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Dear Members:

Recently, we concluded the American Society of Legislative Clerks and Secretaries’ 45th Annual Professional Development Seminar in Branson, Missouri. Many thanks to Rob Marchant, Immediate Past President; Susan Schaar, Chair; Ann Cornwell, Vice chair; members of the 2011 No Host Committee; Angela Andrews, NCSL Liaison to ASLCS and staff from the Missouri Senate and House of Representatives for their efforts in making the PDS a success. And thanks to each of you who planned, participated in or attended sessions. Without your hard work and dedication, it would be difficult to maintain the level of professional development training ASLCS is identified with.

Participation in the Society is essential to its preservation. I encourage you as members to be involved. On the following pages, you will read how your committee chairs and vice chairs are already working diligently. Communicate with them via email or by phone. They need your input. Don’t hesitate to bring your ideas or concerns to members of the Executive Committee. They are a talented and dedicated group of individuals who have, and will continue, to serve the Society well.

For individuals who are first time members or recent attendees at an ASLCS meeting, visit our website for pertinent information, view our testimonials about the benefits of the Society and read our professional publications. In short, learn why the Society exists and what is has to offer.

Let’s make it our mission this coming year to find ways to strengthen ASLCS. I understand service sometimes demands sacrifice, but collectively I know we can keep faith with our responsibility to the Society and to each other.

As our legislative sessions draw near, we as staff might want to jot down these words: “The worst days of those who enjoy what they do are better than the best days of those who don't.”

I am honored and humbled to have been given the opportunity to serve as your President.

Sincerely,

Terry L. Spieler
Secretary of Senate, Missouri
and ASLCS President
Greetings! As you might imagine, the role of NCSL Staff Chair offers many opportunities and no shortage of challenges. Perhaps surprisingly, sitting down to draft a message such as this to staff section members is an example of both. One wants to be inspirational without being trite, supportive without being presumptuous, and most of all interesting enough to keep a reader’s attention beyond the first paragraph.

That said, and for those of you still with me, I’d like to weave a fable into the fabric of my message. I could pattern Aesop and use animals to tell the story, or follow other old-world examples to create fanciful mythological creatures to illustrate my point. However, I find most legislative staff prefer direct communication, so I’ll call my story: “The Disconnected, Disheartened, Gloomy Civil Servant and the Hero.”

It’s been my privilege, over the past month or so, to attend the very successful professional development seminars of various NCSL Staff Sections, at which I spoke about my belief that it is currently a difficult time to be a public-sector employee working in legislatures. Budgets are short, public perception is uninformed and caustic, and at every turn it seems, there are forces attempting to elevate individual agendas to make certain “parts” greater than the “sum” that is the legislative institution we hold dear. With warning that I’m teetering toward triteness, these difficulties are certainly also opportunities. You can buy in to the unfortunately common sentiment that public service breeds mediocrity, and assume the self-fulfilling role of a disconnected, disheartened, gloomy civil servant whose value is questioned at best and questionable at worst. Or, you can double-down and work now, harder than ever, to prove that common sentiment wrong. No movie was ever made about a caped-crusader swooping down with power and confidence on a situation where everything was going just fine. It is when things are difficult, problems exist, perceptions need to be altered, and when the skills of others are at their weakest, that the story needs a hero. You can decide your professional path, and I hope to offer as much support as possible when you choose (as I know you will) to model the behavior that helps nobly restore our profession in the eyes of the public we all serve! The role of statesman is not limited to elected officials. In fact, I contend that many of them acquire that talent, upon initial election, from the staff that gets them started. They learn to be statesmanlike from you!

One of the NCSL Staff Chair’s responsibilities is to chair the Legislative Staff Coordinating Committee (LSCC). This group is made up of the three elected NCSL Executive Committee staff officers, the six appointed overall NCSL Standing Committee staff officers, the 16 elected at-large members of the NCSL Executive Committee, two designated officers from each of the 10 NCSL staff sections, and four discretionary appointees. The LSCC is tasked “to oversee the legislative staff division of NCSL, to coordinate the work of the 10 staff sections of NCSL, to
promote professional development of legislative staff, and to review and evaluate NCSL services to legislative staff.” During this time when we are all being asked to do more with less, the LSCC is taking very seriously its charge to ensure NCSL is an asset to you. This year we are working on issues and projects that will help support you in your estimable role as stewards of the democratic institution. The networking and professional development opportunities made available through the NCSL and its staff sections cannot be matched, as far as I’m concerned, in terms of specific value to career legislative staff professionals, and we are all very fortunate to have so many talented minds working to ensure that remains true.

Of course, as with any endeavor, “you get out what you put in,” and I think that is the moral of my fable. Unlike the movies, or the comics, there is no magic potion, insect bite, or alien bloodline that will enable you to save the day. Instead what is needed is your fortitude, intelligence, and sense of purpose, as you decide from one moment to the next to do the right thing, and to be the right person for this amazing job! In the end, your heroism is a result of honest hard work, and diligent respect for the importance of the work you do. It is also the result of careful cultivation and management of relationships that become resources in support of your official function. NCSL is certainly one of those resources, and the organization stands ready to offer you information and assistance, in support of your professional endeavors. It also will naturally put you in touch with the precious few others who do what you do, who understand what you understand, and who share with you the many challenges and issues that you face on a daily basis, which can be such a comfort when the villain makes off with the damsel-in-distress. I firmly believe this network of heroes is NCSL’s greatest strength, and I ask you to help me make it more widely known that such a fantastic wealth of knowledge and experience exists. Don’t be the Disconnected, Disheartened, Gloomy Civil Servant many expect you to be.

It is a privilege and honor to serve as your NCSL Staff Chair and there are so many others to thank for their hard work as part of the organization’s great team. If you have concerns, thoughts, or questions about NCSL, the LSCC, or legislative staffing in general, please do not hesitate to drop me a line. I look forward to working together, and to participating with you in the many NCSL activities upcoming over the course of the next year.

Michael P. Adams
NCSL Staff Chair
Obituary:

Hamilton McWhorter, Jr. passed away Tuesday, October 18, 2011 at the Lenbrook Retirement Community in Atlanta. "Big Hamilton" as he was affectionately known to his family, was born on April 17, 1913 in Lexington, Georgia to Hamilton McWhorter and Helen Gottheimer McWhorter. He graduated from the University of Georgia in 1934 where he was a member of Chi Phi fraternity. He received his LLB degree from the University of Georgia School of Law in 1936, and practiced law in Lexington with his father until World War II.

A public servant and patriot, he served his local community, the State of Georgia and the United States of America. During and after World War II he served in the Military Intelligence Service. He served as Oglethorpe County attorney, served on the Lexington City Council, and represented a district that included Oglethorpe County in the State Senate in 1961 and 1962. From 1967 to 1992 he served as Secretary of the Georgia Senate.

Though not a politician, Hamilton loved politics. He was a counselor to a number of Georgia governors and other leaders. In addition, he enjoyed traveling and following current events.

Hamilton adored his nieces, nephews and their children and grandchildren, and was adored by them. He loved his family, the University of Georgia and its football team. A lifelong fan, he attended almost every Georgia game until his last few years.

Hamilton was predeceased by his three siblings, Adelaide McWhorter Jordan of Albany, Sydney McWhorter Jones of Athens, and Bill McWhorter of Spartanburg, South Carolina, one niece, Nancy McWhorter Irwin, and two nephews, Albert Jones and William Hamilton Jordan. He is survived by two nieces, Helen Jordan Schroder of Atlanta and Sydney Jones Flourney of Columbus, one nephew, Lawton Jordan, Jr. of Augusta, 15 great nieces and nephews and numerous great-great nieces and nephews. A graveside service will be held Saturday, October 22 at 2:00 p.m. at the Clark Cemetery in Lexington, Georgia. In lieu of flowers the family requests that memorials be made to the University of Georgia Foundation, Milledge Centre, Suite 100, 394 South Milledge Ave., Athens, GA 30602-5582. Lord & Stephens East is in charge of arrangements.
September 30, 2011

Ms. Karen Wadsworth
American Society of Legislative Clerks & Secretaries
7700 E. 1st Place
Denver, CO 80230-7143

Dear Ms. Wadsworth:

On behalf of Saint Francis Hospital and Medical Center, I want to thank American Society of Legislative Clerks & Secretaries for the gift of $100 in memory of Thomas P. Sheridan, Esq. to our Hematology/Oncology Department. Your contribution is greatly appreciated and enables us to provide even better care for our patients.

We have informed the family of your thoughtful gift.

Again, please accept our thanks for your support.

Best regards,

Lynn B. Rossini
Interim President &
Chief Development Officer

Per IRS guidelines, we are confirming that no goods, services or privileges were exchanged in association with your contribution of 9/20/2011.

Please consider The Valencia Society in your estate plan.
October 24, 2011

Ms Karen Wadsworth  
Secretary-Treasurer  
American Society of Legislative  
Clerks and Secretaries  
7700 E 1st Pl  
Denver, CO  80230

Dear Ms. Wadsworth:

On behalf of the Board of Trustees of the Virginia Capitol Foundation, thank you for the gift of $100 from the American Society of Legislative Clerks and Secretaries in memory of Bruce F. Jamerson. The funds received will be used on a fitting tribute to our friend and dedicated leader. Please know that we share in your loss.

