL).

Approval of Minutes
Upon a motion by Mardi Alexander (TX), seconded by Maryann Horch (VA), the minutes of the last meeting held September 11, 2010, during the Professional Development Seminar (PDS) in Milwaukee, WI, were approved.

New Business
Chairman Whittington reminded the Committee that the job of the Support Staff Committee was to help with certain areas of programming for the 2011 PDS in Branson. He stated that he would like to encourage everyone to offer some new and different ideas for the sessions for which the Support Staff Committee is responsible.

Chairman Whittington stated that Program Development Chairman Sandy Tenney (UT) and Angela Andrews (NCSL) had asked that the Committee again sponsor a Legislative Expo. Angela stated that the Expo is tentatively slated to be held on Friday, September 30, from 9:00 – 11:00 or 11:30 a.m. She also stated that based on Committee and participant feedback from the 2010 PDS, there would be nothing else scheduled at the same time as the Expo. Maryann Horch (VA) stated that the Committee should stress that even if states were not going to be in attendance at the PDS they should still try to send items for inclusion in the Expo. Chairman Whittington said that Committee members could set up the items contributed by those not in attendance to hopefully encourage everyone to participate.

Chairman Whittington asked if the Committee had any suggestions for Session topics. Maryann Horch (VA) suggested two possible topics: (i) Election policy and the impact of social media, which she stated would tie into similar programs that the Technology Committee was sponsoring, and (ii) Redistricting. The Committee felt that a session on redistricting would be very informative and different, since it only happens every 10 years. The Committee discussed various ways to bring a more specific focus to the topic, since a session that tried to cover all
of redistricting might be somewhat broad. Some ideas included: (i) specific stories from staff in various states on their particular process, (ii) having an expert, such as Tim Storey from NCSL, discuss the history and process, and (iii) examples of the various ways redistricting is done, such as: bipartisan commission, through the courts, and partisan legislation.

Angela Andrews informed the Committee that the Staff Breakout sessions were scheduled for Thursday, September 29. The Committee discussed that the three large groups format used at the meeting in Milwaukee had received very positive comments. The Committee decided it would be appropriate to continue to use this format for the 2011 meeting in Branson, perhaps increasing the amount of time for discussion. The three groups would consist of Legislative Operations, Administrative and Support Services, and Principals; the Associate VP would help to lead either the Legislative Operations or Administrative and Support Services Breakout. Chairman Whittington mentioned that some people felt the groups were too large. Angela suggested that perhaps there could be two opportunities for Breakouts: (i) the larger group format and (ii) a lunch that would have "Breakout tables," allowing for a chance to divide the groups into individual job areas including: Calendar, Engrossing, Support Services, Journal, etc. The Committee felt that this would be a way in which discussions begun in the large group format could be continued with a focus that would be relevant and beneficial to the specific areas.

Chairman Whittington mentioned the Associate Exchange Program and informed the Committee that two people had been selected for the program and that they were in the process of finalizing details for their visits. He also stated that the Committee should try to think of ways to encourage participation and generate more interest in the program. Maryann Horch (VA) stated that NCSL had acquired two Flip video cameras encouraging participants to use the cameras to keep a video journal of their visits, which could be put on the ASLCS website, might be a good way to increase interest. In addition, the Committee felt that these videos would be a good way to promote ASLCS as an organization. George Bishop (VA) suggested that the Support Staff Committee create a specific video about the Associate Exchange Program, perhaps with interviews from past participants and information on what the program was, which could be added to the website in addition to the participant videos.

Adjournment
There being no more business, on motion of Mardi Alexander (TX) and seconded by Maryann Horch (VA), the meeting was adjourned.
Technology Committee Meeting Minutes
ASLCS Spring Business Meeting
April 16, 2011  Pittsburgh, PA

Call to Order
The meeting of the Technology Committee was called to order by Maryann Horch, VA, Chair.

Attendance
The following members of the committee were present: Maryann Horch, Chair (VA).

Other members/guests in attendance included Angi Murphy (VA), David Byerman (NV), Alan Whittington (TN), Scott Kaiser (IN), Robert Marchant (WI), and Angela Andrews (NCSL).

Approval of Minutes
Upon a motion by Alan Whittington, seconded by David Byerman, the minutes of the last meeting held September 11, 2010, during the ASLCS Fall Professional Development Seminar in Milwaukee, WI, were approved.

