

Program Development Committee Meeting Minutes

ASLCS Spring Business Meeting

May 2, 2015 Clearwater, Florida

Call to Order The meeting was called to order by Susan W. Kannarr, (KS).

Attendance The following members of the committee were present: Jay Pearson (VA), Russell Humphrey (TN), Clark Barnes (WV), Lee Cassis (WV), Megan Consedine (PA), Crystaline Jones (AK), Maryann Horch (VA), Tara Perkinson (VA), Denise Weeks (NC), Paul Nardo (VA). Other members/guests in attendance included Jeanne Mejeur, NCSL, Diane Bell, IRC, and Debbie Ward, IRC.

Approval of Minutes Upon a motion by Denise Weeks (NC), seconded by Maryann Horch (VA), the minutes of the last meeting held Oct. 9, 2014, during the 2014 ASLCS Professional Development Seminar in Baton Rouge, Louisiana, were approved.

New Business President Humphrey (TN) addressed the committee on the work that needs to be accomplished for the Fall PDS in Raleigh. He mentioned the Program Committee is working on 3 concurrent session ideas and 2 plenary sessions. He thanked Susan Kannarr (KS) for her willingness to preside over this meeting. (Vice-Chairs Cathy Hooe (VA) and Jamie Kruse (NE) were unable to attend.)

Chair Kannarr (KS) opened the discussion up for ideas on sessions for the fall professional development seminar (PDS) in Raleigh.

Tara Perkinson (VA) suggested Mike Collins from North Carolina for one of the plenary sessions in Raleigh. Mike Collins spoke at NCSL a couple of years ago on practical tips and suggestions to increase effectiveness in the workplace. Jay Pearson (VA) mentioned the Support Staff ideas for their two sponsored concurrent sessions. One idea that was well received was how different states present "How a Bill Becomes a Law". Another well-received idea was how to hire good session staff. These and further ideas will be shared with the whole Support Staff Committee before making their final selections for the fall pds. Tara Perkinson (VA) also suggested proofreading hints/tips as a possible session. It is always helpful to see and learn new proofreading tips from other legislative staff. Megan Consedine (PA) talked about a session on dealing with difficult staff/members. How do people deal with difficult situations? She also mentioned a possible session on "verbal judo" how to verbally diffuse difficult situations. Paul Nardo (VA) mentioned the idea of new member orientation. How does each state train their legislative body to be effective legislators?

Per several survey suggestions, it was recommended to have the staff breakout sessions at the start of the fall meeting. Denise Weeks (NC) mentioned there would be space in the Capitol for sessions and Jeanne Mejeur confirmed staff breakouts are scheduled for Monday, the beginning of the fall meeting.

Wrapping up the meeting, President Humphrey (TN) thanked everyone for the great discussion and looked forward to working to make it a successful PDS in Raleigh.

Adjournment Upon a motion by Denise Weeks (NC), seconded by Megan Consedine (PA), the meeting was adjourned.

Respectfully submitted, Jay Pearson, (VA)