Bruce was the founding chairman of the Foundation who served loyally for two years in that central role before accepting the position of secretary/treasurer. Bruce was more than a valued member of our Board of Trustees. Bruce was instrumental in establishing the Foundation and developing and implementing our mission to enhance the educational and cultural potential of the Capitol, Capitol Square, and Executive Mansion. Bruce was a faithful supporter and a key advisor who will be sorely missed by all who worked with him.

As our forthcoming film for the Capitol Keepers of the Flame seeks to tell the stories of individuals who have made a lasting impact on the Capitol and our representative democracy, few others have exemplified the message of the film more than Bruce Jamerson. In recent years Bruce helped spearhead the project to restore and expand the Jefferson-designed statehouse to preserve “America’s First Monument to Democracy” for future generations, to attract and enable more visitors to access the building, and to secure a place on the UNESCO World Heritage tentative list for this internationally-recognized government building. As his long-time counterpart in the Senate, Susan Clarke Schaar, stated so eloquently, Bruce Jamerson “has left a legacy that will continue to educate our many visitors for years to come while challenging all of us to remain faithful stewards of the Virginia Capitol.”

Again, thank you. You can be assured that your gift will be used to honor Bruce at the Capitol that he so loved. We will make certain that word of your thoughtfulness is conveyed to Bruce’s family.

Sincerely,

[Signature]

M. Alice Lynch  
Executive Director

[Signature]

Jane P. Rhodes  
Administrative Assistant

Your gift to the Virginia Capitol Foundation, a registered 501(c)(3) organization, qualifies as a tax-deductible contribution. No goods or services have been provided as a result of this gift.
Carmelite Monastery
49 Mount Carmel Road
Santa Fe, New Mexico 87505-0312

Peace of Christ! September 27, 2011

Our dear Friends.

May God’s quiet, strengthening presence fill all the hours of your days!

We want to thank you for the generous donation you sent honoring the memory of Margaret Larragoite.

We will gladly offer daily prayer for the repose of her soul in your name, as well as for her family and friends, whose lives will be lonely without her. We are informing them of your gift and are sure this loving gesture on your part will be a comfort to them.

May God return your kindness in blessings on your own lives.

In His love,

[Signature]

Mary Anne [Signature]
House Chief Clerk to take position at Hawaii State Bar Association

Honolulu, Hawaii. Patricia Mau-Shimizu, the Chief Clerk of the House of Representatives, will be leaving her post to be the new Executive Director of the Hawaii State Bar Association (HSBA). She has served as the House Chief Clerk since 1993 and has been with the institution for a total of nearly 28 years. She starts her new position at the HSBA on December 1, 2011.

“On behalf of the entire House of Representatives, I want to commend Patricia Mau-Shimizu for her many years of excellent service to this institution,” said Speaker of the House Calvin K.Y. Say. “Pat always makes sure that the House and the sessions are running smoothly. While we will miss her exceptional knowledge and expertise on legislative matters, we wish her only the very best as she starts a new chapter at the Hawaii State Bar Association.”

Mau-Shimizu has a background in law and business administration. She earned a law degree from Golden Gate University School of Law and was a Business Administration major at the University of San Francisco. She has held various private, state and city positions, and has been with the House of Representatives since 1983. At the House, she served as a legislative researcher, staff attorney, and the Director of the House Majority Staff Office. She was appointed as the Chief Clerk in September 1993.

“Whenever a new lawmaker or new staff person starts their job at the House of Representatives, Pat Mau-Shimizu is one of the first people they meet,” said Rep. Blake Oshiro, House Majority Leader. “She has always made sure that people are welcomed and given the tools they need to do their best work. She will leave a well-respected legacy as the House Chief Clerk.”

###
2011 ANOMAC Meeting

I want to thank ASLCS President Robert Marchant for giving me the opportunity to represent ASLCS at the 18th Annual meeting of ANOMAC in Toluca, Mexico this past August. George Bishop from Virginia, Associate Vice-President, also represented ASLCS at this meeting.

We were delighted – and fortunate – to be part of this extremely well-attended ANOMAC meeting and for the first time in the history of ANOMAC, all 32 Clerks from every state in the country of Mexico were in attendance.

Joining us were: representing Canada, Marian Johnston, President of the Canadian Clerks at the Table from Prince Edward Island as well as Craig James, Clerk of the Assembly of British Columbia.

Also there was Russell Grove, representing Australia, New Zealand and Anzacatt. The other countries represented at the ANOMAC meeting were Argentina, Belize, Cuba, Ecuador, El Salvador, Italy, Nicaragua, South Africa and Spain.

I read the letter from ASLCS and President Marchant inviting the President of ANOMAC and two associates to attend the annual meeting of ASLCS in Branson, Missouri and presented the letter to Javier Dominguez, President of ANOMAC. I also gave the letter of invitation for Antonio Ayales, Director Ejecutivo from Costa Rica, to Dr. Saskia Morales from Nicaragua to give to Mr. Ayales.

All of the meetings commanded both interest and attendance as presentations by several nationally recognized, as well as internationally recognized, authorities on various subjects about legislatures in those countries were made, giving us perspectives and personal information that is simply not so richly available in any other type of setting.

All the international guests were given time to speak about what each of their duties are in their legislatures in their countries. Interpretation was provided in English at all of their presentations.

As always, the hospitality and entertainment shown to all of us was just wonderful and added significantly to the range of opportunities that we had available. I hope that ASLCS will continue to support ANOMAC and more of our members can share in this unique and valuable experience.

Stephen R. Arias
Chief Clerk, New Mexico
The Joint Canadian-American Clerks Conference was held in Montgomery, Alabama, October 13-17, 2011.

Over 100 principal clerks and staffers from Canada and the United States met for three days in formal and informal sessions to discuss a variety of topics of mutual interest to the attendees. Many of the sessions were conducted in the historic Alabama capitol building, originally constructed in 1851.

On Friday, the Honorable Todd Strange, Mayor of Montgomery, welcomed the group to the city, which is ubiquitously known as the cradle of the Confederacy and the birthplace of the American Civil Rights movement.

Speakers included prominent civil rights attorney and former legislator, Fred Gray, who represented Rosa Parks in the landmark 1955 Montgomery Bus Boycott case. Morris Dees related his work as a founder of the Southern Poverty Law Center, which has been at the forefront of civil rights litigation since the 1970s. Finally, Dr. David Bronner, Chief Executive Officer of the Alabama Retirement Systems, discussed his agency's work in attracting economic development projects to the state and the investment of employee pension funds toward such endeavors.

Later on Friday, conference attendees toured the Hyundai Motors of Alabama plant, which located its state of the art facility to Montgomery in 2005. The plant utilizes on-demand parts delivery from other manufacturers also located in the area. The tour offered everyone a close-up view of how the award-winning Hyundai automobiles are assembled.

Saturday's agenda included work sessions on managing legislative bodies in fiscally challenging times, an overview of the committee system, and the impact of new technologies in legislative environments.

This year, Alabama is celebrating its long tradition of musical variety and a number of festivals and concerts have been held across the state as a part of the celebration. In keeping with that celebration, a number of artists performed for the meeting participants, representing the bluegrass, gospel, soul and rock and roll traditions of our state. There was even an unscheduled, after-hours jam session in the hospitality suite.
Sunday's activity was highlighted by the traditional volleyball game, which displayed the finest athletic abilities of the participants. Canada was the victor and celebrated with the Canadian goose trophy. Congratulations to Canada for an epic game, and many thanks to all who participated in this conference, which was Alabama's profound honor to host.
Call to Order
The meeting of the ASLCS Executive Committee was called to order Tuesday, September 27, 2011, at 5:10 p.m. by the Honorable Robert Marchant, Chief Clerk of the Wisconsin Senate and President of ASLCS.

Attendance
The following members of the committee were present: Rob Marchant (WI), Terry Spieler (MO), Karen Wadsworth (NH), George Bishop (VA), Suzi Lowell (AK), Nathan Hatfield (VA), Russell Humphrey (TN), Scott Kaiser (IL), Mardi Alexander (TX), Gregory Gray (WV), Norma Chastain (AZ).

Other members/guests in attendance included Patsy Spaw (TX), Cheryl Laube (AZ), Susan Schaar (VA), Paul Nardo (VA), David Byerman (NV), Shannon McNamara (NCSL), Angela Andrews (NCSL), and Brian Weberg (NCSL).

Approval of Minutes
Upon a motion by Nathan Hatfield, seconded by Terry Spieler, the minutes of the last meeting held August 9, 2011, during the NCSL Legislative Summit in San Antonio, Texas, were approved following two minor corrections approved by all present. (Under New Business, section (o), line 3: unnecessary letter “o” and period to be removed; notation needed that Russell Humphrey was temporary recorder in absence of Karen Wadsworth due to illness).

Treasurer’s Report
Upon a motion by Norma Chastain, seconded by Russell Humphrey, the Treasurer’s Report, showing a balance of $38,747.59 in the ASLCS Dues Account, was approved unanimously.

Old Business
ASLCS Finance Reports – Angela Andrews
Special Meetings Fund (L190 account): Several expenses are expected to show up in this account by the December Executive Committee Meeting. Its balance currently stands at $323,189.33. Fundraising for the Branson PDS totaled $40,775 with over $23,000 raised by Missouri. Susan Schaar, Chair of the No-Host Committee, praised the Missouri staff for the great job they did in acquiring in-kind contributions for the hospitality suite. Contributions by various individuals and businesses were noted.
Professional Development Revolving Account (LLCS): The balance in this account is $17,329.71. Speaking fees for Morag Barrett and David Landis will be paid from this account. Decision will be made in December regarding transfers to this account.