New Business
The committee discussed possible topics for the 2011 Professional Development Seminar (PDS). David Byerman suggested a session regarding Twitter. He has started using Twitter with the Nevada Senate and helped write a policy on its usage. One of the way he uses Twitter is to explain legislative terms that come up during session (ex. – a meeting at the bar is a meeting at the desk). He also Tweets about "Official (Legislative) Days". He agreed to be a panelist for the Fall PDS in Branson.

Other ideas the group discussed included:
- Facebook campaign issues
- Travel and per diem software ideas
- Postal accounts
- Chambers that stream their session (do they archive, etc.)

Adjournment
Upon a motion by Alan Whittington, seconded by David Byerman, the meeting was adjourned.

Respectfully submitted,
Maryann Horch, VA, Chair
# 2011 NCSL Legislative Summit ASLCS Agenda

## Preliminary Agenda

As of June 8, 2011

### Monday, August 8, 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am-5:00 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>8:00 am-2:45 pm</td>
<td>NCSL Pre-Conferences and Task Forces</td>
</tr>
<tr>
<td>9:00 am-12 noon</td>
<td>Legislative Staff Coordinating Committee (LSCC)</td>
</tr>
</tbody>
</table>
| 1:00 pm-1:30 pm| ASLCS Standing Committees - "A"
The ASLCS "A" Bylaws and Standing Orders, Inside the Legislative Process, Site Selection and Technology Committees will meet. |
| 1:35 pm-2:05 pm| ASLCS Standing Committees - "B"
The ASLCS "B" International Communication and Development, Legislative Administrator, Membership and Communication and Support Staff Committees will meet. |
| 2:10 pm-2:45 pm| ASLCS Standing Committees - "C"
The ASLCS "C" Canadian-American Relations, Professional Journal, Program Development and Roster Committees will meet. |
| 3:00 pm-5:30 pm| NCSL Standing Committees                                              |
| 4:00 pm-5:30 pm| NCSL Executive Committee                                               |

### Tuesday, August 9, 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00 am-5:30 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>7:45 am-8:45 am</td>
<td>Orientation for New Staff Section Officers</td>
</tr>
<tr>
<td>7:45 am-8:45 am</td>
<td>Orientation for New Attendees</td>
</tr>
<tr>
<td>7:45 am-8:45 am</td>
<td>Prayer Breakfast</td>
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<tr>
<td>9 am – 10:30 am</td>
<td>General Session</td>
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</tbody>
</table>

Jim Collins, author of the mega-hit book “Good to Great,” is an expert on how great businesses—led by great leaders—endure, grow and maintain top performance. Join him and other special guests in this first of three general sessions.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>10 am – 4 pm</td>
<td>Exhibit Hall</td>
</tr>
<tr>
<td>10:45 am – 1:30 pm</td>
<td>ASCLS Executive Committee</td>
</tr>
</tbody>
</table>

**Presiding:** Robert J. Marchant, Chief Clerk of the Wisconsin Senate, and ASLCS President

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 pm-5:00 pm</td>
<td>NCSL Standing Committees</td>
</tr>
</tbody>
</table>
Get on the Bus to Branson and the Professional Development Seminar
September 28-October 2, 2011

Plan to ‘board the bus’ and attend the 45th Annual Professional Development Seminar of the American Society of Legislative Clerks and Secretaries. This seminar is the premier training opportunity that brings together participants from across the country and internationally to learn important skills and procedures, build relationships, and bring home new tools and ideas aimed at enhancing the effectiveness of America’s state legislatures.

Three general training sessions will assist legislative staff in developing critical skills that can be utilized in the legislature:

- “Cultivating Winning Relationships” – learn how to understand, evaluate, and improve your professional relationships.
- “Art of Negotiating” – a hands-on training to help legislative staff explore their negotiating potential and develop their negotiating skills
- “Social Media and the Legislative Institution” – learn about social media, its growth, and how legislatures can utilize social media to enhance the legislative institution.

This training seminar also offers:

- Eight specialized training and informational sessions on various institutional, procedural, and administrative topics;
- Staff breakouts to discuss parliamentary situations and administrative challenges;
- Legislative Expo – where attendees can show – and share – the way they do their job with ASLCS colleagues;
- And many more networking activities!

Learn more about the ASLCS 2011 Professional Development Seminar, including hotel, registration, and evening social events by visiting: www.ncsl.org/2011ASLCSPDS and take a ride on the “Get on the Bus to Branson” blog: http://aslcs2011branson.blogspot.com/

Don’t miss the bus to Branson!
Attend the only national training seminar that specifically emphasizes continuing education and development of essential skills for clerks, secretaries and their staff.