Call to Order  The meeting was called to order by Jay Pearson, VA, Chair.

Attendance  The following members of the committee were present:  Jay Pearson (VA), Chair, Maryann Horch (VA), Alan Whittington (TN), Tara Perkinson (VA)

Other members/guests in attendance included Jeanne Mejeur, NCSL, Diane Bell, IRC, and Debbie Ward, IRC.

Approval of Minutes  Upon a motion by Alan Whittington (TN), 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.

Old Business  Chair Pearson (VA) restated the success of the Associate Exchange Program. The 4 selected participants were Leslie A. Awtrey from Arizona to North Carolina; Lisa Davis from Mississippi to North Carolina; Brad Metcalf from Kentucky to Montana; and Jan Waldrop from Virginia to Wisconsin

New Business  The committee discussed ideas for possible concurrent sessions for the fall professional development seminar to be held in Raleigh, NC. Chair Pearson reminded the committee they were to submit at least 2 concurrent session ideas. Among some of the popular topics included:

1. Teaching the Process  
   With “Schoolhouse Rock” in the history books, what tips tricks, tools, and technology does your chamber use to educate members, constituents, the general public, and the next generation on how a bill becomes a law?

2. Interim? “So what do you do when we’re not here?”  
   How many times have you gotten this question from a member or someone on a member’s personal staff? In this session, find out how your peers in other chambers answer this question and you will have the opportunity to share what you’re doing during the interim.

3. “Hiring Part-time Employees in a Full-time World”  
   One of the major challenges of working in the legislative environment is finding highly qualified employees who are willing to work on a part-time basis. In most cases, your “best and brightest” applicants only want full-time employment and if they are willing to accept part-time employment, they will more than likely find full-time employment elsewhere by the time you will need them again. In this
session, hear some ways in which your peers are finding qualified part-time staffers and keep them coming back year after year.

Other ideas discussed included:
- How do you balance deadlines and long hours?
- Technology and the Legislative Process: Where are we, and where are we headed?
- Is Technology good for your process? Should or shouldn’t we?

Chair Pearson was interested in seeing how other states hire their session staff. Alan Whittington (TN) mentioned they have an intern director for the House and Senate who works on their intern program. They have 6 or 7 universities that participate. The intern director provides the interns with a week of training. Alan also mentioned it would be interesting to see how the different offices are organized for session and how many staff are hired for session.

Tara Perkinson (VA) mentioned the topic of “Interim- What (work) do you do?” was interesting and may not have been covered before, so that could be a good topic to have.

Chair Pearson asked the committee if they had any ideas on a “Theme” for the Legislative Expo. Two years ago the theme was “Navigate the Rough Seas” and last year it was “Lessons Learned”. Please email any suggestions to him. Tara Suggested it might be nice to have a table near the registration area for handouts that people bring and have on display at the Expo. Jeanne Mejeur (NCSL) informed the group that they are planning to have that this year as well as any handouts from the plenary and concurrent sessions.

Chair Pearson discussed the committee is also responsible for the staff breakouts and are looking for moderators. Tara recommended once the moderators were identified, it would be helpful if they came up with a few topic ideas to discuss during their breakouts. Jeanne mentioned that the surveys recommended having the staff breakouts earlier in the week and the current plan is to have them on Monday.

It was also mentioned that Chair Pearson would email the meeting information to the committee members to get their feedback since many of them were not able to attend.

Adjournment: Upon a motion by Tara Perkinson (VA), seconded by Alan Whittington (TN), the meeting was adjourned.

Respectfully submitted,
Maryann Horch, VA