The Branson Meeting Budget was reviewed. Some of our international guests arrived planning to stay longer than the five room-nights per person we had agreed to and included in the meeting budget. After discussion re: the importance of having our international guests present, and mindful of precedent, Scott Kaiser moved, seconded by George Bishop, to pay the additional five room nights at the conference rate (two additional nights for our ANZACATT guest, one additional night for our SALSA guest and two additional nights for our Kenyan guest). The motion was adopted. The meeting budget currently shows an estimated loss of $2,000 - $3,000 but the numbers are not yet final. Some costs are expected to come in lower than estimated. We should be able to stay above the hotel attrition rate on rooms.

Review and Discussion of 2012 PDS: Susan Schaar (VA) and Paul Nardo (VA) officially extended an offer from the Commonwealth of Virginia to host the 2012 ASLCS Professional Development Seminar. It would be held in the historic district of Richmond, VA at the Omni Richmond Hotel from Tuesday, October 2 – Sunday, Oct. 7, 2012 (dates tentative as hotel contract not yet finalized). Karen Wadsworth moved, seconded by Terry Spieler, to accept the offer with thanks. Without objection, President Marchant declared the motion to be adopted unanimously. Angela Andrews indicated that negotiations are underway with the hotel for a rate of $149/night.

New Business
Patsy Spaw inquired about ASLCS providing video of a young staffer in a clerk or secretary’s office for the NCSL/LSCC video initiative, “Legislative Service as a Career.” The purpose of this initiative is to provide information about working in a legislature and promote work in our nation’s state legislatures. Most staff sections are represented in this endeavor, but ASLCS is not. President Marchant indicated that he was working on this initiative with staff from his state. It was noted that some states recorded the video on their own, when they have had video and production capabilities.

Adjournment
Following an announcement by Angela Andrews regarding the shuttle bus available from the hotel to Branson Landing, President Marchant thanked the Executive Committee for a good year. Upon a motion by Norma Chastain, seconded by Scott Kaiser, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,
Karen Wadsworth (NH)
ASLCS Secretary-Treasurer
2011 Annual Business Meeting Minutes

Professional Development Seminar
Branson, Missouri
September 28, 2011

The membership gathered in the Windsor Room of the Chateau on the Lake Resort and Convention Center in Branson, Missouri. ASLCS President and Clerk of the Wisconsin Senate, the Honorable Robert Marchant, called the Business Meeting to order at 12:55 p.m.

The President thanked Debbie Ward and Bill Schaeffer of International Roll-Call Corporation for their generosity in sponsoring the luncheon.

Upon request from Terry Spieler (MO) the Roll Call of the States was dispensed with by unanimous consent.

The minutes of the September 8, 2010, Business Meeting in Milwaukee were approved unanimously on motion of Ann Cornwell (AR), seconded by Steve Marshall (VT).

The Treasurer’s Report, showing a balance of $38,747.59 in the dues account, was approved unanimously on motion by Susan Schaar, (VA), seconded by JoAnn Hedrick (DE).

President Marchant introduced International Guests in attendance:
Tom Duncan, Clerk of the Legislative Assembly, Parliament of the Australian Capitol Territory, Canberra, Australia, representing ANZACATT
Marian Johnston, Clerk Assistant and Clerk of Committees, Legislative Assembly of Prince Edward Island, Canada, representing CATTS
Beverley Isles, Principal Clerk, House of Commons, Parliament of Canada, Ottawa, Canada
Lucie Lavoie, Executive Assistant to the Clerk of the Senate, Parliament of Canada, Ottawa, Canada
Bongani David Sibisi, House Proceedings Directorate, KwaZulu-Natal Legislature, South Africa, representing SALSA
Stephen Njenga Ruge, First Clerk Assistant, Kenya National Assembly
Florence Abonyo, First Clerk Assistant, Kenya National Assembly

(Deborah Deller, Clerk of the House, Legislative Assembly of Ontario, Toronto, Canada, representing CATTs, joined the meeting later in the week.)

Committee Reports were received as follows:
Bylaws and Standing Orders: George Bishop (VA) reported that the committee’s recommended language allowing the Professional Journal to go from a twice-a-year to once-a-year publication was approved by the Executive Committee in San Antonio.
Inside the Legislative Process: Bill MaGill (VT) said the compilation of responses to the latest questionnaire will be distributed very soon.

Site Selection: Pat Harris (AL) shared the news that the 2012 PDS will be hosted by Virginia and held in Richmond, VA. The 2013 PDS, in conjunction with the 70th Anniversary of ASLCS, will be in Sacramento, CA.

Technology: Maryann Horch (VA) thanked committee leaders and members and noted the committee sponsored panel discussion about Twitter being held on Thursday.

International Communication and Development: Denise Weeks (NC) spoke of how the Society continues to extend friendship to our international peers and drew attention to the panel on Friday relating to comparative practices.

Legislative Administrator: Patience Worrel (TX) reported that the latest edition of the Legislative Administrator had been mailed and should be on desks when participants arrive home after this conference.

Membership and Communication: Susan Kannarr (KS) spoke about the New Attendee Orientation later in the day.

Support Staff: Alan Whittington (TN) briefly made a pitch for participation in the Associate Exchange Program and urged members to attend the Legislative Expo on Friday.

Canadian-American Relations: Diane Bell (FL) reminded all in attendance of the Joint Canadian-American Meeting to be held beginning October 13th in Montgomery, Alabama.

Professional Journal: Hobie Lehman (VA) reported that the Journal will be produced in Wisconsin marking “the end of an era” for Virginia.

Program Development: Sandy Tenney (UT) thanked everyone involved in pulling all aspects of the PDS program together and shared her hope that we would all enjoy the conference program.

Roster: Marguerite Duda (WV) indicated that last minute details were being dealt with and the new Rosters should be available before the December holiday season.

The following meeting contributors were thanked by the President: LexisNexis; West, a Thomson Reuters business; Granicus; Propylon and Sliq Media Technologies, Inc.

Greg Gray (WV) presented the report of the nominating committee:

- Elected Associate: Scott Kaiser, Assistant Secretary, Illinois Senate
- Elected Principal: Russell Humphrey, Chief Clerk, Tennessee Senate
- Associate Vice President: Nathan Hatfield, Assistant Clerk, Virginia Senate
- Secretary-Treasurer: Suzi Lowell, Chief Clerk, Alaska House
- President-Elect: Karen Wadsworth, Clerk, New Hampshire House
- President: Terry Spieler, Secretary, Missouri Senate
Adoption of the report was moved by Susan Schaar (VA), seconded by Steve Marshall (VT), and approved unanimously.

President Marchant introduced Michael Adams, NCSL Staff Chair and Director of Strategic Planning for the Virginia Senate. In his remarks, Adams thanked Marilyn Eddins (CO) and Susan Schaar (VA) for serving as his mentors in his legislative staff career. He urged members to strive for win-win situations, noting that legislative staff service is a unique profession. We should model the behavior we want to see in others, remember the past, pass knowledge along and seek individual pride, remembering that what we do is important.

Yvonne Malloy, Volunteer Coordinator for the Women’s Crisis Center in Branson, gave a brief history of her organization. The Center will receive emergency relief kits put together by meeting attendees on Friday. This is the 2011 community service project in partnership with LexisNexis.

Upon motion of Steve Marshall (VT) and hearing no objection, the President adjourned the Business Meeting at 1:38 p.m.

Respectfully submitted,
Karen Wadsworth (NH)
ASLCS Secretary-Treasurer
2011-2012 Executive Committee

Terry Spieler (MO)  
President

Karen Wadsworth (NH)  
President-Elect

Suzi Lowell (AK)  
Secretary-Treasurer

Nathan Hatfield (VA)  
Associate Vice President

Russell Humphrey (TN)  
Elected Principal

Steve Arias (NM)  
Appointed Principal

Susan Furlong (NV)  
Appointed Principal

Scott Kaiser (IL)  
Appointed Associate

Jamie Kruse (NE)  
Appointed Associate

Janice Gadd (UT)  
Appointed Associate

Rob Marchant (WI)  
Immediate Past President

George Bishop (VA)  
Immediate Past Associate Vice President

The Legislative Administrator
2011-2012 Executive Committee
Meeting Minutes

Professional Development Seminar
Branson, Missouri
Sunday, October 2, 2011

Call to Order
The meeting of the Executive Committee was called to order by the Honorable Terry Spieler, Senate Secretary of the Missouri General Assembly and ASLCS President.

Attendance
The following members of the committee were present: Terry Spieler (MO), Karen Wadsworth (NH), Nathan Hatfield (VA), Scott Kaiser (IL), Steve Arias (NM), Susan Furlong (NV), Janice Gadd (UT), Jamie Kruse (NE), George Bishop (VA).

Other members/guests in attendance included: David Byerman (NV), Susan Clarke Schaar (VA), and Angela Andrews (NCSL).

President Spieler announced her appointments to the Executive Committee. The appointed Principals are Steve Arias (NM) and Susan Furlong (NV) and appointed Associates are Janice Gadd (UT) and Jamie Kruse (NE). Upon a motion by George Bishop (VA) and seconded by Karen Wadsworth (NH), the appointments were approved unanimously.

