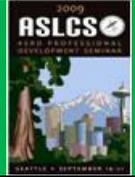




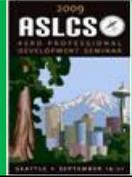
**NCSL's ASLCS Day in Olympia**  
*Thursday, September 17, 2009*



7:15 am	Board Buses to Olympia	
7:30 am-9:00 am	Travel to Olympia	
9:00 am-9:30 am	Continental Breakfast	Columbia Room 114 Legislative Building
9:30 am	<b>Welcome to Olympia!</b>	Senate Chamber 300 Legislative Building
10:00 am-11:00 am	Tours of the Legislative Building	
	<a href="#">Optional tours</a>	
11:00 – 12:30 pm	Staff Breakouts	
	Principal Clerks and Secretaries	Senate Majority Caucus Room 304 Legislative Building
	This session is designed for the chief clerk or secretary of the chamber Facilitator: Millie MacFarland, Clerk, Maine House of Representatives	
	Assistant Clerks and Secretaries	House Majority Caucus Room 340 Legislative Building
	This session is designed for the assistant chief clerk or secretary of the chamber. Facilitator: Carmen Cauthen, Administrative Clerk, North Carolina House of Representatives	
	Calendar or Agenda Staff	Senate Rules Room 220A Legislative Building
	This session is designed for staff whose work involves the preparation of calendars or agendas for legislative sessions or legislative proceedings. Facilitator: Nathan Hatfield, Calendar Clerk, Virginia Senate	
	Journal Staff	Senate Republican Caucus Room 313 Legislative Building
	This session is designed for staff whose work involves record keeping or recording legislative sessions. Facilitator: Polly Emerson, Assistant Journal Clerk, Texas Senate	
	Fiscal Administration and Support Services	Senate Hearing Room 1 John A. Cherberg Building
	This session is designed for staff whose work involves fiscal administration of the chamber or the clerk's office, such as tracking member or staff salaries, per diems, benefits or purchasing; or support services such as security, document or mailing rooms or other legislative services. Facilitator: Jay Braxton, Procurement/Logistics Manager, Virginia House	
	Public Relations	Senate Hearing Room 2 John A. Cherberg Building
	This session is designed for staff whose work involves media relations, constituent services or the dissemination of public information. Facilitator: Ann-Marie Sweeney, Chief Official Reporter, Pennsylvania Senate	
	Engrossing and Enrolling Staff	House Republican Caucus Room 334 Legislative Building



**NCSL's ASLCS Day in Olympia**  
*Thursday, September 17, 2009*



	<p>This session is designed for staff whose work involves engrossing or enrolling of bills.          Facilitator: Mardi Alexander, Engrossing/Enrolling Clerk, Texas Senate</p>	
	Computer and Technology	Senate Conference Room B/C John A. Cherberg Building
	<p>This session is designed for staff whose work involves computer services and other technology support services.          Facilitator: Maryann Horch, Systems Analyst, Virginia Senate</p>	
	Bill Index, Status and History Staff	House Rules Room 123 Legislative Building
	<p>This session is designed for staff whose work involves bill indexing, status, and history systems and information.          Facilitator: Norma Chastain, Bill Index Clerk, Arizona House</p>	
	Committee Staff	Senate Hearing Room 4 John A. Cherberg Building
	<p>This session is designed for staff whose work involves committee operations and support.          Facilitator: Scott Caffey, Committee Coordinator, Texas Senate</p>	
12:30 pm-1:45 pm	Washington State Luncheon	Rotunda Legislative Building
1:45 pm	Society photograph (group picture)	North Steps Legislative Building
2:00 pm	Board Buses for Seattle	Flag Circle Legislative Building