Treasurer’s Report
The Treasurer’s Report reflects a balance of $37,416.80. There was one disbursement for $1,330.79 to the Treasurer of Virginia for George Bishop’s travel to ANOMAC and CATTS since the report on September 27, 2011, of $38,747.59. Upon a motion by Nathan Hatfield (VA), seconded by Scott Kaiser (IL), the Treasurer’s Report was approved unanimously.

Old Business
Steve Arias (NM) thanked the Executive Committee for the memorial contribution to Carmelite Monastery of Sante Fe, New Mexico in honor of Margaret Larragoite (NM).

New Business
Angela Andrews explained the four ASLCS financial accounts and distributed a summary of each account. Angela also distributed an article titled, "ASLCS Finances: What Every Member Should Know," written by former President Rob Marchant, about ASLCS’ financial accounts. This article was printed in the Spring 2011 Legislative Administrator. The Dues Account contains all the membership dues received for the Society and the Dues Account is maintained.
by the ASLCS Secretary-Treasurer. The three other accounts are maintained by the ASLCS liaison (Angela Andrews) and the liaison reports to the Executive Committee regarding their status.

Angela Andrews reported that the L190, ASLCS Special Meetings Fund, has a balance of $323,189.33.

The total for fundraising for the Branson PDS is $40,775.00. Receipt of additional monies is expected. Scott Kaiser (IL) commended President Spieler (MO) on Missouri's fundraising efforts.

The no-host expenses for the PDS in Branson were discussed. The budgeted amount was $35,000 and the estimated cost is $30,155.46. Thus far $8,100.10 has been expended. George Bishop (VA) asked if there were any expenses to be concerned about. Angela Andrews advised that the cost for the reception at the Titanic Museum is anticipated to be higher than budgeted but the Hospitality Suite and the Sliq reception are anticipated to be lower than budgeted.

Missouri raised approximately $23,000 to help Missouri staff attend the PDS. Their attendance helped fill the required room block and supplemented the meeting budget. It was noted the hotel attrition rate would not have been met without them.

The balance in the President's Leadership Appreciation Event fund is $2,909.75. Use of the fund to hold an appreciation event is optional. Former President Greg Gray raised funds in the amount of $8,150.00 and chose to have an event. Past President Rob Marchant chose not to have an event. It should be noted that this fund resides in the L190 account, also known as the ASLCS Special Meetings Fund account.

The balance in the ASLCS Professional Development Revolving Account (LLCS) is $17,329.71. Angela Andrews reported no new deposits, one new expenditure of $500 for reimbursement to Bladen Finch, a 2011 Associate Exchange Program Participant, and a pending expenditure of $2,500 to Morag Barrett Honoraria for the PDS. When this account goes below $15,000, monies are transferred from the Dues account. It was noted that Meagan Dorsch, Public Affairs Director and Social Media Manager for NC, did not receive monetary compensation for her presentation and that a thank you note to her will be sent on behalf of the society.

The Branson Meeting Budget (PD011) was discussed. Currently the estimated costs are $59,834.93 and the revenue is $57,025.00. The meeting budget is closed out at the end of each year. As of September 22, the number of rooms picked up was 730 which is 19 room nights above the contracted attrition threshold. The total number of registered attendees was 177, with 33 of those being complimentary registrations.

Discussion regarding private events scheduled by sponsors at the PDS will be carried over until the December conference call meeting.

The following budgets for ASLCS publications were approved unanimously:
• George Bishop (VA) moved and Steve Arias (NM) seconded to approve up to $10,000 for publication of the Legislative Administrator.

• Scott Kaiser (IL) moved and George Bishop (VA) seconded to approve up to $3,000 for publication of the Professional Journal, noting the journal will be published once a year.

• Steve Arias (NM) moved and Susan Furlong (NV) seconded to approve up to $500 for publication of the International Directory.

Terry Spieler (MO) moved and Janice Gadd (UT) seconded to designate Karen Wadsworth (NH) to represent the Society on behalf of President Spieler at the 2012 ANZACATT Meeting in Melbourne-Victoria, January 2012. The motion passed unanimously.

The 2012 Professional Development Seminar will be held in Richmond, Virginia at the OMNI Richmond. The hotel is three blocks from the Capitol. The current OMNI proposal provides sleeping rooms for $149 per night and there is an 80% attrition rate. Before setting a number for the block of rooms, the OMNI Richmond wants to see the final hotel room pick-up for the Branson meeting. Nathan Hatfield (VA) moved and George Bishop (VA) seconded to approve the OMNI Richmond as the hotel for the 2012 PDS. The motion passed unanimously.

Angela Andrews will be checking on hotels in Sacramento, California for the October 2013 PDS.

**Announcements**
President Spieler (MO) announced that the Spring Meeting will be April 20-22, 2012, at the Downtown Hyatt in Phoenix, Arizona located close to the airport.

The 2011 Reference Guide for the ASLCS President and Executive Committee was distributed.

**Adjournment**
Upon a motion by Susan Furlong (NV), seconded by Scott Kaiser (IL), President Spieler adjourned the October 2, 2011, Executive Committee Meeting.

Respectfully submitted,
Suzi Lowell (AK)
ASLCS Secretary-Treasurer
Call to Order
The meeting of the Bylaws and Standing Orders Committee was called to order by Patrick O’Donnell (NE), Committee Chair.

Attendance
The following members of the committee were present: Patrick O’Donnell (NE), Chair, Sandy Tenney (UT), George Bishop (VA), Marilyn Eddins (CO), Susan Furlong (NV), Janice Gadd (UT), JoAnn Hedrick (DE), Bo Hoover (WV), Suzi Lowell (AK), Sherry Rodriguez (NV), Butch Speer (LA), Karen Wadsworth (NH).

President-elect Terry Spieler spoke briefly to the assembled committee. She expressed her desire that ASLCS members become educated on the importance of the Bylaws and Standing Orders. She requested that Chair O'Donnell work with the Program Development Chair to explore the possibility of presenting a session on Bylaws and Standing Orders at the 2012 Professional Development Seminar. Karen Wadsworth recommended that an explanation of ASLCS' "special accounts" might be included in a concurrent session.

Chair O'Donnell reminded the committee that the Standing Orders originated in 1992 at the recommendation of John Phelps, in part, to provide transparency.

Chair O'Donnell stated that it might be worthwhile to recommend to the Chair of Membership and Communication Committee that basic information on Bylaws and Standing Orders be included in the new members' handbook for the 2012 PDS.
Chair O'Donnell asked who has possession of the electronic document containing the Bylaws and Standing Orders. Karen Wadsworth indicated that she understands that the president-elect has possession of the electronic document.

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,
Patrick O’Donnell (NE), Committee Chair
Canadian-American Relations Committee Meeting Minutes

Call to Order
The Canadian-American Relations Committee meeting was called to order by Denise Weeks, (NC), Chair.

Attendance
The following members of the committee were present: Denise Weeks (NC), Chair, Bo Hoover (WV), Vice-Chair, Steven Marshall (VT), Vice-Chair, Mick Bailey (WV), Liz Clark (AK), Joy Engelby (MO), Lendi Ensor (AK), Greg Gray (WV), Lourdes Guerra (TX), JoAnn Hedrick (DE), Crystalline Jones (AK), Ann Krekelberg (AK), Suzi Lowell (AK), Lori Mullens (WV), Tracy Ortiz (TX), Sherry Rodriguez (NV), Alfred Speer (LA), Kirsten Waid (AK), Joyce Wright (AL).

Other members/guests in attendance included Debbie Deller, Toronto, Canada, Beverley Isles, Ottawa, Canada, Marian Johnston, Prince Edward Island, Canada.

Approval of Minutes
Upon a motion by Suzi Lowell (AK), seconded by Greg Gray (WV), the minutes of the last meeting held April 15-17, 2011, during the Spring Meeting, in Pittsburgh, PA, were approved.

Introduction of Canadian guests: Deller, Isles, and Johnston.

Old Business
No old business before the committee.

New Business
Discussion of the October 13, 2011, Joint Canadian-American Meeting in Montgomery, AL. Updates to the meeting were given by Joyce Wright (AL).

Adjournment
Upon a motion by Steve Marshall (VT), seconded by Sherry Rodriguez (NV), the meeting was adjourned.

Respectfully submitted,
Bo Hoover, WV, Vice Chair/Recorder

The Legislative Administrator
Call to Order
The meeting of the Inside the Legislative Process committee was called to order by Matthew Baker (NV) in the initial absence of the Chair and Vice Chair.

Attendance
The following members of the committee were present: David G. Surdez (MN), Chair, Matthew Baker (NV), Vice-Chair, Chawetta Johnson (MS), Vice-Chair, Jocelyn Aquino (CA), Eric Bingham (VA), Joan Branson (MO), Jean Burgin (KY), Ginny Edwards (VA), Shelle Grim-Brooks (NV), Adanna Hydes (KY), Kathy Jackson (UT), Tisha Gieser (AK), Diane Keetch (NV), Lori Mullens (WV), Tracy Ortiz (TX), Ben Robinson (AK), Terry Rumley (NC), Jackie Schulz (AK), Linda Tubbs (TX), Zach Twilla (CA).

Other members/guests in attendance included Stephen Njenga Ruge, Kenya.

Approval of Minutes
Upon a motion by Joan Branson (MO), seconded by Eric Bingham (VA), the minutes of the last meeting held August 8, 2011, during the NCSL Legislative Summit, in San Antonio, TX, were approved.

Old Business
Tisha Gieser (AK) provided information on the committee’s responsibilities to review and produce Inside the Legislative Process, an online research tool offering information on current state legislative processes and procedures. The committee works closely with NCSL staff to develop survey questions and record the responses in an electronic format on the ASLCS website. She advised the website has approximately 20 years of survey data including legislative calendars, procedures, staffing, etc. Adanna Hydes (KY) stated the most recent survey is being finalized for publication. Tisha Gieser advised it be posted in December. A link to Inside the Legislative Process will be provided next week for the committee members.
**New Business**

Terry Spieler (MO) joined the meeting and expressed her appreciation to the members for their service on the committee. She explained the survey is usually completed and published on a biennial basis with the committee members appointed for a two-year term. The publication cycle is being changed to one year to make the survey information more timely for upcoming legislative sessions. The committee appointment is for one year in conjunction with the survey.

Matt Baker (NV) provided information from a conference call held last week to discuss the third draft of the 2012 survey. He provided copies of the survey for the committee members to review. When asked, he explained the content of the survey was drafted by Brenda Erickson, NCSL Program Principal, on topics determined by the Executive Committee. An electronic version of the finalized survey will be sent out in the next few days for completion. Any questions on completing the survey can be addressed to committee Chair David Surdez (MN) or Vice Chairs Chawetta Johnson (MS) and Matt Baker.

Matt Baker (NV) emphasized the Executive Committee is seeking active participation from the committee members and he encourages questions, suggestions and interaction with other states for information. Compilation of the 2012 survey information will begin in March 2012. He urged committee members to make sure their particular chambers, whether House or Senate, complete the survey in a timely manner. He advised the Chair may decide to assign other states or chambers to certain committee members to follow up on, especially those states who weren't in attendance, aren't represented on the committee or rarely complete NCSL or ASLCS requests. Tisha Gieser (AK) said there were many states not responding to the previous survey. To facilitate communications, an email link for all committee members will be sent out next week.

**Adjournment**

Upon a motion by Adanna Hydes (KY), seconded by Jean Burgin (KY), the meeting was adjourned.

Respectfully submitted,
Shelle Grim-Brooks (NV), Acting Recorder
Call to Order
The meeting of the Legislative Administrator Committee was called to order by Jay Braxton (VA), Chairman.

Attendance
The following members of the committee were present: Jay Braxton (VA), Chair, Emily Howard (VA), Vice-Chair, Tricia Vaughan (VA), Vice-Chair, Johnye Bennett (VA), Shannon Chambers (NV), Shelle Grim-Brooks (NV), Cathy Hooe (VA), Kathy Jackson (UT), Cyndy Johnston (OR), Dana Miller (MO), Robert Taylor (OR), Jennifer Welch (VA).

Approval of Minutes
Upon a motion by Dana Miller (MO), seconded by Robert Taylor (OR), the minutes of the last meeting held August 8, 2011, during the NCSL Legislative Summit in San Antonio, TX, were approved.

New Business
Chair Braxton (VA) reported that the committee has a budget of $10,000 for publication and postage for the year. He indicated that the content of the next edition will include the President's Message and committee meeting minutes, as always. He called for ideas regarding new features. Tricia Vaughan (VA) suggested "State-at-a-Glance" profiles. Chair Braxton suggested a "Milestone" feature, such as those found in alumni magazines. "Newbie" and "Veteran" perspectives of the PDS were suggested also. We would like to have the first issue published before the end of 2011.

Adjournment
Upon a motion by Tricia Vaughan (VA), seconded by Jennifer Welch (VA), the meeting was adjourned.

Respectfully submitted,
Cathy Hooe (VA), Recorder
Call to Order
The meeting of the Membership and Communication Committee was called to order by Bonnie Alexander (ID), Chair.

Attendance
The following members of the committee were present: Bonnie Alexander (ID), Chair, Mardi Alexander (TX), Jean Burgin (KY), David Byerman (NV), Norma Chastain (AZ), Marilyn Eddins (CO), JoAnn Hedrick (DE), Adanna Hydes (KY), Cheryl Laube (AZ), Cindi Markwell (CO), Carol Newton (MO), Jackie Scott (VA), Bonnie Trivette (NC), Linda Tubbs (TX), Kirsten Waid (AK), Denise Weeks (NC), Kathy White (MO).

Approval of Minutes
Upon a motion by Cheryl Laube (AZ), seconded by Bonnie Trivette (NC), the minutes of the last meeting held August 8, 2011, during the NCSL Legislative Summit in San Antonio, TX, were approved.

New Business
The Chair spoke about the Committee's direction and goals as related to enhancing membership and communicating the value of the Society. She suggested that we build on past successes and focus on new opportunities that will make our current work relevant to maintaining a strong and vibrant organization. Because prior committees have made the New Member Orientation program a success, we can now shift our focus to encouraging greater involvement of current members and attracting prospective members. Without objection, the committee agreed to use this year’s New Member Orientation theme when we meet next fall in Richmond. We will reuse the table decorations and continue the same new attendee/mentor format.
Terry Spieler (MO), ASLCS President-elect, arrived and thanked the committee for the important work they would be doing over the coming year. The discussion continued about membership goals: How well are we serving our members? How well are we serving the Society? The Committee considered many ideas about participating members and non-participating members and how to narrow the gap. Since all principals are automatically members, it was suggested that we encourage them to participate, even if they can't travel to the meetings.

Mardi Alexander (TX) spoke about the Membership and Communication Committee having space on the ASLCS website, and Angela Andrews said it was her responsibility to update the website. Norma Chastain (AZ) suggested that we think about incentives to bring members back to the Society, and perhaps use a flipcam to interview attendees about how they benefited from the annual meeting. Denise Weeks (NC) mentioned that we could publish information in the *Administrator* to promote the Society based on what we have been doing. Cheryl Laube (AZ) said that we might consider placing attendee’s reviews about the Professional Development Seminar in the *Administrator*.

To determine the best course of action to involve members who are not currently participating, David Byerman (NV) suggested that the Committee take a survey. Denise Weeks (NC) suggested offering scholarships to help members attend seminars and that members of leadership in the Society could actually go and visit those principals who are not involved.

The Committee discussed reviewing Angela Andrews' meeting evaluation results to see what attending members thought about the meeting, and to use the positive comments as talking points when speaking to non-participating members. One of the last ideas offered on how to get people more involved in the Society was to send out a monthly newsletter by our committee.

**Adjournment**

Upon a motion by Cheryl Laube (AZ), seconded by Norma Chastain (AZ), the meeting was adjourned.

Respectfully submitted,
Bonnie Alexander (ID), Chair
Jackie Scott (VA), Recorder
Roster Committee Meeting Minutes

Professional Development Seminar
Branson, Missouri
October 1, 2011

Call to Order
The meeting of the Roster Committee was called to order by Carol Newton, (MO), Chair.

Attendance
The following members of the committee were present: Carol Newton (MO), Chair, Julie Bochat (MO), Vice-Chair, Sarah Culley (MO), Vice-Chair, Lucy Darris (MO), Stephanie Hall (AK), Cindi Markwell (CO), Dana Miller (MO), Linda Tubbs (TX), Kathy White (MO).

Other members/guests in attendance included Mary Snider (MO), Ginny Edwards (VA), and Terry Spieler (MO), President-Elect.

Approval of Minutes
There were no minutes to be approved.

Old Business
There was no old business pending before the committee.

New Business
Chair Newton (MO) asked if committee members had any suggestions for changes to the 2011-2012 Roster & Reference Guide such as enlarging the format and/or having an exploratory committee to address putting the roster online.

Terry Spieler (MO) commented that printing the next addition online would require some changes. She recommended looking at the pros and cons before proceeding. Would we still need to print hard copies if a decision is made to post the Roster & Reference Guide online? Would we print a limited amount? What would be our main purpose? Committee members agreed that more discussion is necessary before making a decision.
Adjournment
Upon a motion by Linda Tubbs (TX), seconded by Julie Bochat (MO), the meeting was adjourned.

Respectfully submitted,
Cindi Markwell, (CO), Acting Recorder
Site Selection Meeting Minutes

Professional Development Seminar
Branson, Missouri
October 1, 2011

Call to Order
The meeting of the Site Selection Committee was called to order by Ann Cornwell (AR), Vice-Chair.

Attendance
The following members of the committee were present: Ann Cornwell (AR), Vice-Chair, Mardi Alexander (TX), Dave Avant (AL), Johnye Bennett (VA), Julie Bochat (MO), Jay Braxton (VA), Lee Cassis (WV), Barbara Carter (VA), Shannon Chambers (NV), Norma Chastain (AZ), Liz Clark (AK), Sarah Culley (MO), Marguerite Duda (WV), Greg Gray (WV), Stephanie Hall (AK), Nathan Hatfield (VA), Jamie Kruse (NE), Cheryl Laube (AZ), Hobie Lehman (VA), Cindi Markwell (CO), Steven Marshall (VT), Carol Newton (MO), Rose Ramsey (VA), Jackie Scott (VA), Bonnie Trivette (NC), Kirsten Waid (AK), Denise Weeks (NC), Jennifer Welch (VA), Dianne Whitaker (VA).

Other members/guests in attendance included Londi Ensor (AK), Cathy Hooe (VA), Martha Hopson (AK), Lori Nichols (WV), and Jan Waldrop (VA).

New Business
As a result of the retirement of Millie MacFarland (ME), unfortunately, at this time, Maine will be unable to host the PDS in 2012. Virginia has placed a bid to the Executive Committee in Branson to host the PDS in 2012, which was accepted.

In San Antonio, TX, the Executive Committee accepted California's bid to host the PDS in Sacramento, CA, in 2013. Vice-Chair Cornwell stated that the Society members in California are very excited by the prospect of hosting the PDS and the opportunity to become further involved with the Society.
Nathan Hatfield talked briefly about the upcoming 2012 Meeting in Richmond. He indicated that the dates for the conference are tentatively set for October 2-7, 2012.

Since the PDS for 2012 and 2013 have been decided, the charge for our committee will be to explore possibilities of states to host the PDS for 2014 and 2015. A survey will be sent to all Principals to inquire about interest in hosting our PDS in 2014 or 2015.

**Adjournment**
Upon a motion by Denise Weeks (NC), seconded by Joyce Wright (AL), the meeting was adjourned.

Respectfully submitted,
Joyce Wright (AL), Acting Recorder
Support Staff Meeting Minutes

Call to Order
The meeting of the Support Staff Committee was called to order by Tisha Gieser (AK), Chair.

Attendance
The following members of the committee were present: Tisha Gieser (AK), Chair, Hobie Lehman (VA), Vice Chair, Mick Bailey (WV), Matthew Baker (NV), George Bishop (VA), Julie A. Bochat (MO), Joan Branson (MO), Karen Brown (UT), Sarah Culley (MO), Marguerite Duda (WV), Joy Engelby (MO), Janice Gadd (UT), Stephanie Hall (AK), Nathan Hatfield (VA), Maryann Horch (VA), Kathy Jackson (UT), Jamie Kruse (NE), Rose Ramsey (VA), Dianne Whitaker (VA), Maureen Wilson (UT).

Other members/guests in attendance included: Eric Bingham (VA), Barbara Carter (VA), Lucy Darris (MO), Ginny Edwards (VA), Lundi Ensor (AK), Diane Keetch (NV), Connie McMillen (MO), Lori Mullens (WV), Lori Nichols (WV), Mary Snider (MO), Jan Waldrop (VA), and Angela Andrews (NCSL).

Approval of Minutes
Upon a motion by Maryann Horch (VA), seconded by Stephanie Hall (AK), the minutes of the last meeting held August 8, 2011, during the NCSL Legislative Summit in San Antonio, Texas were approved.

New Business
Tisha Gieser (AK), Chair, reviewed the role of the Support Staff Committee, highlighting the Associate Exchange Program (AEP) and program planning for the annual Professional Development Seminar (PDS).
Hobie Lehman (VA), Vice Chair, provided an overview of the AEP and shared his experience being hosted by the Delaware House. He explained that as a result of the exchange he was able to implement cost saving measures in Virginia. Matthew Baker (NV) and Diane Keetch (NV) also shared their experiences as AEP participants.

Tisha Gieser (AK), Chair, stated that an email would be sent out later this month asking for Chambers to participate in the AEP as host states. Joan Branson (MO) suggested that host states be given some guidance on how to maximize the experience of program participants, such as a sample agenda. George Bishop (VA) clarified that the exchange is designed to be three to five days as stated in the ASLCS Standing Orders. Nathan Hatfield (VA) added that in addition to participants benefiting from the exchange, host chambers also get the opportunity to learn about another state and get a fresh perspective on their own processes. Committee members were encouraged to search "aslcselearning" on YouTube to see video clips from a past Associate Exchange participant and host state.

ASLCS President-Elect Terry Spieler greeted the committee and encouraged members to seek further involvement in ASLCS and the Support Staff Committee. President-Elect Spieler asked the committee to promote the AEP in the coming year.

The committee discussed the Legislative Expo in Branson, noting that participation was healthy and the length was appropriate. Tisha Gieser (AK), Chair, asked the committee for input regarding having a theme for next year's expo, but the committee agreed that a theme might jeopardize participation. Matthew Baker (NV) emphasized the value of the expo, explaining that he had implemented some programming enhancements in Nevada based on a demonstration given during a previous expo.

The committee was asked for feedback on the Staff Breakouts. It was suggested that the seating be arranged in a circle for future breakouts to encourage participation. The committee discussed various formats such as breaking into smaller groups by job for a portion of the session. Multiple committee members expressed a preference for the large group format that was used this year.

The committee brainstormed possible Concurrent Session topics for the 2012 PDS. Suggested topics included: multi-tasking/time management, cross-training, and succession planning.

Adjournment
Upon a motion by George Bishop (VA), seconded by Janice Gadd (UT), the meeting was adjourned.

Respectfully submitted,
Stephanie Hall (AK), Recorder
The Legislative Administrator

Professional Development Seminar
Branson, Missouri
October 1, 2011

Call to Order
The meeting of the Technology Committee was called to order by David Byerman (NV), Chair.

Attendance
The following members of the committee were present: David Byerman (NV), Chair, Dana Miller (MO), Vice-Chair, Bonnie Alexander (ID), Mick Bailey (WV), Karen Brown (UT), Polly Emerson (TX), Joy Engelby (MO), Lourdes Guerra (TX), Mayann Horch (VA), Cyndy Johnston (OR), Bill MaGill (VT), Tim Mapes (IL), Jim Schratz (AR), Robert Taylor (OR), Tricia Vaughan (VA), Maureen Wilson (UT), Diana Williamson (WY).

Other members/guests in attendance included Angela Andrews, NCSL’s liaison to ASLCS.

Approval of Minutes
Upon a motion by Bonnie Alexander (ID), seconded by Jim Schratz (AR), the minutes of the last meeting, held August 8, 2011, at the NCSL Legislative Summit in San Antonio, TX, were approved.

Terry Spieler (MO), ASLCS President-Elect, introduced herself, welcomed all members, and briefly outlined the committee’s role with respect to the new e-learning project.

Old Business
Chair Byerman (NV), Past-Chair Horch (VA), and Angela Andrews (NCSL) provided a summary of the 2010-11 E-Learning Funds Allocation and Grant. In 2010, ASLCS applied and received a grant from NCSL to purchase two flip cameras and related equipment that will be available on a check-out basis to state legislative staff to record short e-learning videos relating
to the role of ASLCS and its value to legislative staff. The completed videos will be uploaded to the ASLCS e-learning channel on YouTube. Angela added that ASLCS is the first staff section to pilot this initiative; and while the goal is to attract new and existing legislative staff to the society, the project will also provide educational opportunities to legislative staff unable to travel. The equipment is currently housed in NCSL’s Denver office. Jim Schratz (AR) noted that the wide-spread video availability on smart phones could be useful in capturing future recordings. It was agreed that this would be a possibility once proper guidelines are established by the committee.

Chair Byerman (NV) indicated that it is his intent to form working groups to continue to develop the e-learning project and that a follow-up e-mail to the committee would be forthcoming.

**New Business**

There was discussion concerning the possibility of employing social networking tools such as Facebook and Twitter to keep ASLCS members engaged within their respective committees throughout the year. Chair Byerman (NV) suggested expanding the current ASLCS Facebook page and the possibility of establishing an ASLCS Twitter feed. Angela indicated that she would check with NCSL Communications to verify if there are any guidelines or if an approval process is needed. Karen Brown (UT) also suggested the possibility of hosting an introduction to social media via a “Twitter and Facebook 101” class for those currently not familiar with social networking.

Chair Byerman (NV) proposed that the committee consider hosting its next meeting using *Cover It Live*—a web-chat tool that will enable committee members to participate in a live meeting from their respective states. It was agreed to hold a meeting using this platform on Tuesday, November 15, 2011, at 1:00 p.m. PST/4:00 p.m. EST., and in the meantime, the committee should think of possible sessions for the 2012 PDS as a topic for discussion.

**Adjournment**

Upon a motion by Maryann Horch (VA), seconded by Mick Bailey (WV), the meeting was adjourned.

Respectfully submitted,
Dana Miller (MO), Acting Recorder
Members of the American Society of Legislative Clerks and Secretaries met at the St. Moritz/Innsbruck Room of the Chateau on the Lake Resort in Branson, Missouri on October 2, 2011. The Honorable Terry Spieler, Secretary of the Missouri Senate and President of ASLCS, called the meeting to order at 8:30 a.m.

President Spieler offered a big thank you to Angela Andrews, Policy Specialist for NCSL and the liaison to ASLCS for her dedication and hard work at this year's Professional Development Seminar.

REPORTS OF STANDING COMMITTEES

The following reports were received by the President:

"A" Committees:
- Bylaws and Standing Orders -- Pat O'Donnell (NE)
- Inside the Legislative Process -- Matthew Baker (NV)
- Site Selection -- Ann Cornwell (AR)
- Technology -- David Byerman (NV)

"B" Committees:
- International Communication and Development -- Susan Furlong (NV)
- Legislative Administrator -- Jay Braxton (VA)
- Membership and Communication -- Bonnie Alexander (ID)
- Support Staff -- Tisha Gieser (AK)

"C" Committees:
- Canadian-American Relations -- Denise Weeks (NC)
- Professional Journal -- Tisha Gieser (AK)
- Program Development -- Maryann Horch (VA)
- Roster -- Carol Newton (MO)

President Spieler announced that the Joint Canadian-American Clerk's Conference is October 13 - 17, 2011 in Montgomery, AL. Joyce Wright (AL) stated they have a very exciting program and activities planned for the conference.

President Spieler asked that all attendees at the PDS take time out to fill the evaluation forms and expressed what a useful tool they are in planning the next PDS. She also encouraged all to recycle their badges.
On a motion by Karen Wadsworth (NH) and seconded by Bonnie Trivette (NC), the meeting was adjourned.

Respectfully submitted,
Suzi Lowell (AK)
Secretary-Treasurer, ASLCS
I have worked in the Chief Clerk's Office in the Alaska House of Representatives for about seven years now, scheduling the committees and bill hearings during session and helping to update bill actions in our online system. I have loved this work every session (and some special sessions), even the more challenging ones. I believe this is mostly due to having a wonderful boss and co-workers who love to work hard, do their best, and above all, they love to laugh.

My first session in the Chief Clerk's Office though, I had no idea how fortunate I was. Seven years later, I like to think I've got it down...but there's always something new isn't there? For the first time, my summer tourism schedule had opened up and it worked out that I could join in with this year's seminar. Much like my first year of work, I'm not sure I had any idea what I was going into with my first attendance at the ASLCS Professional Development Seminar in Branson, or how lucky I was to be there.

What a welcome! Right off the bat, members from all over the country were shaking my hand, introducing themselves, greeting me, giving me pins. And a welcome goodie-bag? I had sponsors too - so very friendly and personable, and even the Orientation and booklets had so much information to get you going right away. Now I am a talkative outgoing gal, but I must admit, I walked into this new environment minding my p's and q's and feeling a bit shy. Well that shyness was short-lived. I felt so comfortable and welcome, surrounded by such great energy and such positive people.

It makes sense, really. I always thought it was just my office, that despite any stress and long hours we genuinely keep up a humorous, fun, familial spirit. We not only care about what we do, but about each other and realize that we were each hired for very specific reasons, which makes us very appreciative as well. It takes a special kind of person to thrive in an unbiased, diplomatic position in which you serve everyone around you and support, at least partially, an entire system of government. I realized this type of work naturally draws friendly, necessarily positive and energetic people, and many of them came to this Seminar.

We arrived in Branson on a lovely sunny day in the 80-degree range, encircled by a whole view of gorgeous wooded hills and lakes. I have left out that I was raised in Missouri, so this was like a personal homecoming for me. I had spent a chunk of every summer of my childhood in Branson, so all week was like a flood of memories. But now there are new ones too - who of us will forget the vivid characters greeting and guiding us through the Titanic Museum, or the Blues Brothers gyrating across the stage even more than Elvis? Then as if we needed more fun after that, "Cheers," I say to the hospitality suite with more laughs and lively conversation ensuing. Thank you especially to the Missouri staff who met us there and everywhere else too. They were consistently (no surprise here) very warm, friendly and genuine. What a lovely welcome home.
As social as it gets, and I love that, I tend to thrive off all the learning that is the bulk of a meeting like this. It is a Seminar, after all. I came home with pages and pages of notes, re-reading them hoping to savor the new information. It was a fantastic start to have the first speaker on "Cultivating Winning Relationships." Well, we certainly did! It teaches us that we can provide for each other a natural cohesion and we can all "high perform" together in an inter-dependent success. We can all be "allies," and must be in our work. This in turn can help lead our legislatures to success. Like the guest speaker Morag Barrett told us, relationships matter.

Another guest speaker was David Landis, introduced by Patrick O'Donnell, both of Nebraska. I have also left out that I was born in Nebraska, and these two gentlemen got their start in the legislature the same time as my dad did there. What a small world, to come from Alaska to my home state to hear speakers from my birthplace! Even more interesting was how we learned new ways to think of solutions and directions to reach these solutions through the vehicle of negotiation. It was an innovative way to think outside of the box, from apples to "oranges" or from budget crises to the Middle East, that was applicable to each part of our world.

Speaking of our world, I actually had no idea that we would have the amazing opportunity to meet with clerks and secretaries of other nations. I never imagined I'd get to laugh with and learn from representatives of Kenya, South Africa, Australia and Canada. To get to hear their views from entirely different governments, as well as their triumphs and travails as their governments change and grow was eye-opening. To be able to compare governments steeped in tradition with others still being formed was a fascinating perspective. These lessons along with Michael Adams' words during the business meeting truly resonated with me as a reminder to not take for granted the privilege we are given in this work, the pride we must have in it, and our right to pledge our allegiance. I found this Seminar to be very reaffirming in why we work so hard and all the reasons we should be proud to do this work.

What a legacy this Society has. It was good to learn not only what all those acronyms really do mean and how many resources come built in to NCSL, but also the challenging history it took to set forth such a society. It was strengthening to get to hear challenges that are still being tackled today, ones that could arise for any one of us, like in our Staff Breakouts or Off-the-Record sessions. These things let us know that we are truly here for each other in a place where we can find trust, advice and fellowship. They also let us know we cannot forget the respect we have for our position, our attention to our duties, or the opportunity we are given to do our work. Meanwhile these meetings provided some comic relief too, especially in finding out how different we are in spite of our unity. For instance: "You still cut and paste amendments!?” or "We have 26 staff. You only have six?” or "So, your Representative districts have more population than our whole state? Hmm...” How amazing it is that we can all find so many methods to achieve the same goals.

I also found out that many take this opportunity and run with it - how great to see my own cohorts guiding meetings and discussions, be they on "Decorum" or "Redistricting.” I even found a new enthusiasm for Social Media (which is unheard of for me as the anti-techy), thanks to Megan Dorsch and her energetic presentation on today's technology. It was great to see how
involved one could become, almost immediately (even as a new attendee). I was energized by simply attending the various committee meetings to really be a part of them, jump in and help out to keep our members informed and connected. Reaching out became all the more special when it involved Community Service, tear-jerking as it was to send heartfelt words to our soldiers oversees or to imagine what women and families are going through in abuse situations.

On a lighter note, I should have left the brownie provided in Community Service, or the treats found in almost every corner! Hospitality was at its height at this Seminar. I felt not only saturated with all the new information around me, but I felt spoiled too as each meal was a delight and we were so well taken care of. How nice to end the day with a lovely lake-view reception on the lawn. Better still to end it with the elegant semi-formal State Dinner, where we all got to enjoy a delicious dinner just in time for side-splitting humor from the beautiful former Miss AmE#Rica contestant, Jeanne Robertson. I can't wait to make her pound cake and snicker past each ingredient. Like I mentioned, I come from an office which loves to laugh, so I also can't wait to use her advice and look for the Humor! I not only came out of this Seminar with a new sweet tooth, many new pins (Thanks for the pins! I still can't believe the winners got so many, which was great!), and a whole new toolbox of information; I also came out of this with a new comfort level and fellowship amongst a pretty impressive field of colleagues.

Overall, this Seminar made me aware for the first time that there's a whole nation of us out there for support. What a service we are in, what an honor. As assistant clerks or even as just part of each department, we serve our boss, all the elected officials around us (and therefore the public's votes), their staff, and especially the legislative process. But we serve each other as well. We compliment each other's work as we do our own. Being a part of this meeting solidified for me that we are never just one clerk, we are one of many across the country. As each different wave makes a complete view of the sea on the horizon, we are all connected by our very purpose here.
If the Shoe Fits
By Cathy Hooe (VA)

I am the Communications Clerk for the Virginia House of Delegates. The 2011 Fall Professional Development Seminar held in Branson, Missouri was my first introduction to the American Society of Legislative Clerks and Secretaries Professional Development Seminar, for the veterans that's ASLCS PDS, which by the way is part and parcel of NCSL!

Prior to departing for the "Show-Me" state, I received an email from my sponsor, Janice Gadd (UT). This was cool-I had not even left VA and already I had a connection in Branson! She advised me of the attire, indicated that I would meet lots of nice people, and mentioned pin trading. Pin trading is an activity for all attendees, but it becomes competitive for the newbies, as a prize is awarded to the one with the most pins at the conclusion of the seminar. Note: not for the timid.

Accompanied by my veteran co-workers, the first order of business upon arriving at the hotel was to retrieve our registration materials, which included the meeting program and a nametag, aka the Repository for Pins. My co-workers recognized a lot of attendees from other states and introduced me to these nice people. There was a lot of smiling and handshaking. It was beginning to feel a lot like sorority rush.

On Wednesday morning the seminar was well under way. The day began with breakfast and a Branson briefing from the mayor, which was followed by a plenary session about cultivating winning relationships. Wednesday afternoon began with a plenary session about acronyms. There was a special meeting for new attendees, appropriately called the New Attendee Orientation, where introductions were made, state trivia was shared, and details about the pin trading competition were provided. This was also the first opportunity to assess the competition. Intrigued by the contest, I began earnestly trading pins, aiming to fill my Repository. At this point, the seminar segued from sorority rush to a track meet. I envisioned sprinting from one event to the next amassing pins along the way! While peep toe pumps and ballet flats were de rigueur, running shoes were crucial. The day's events concluded with an evening reception at the Titanic Museum and the opening of the Hospitality Suite.

Thursday presented another plenary session, staff breakouts, and concurrent sessions. We enjoyed a reception at the lovely Chateau on the Lake, attended a Legends concert in Branson, and ended the day in the Hospitality Suite. A Legislative Expo was held on Friday, providing a glimpse at how other states conduct business. We were treated to an interesting video showcasing the Missouri Capitol. The afternoon offered concurrent sessions and a really nice community service activity. Friday evening was free and that was a good thing because I needed a break from the fast pace. My Repository of Pins was becoming heavy around my neck. This pin collecting was tough stuff.
Saturday started with a plenary session followed by the New Attendee Wrap-Up. It was time to count pins. My collection was respectable but lacked the sufficiency to win. The prize was shared by two individuals. Committee meetings were held that afternoon, offering opportunities for hands-on involvement in ASLCS. The seminar culminated on Saturday night with the State Dinner and entertainment by Jeanne Robertson. She regaled us with her side-splitting Left Brain anecdotes. She was awesome!

Attending the 2011 Fall ASLCS PDS was a valuable experience. Even though I did not win the pin contest, I had a strong finish. Not only did I conquer the acronyms, I succeeded in learning alternative procedures to enhance the legislative process, networking with individuals that speak the same language, and most importantly, making a lot of new friends. ASLCS is a good fit!
**Where Are They Now?**

**A GLANCE AT PAST PRINCIPALS AND ASSOCIATES AND THEIR LIVES AFTER THE LEGISLATURE**

**Indiana** (Submitted by Diane Marshall)

Mary Mendel, Principal Secretary from 2000-2008, and her husband, John, reside in Edgewood, Indiana. They have two children (twins) in college and a high school senior. So, just keeping up with family keeps her quite busy.

Carolyn Tinkle, Principal Secretary from 1985-2000, has lived in the same house in Greenwood, Indiana, for 43 years with her husband, Chico of 50 years. They have nine wonderful grandchildren and enjoy traveling. Carolyn does a lot of volunteer work at her church, sings in the church choir and also participates in a community summer choir. She stays healthy by working out at least three days a week and coaching two Totally Fit Lifestyle accountability groups. She also enjoys water color painting and gardening. Carolyn loves retirement and stated “she doesn’t know how she ever had time to work.”

Another former Principal Secretary is Beth Green Gray. Beth lives in Bloomington, Indiana with her husband. She has written a book and is quite active in her community.

**North Carolina** (submitted by Denise Weeks)

Janet Pruitt served as Principal Clerk for the Senate from 1997-2011. She is traveling, enjoying her grandchildren and enjoying life.

Sylvia Fink (1976-1996) Of course I want the whole world to know where I am and how happy I am!!! Who could not be completely happy when living this close to the beach.

Every day it isn't too hot, I ride my bike the 2-1/2 miles to the beach, then walk about 3 or 4 miles on the beach, then ride home. This takes about 2 hours. I love it. Guess the old politicians did me a favor so that I didn't have a stroke and die, or kill somebody and have to live in the other prison -- you know, the one with adjudicated convicts!!!!! That sounds bitter -- but that ain't the case, believe me.

Just kicking back and doing whatever the day may bring. It's the first time in my life there isn't a schedule to keep and people to please. The very goal I was seeking in retirement. I do keep up with folks on the internet -- but, dear God, spare me twitter and facebook. Too close!!!!

So, please do send the info to ASLCS crowd and give them my new address here in Wilmington -- after living in Raleigh from 1966 through 2010 -- I've made a new nest and all of you are welcome any time!!!!!!"

Sylvia M. Fink
6832 Main Street #316
Wilmington, North Carolina 28405
Cell: 919-609-5746
Land: 910-679-4480
The Legislative Administrator

ASLCS Associate Exchange Program
Elizabeth Jones-Queensland Visits the Minnesota House

As most of you know, being a member of a non-partisan staff involves knowing when to keep quiet about divisive issues. However, even as I now call myself a Wisconsinite, one subject matter I never shy away from is proclaiming my love for my home state of Minnesota. That is why I was thrilled to find out that through the ASLCS Associate Exchange Program, I would have the opportunity to spend a week in St. Paul working with the Minnesota House of Representatives Chief Clerk’s office.

On my first day of the exchange, Minnesota welcomed me back with a wonderful “balmy” 50 degree day in early May. Upon entering the Clerk’s office, located on the second floor of Minnesota’s beautiful Capitol building, I was greeted by many friendly faces, and even given my very own new employee handbook. My week in the office started by sitting down for breakfast with Chief Clerk Al Mathiowetz and members of his staff, which was a great introduction to learning about their process and the great people behind it.

What followed was a whirlwind week of gaining invaluable information about Minnesota’s legislative procedures. I was fortunate enough to sit at both the Senate and House front desks during session, and get a first hand view of the legislative houses in action. Although I sit up at the front desk on Wisconsin Senate session days, I am used to seeing 33 Senators, not 134 Representatives. The increase in legislators was quite a shock to me, but also provided a great opportunity for people watching! I quickly learned the value of electronic vote register boards.

Being fairly new to the legislative clerking world, I assumed that most state legislatures do things in a uniform manner. Although it may be true that we all end up with the same result, I realized that how we get there can be quite different. There are differences between Minnesota and Wisconsin at almost every step of the legislative process. For instance, Minnesota limits the number of sponsors that can sign onto a bill, while Wisconsin does not. Also, it is commonplace for the Wisconsin Senate, while on the floor, to give a bill its second reading and then with unanimous consent, immediately suspend our rules and give the bill its third reading. In the Minnesota House, this is generally unheard of, unless it is an emergency situation. There is almost always a 24 hour waiting period between a bill’s second and third readings. Also, once a bill has been given its second reading in the Minnesota House, it is put on the General Register, which is the “parking lot” for bills, where it waits to be scheduled for action on the floor. In the Wisconsin Senate, once a bill has been voted out of committee and before it is given its second reading on the floor, it is put on the Matters Available for Scheduling list. Then the Committee on Senate Organization, which consists of the members of leadership from both parties, decides which bills from that list will be taken up on the floor.
As a journal clerk, one of the more obvious highlights of my visit was learning about how they create their journal. While both the Minnesota House and Wisconsin Senate journals document the chronology of a bill from its introduction to its passage, there are many differences in what information is included within the actual text of each state’s journals. Both journals include items such as a record of all roll call votes, introductions of bills and committee reports; but a main distinction is that the Minnesota House journal includes the entire text of bills and amendments. In contrast, the Wisconsin Senate journal lists the bill number, its relating clause, and authors/co-sponsors on the bill, but not the actual text of the bill. One of the key reasons for this variation is that Minnesota is a “Journal Entry State,” which means the journals of the House and the Senate may be examined as evidence that the legislature properly complied with the constitutional requirements in the enactment of a law. Technically, Wisconsin follows this criterion also, but there is a key distinction. In Minnesota, when a bill is passed into law and the final text of the bill is printed in the journal, this is what is considered to be the official text of the law. In Wisconsin, the official text of the law is the version that is presented and signed by the Governor. The fact that Minnesota includes all bill text in their journals and Wisconsin does not leads to a more observable difference between the two, which is their size. The permanent journal of the Wisconsin Senate for the 2009-2010 Session was 933 pages. In comparison, the permanent journal of the Minnesota House for the 2009-2010 Session was 13,746 pages! Although both of our offices use different computer programs and proofreading strategies to assemble our journals, the end result is the same: an accurate record of all legislative action.

I cannot say enough about the kindness that was shown to me by Al and the entire Clerk’s staff during my time in St. Paul. Even though they were in the thick of session, with their budget deadline looming, every single person I met was more than happy to take time out of their busy schedules to share their job responsibilities and experiences with me. One of the things I most enjoyed was being able to talk with Al about his professional journey, from his start answering phones in the office 30 years ago to now being Chief Clerk. As a person who just graduated from college a few years ago, being able to hear about Al’s career in the Clerk’s office was very inspiring.

My week in Minnesota not only presented me a great opportunity to learn more about my beloved home state, but also taught me more about the state I currently call home. By discussing similarities and differences in our legislative processes with my Minnesota House counterparts, I was able to learn how to explain my job and Wisconsin’s process more precisely. I am thankful that Al Mathiowetz was so helpful in coordinating my visit, and also that my boss, Rob Marchant, encouraged me to participate in the program. I can think of no better way to learn about what we do than through great leaders such as these two, who both have such a respect for the legislative process. Participating in the ASLCS Associate Exchange Program is one of the best experiences I have had so far in my career, and I am confident that the knowledge I have gained will serve me well in the future.
MASON’S MANUAL
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The ASLCS Cookbook Committee Needs You (and Your Recipes)!

Do you like to cook or bake? Do you have any special or regional recipes you’d like to share with your colleagues across the country? Or, do you have a desire to connect with other ASLCS members to organize a worthwhile publication?

The ASLCS Special Cookbook Committee is seeking enthusiastic committee members and/or your cherished recipes.

To join the committee or submit a recipe (or recipes) contact Ann Cornwell, Chair of the ASLCS Special Cookbook Committee at:

Ann Cornwell  
Director/Secretary of the Arkansas Senate  
Phone: (501) 682-5951  
Email: ann.cornwell@senate.ar.gov

Current Cookbook Committee Members:  
Denise Weeks (denise.weeks@ncleg.net), Diane Bell (diane.bell@myfloridahouse.gov), Bonnie Trivette (bonnie.trivette@ncleg.net) and Sarah Burhop (sarah.burhop@legis.wisconsin.gov)