

**SEAT Meeting**  
**Holiday Inn South, Des Moines, IA**  
**Tuesday, March 18, 2003**

**Members Present:**

Charlie Smithson	Director of Iowa Ethics & Campaign Finance
Sandy Steinbach	Director of Elections, SOS
Melanie Cloud Gross	Director of Voter Registration, SOS
Barb Echter	Osceola County Auditor
Jane Halliburton	Story County Supervisor
Dawn Williams	Marshall County Deputy Auditor
Renee McClellan	Hardin County Auditor
Judy Clark	Page County Auditor
Grant Veeder	Black Hawk County Auditor
Alan Vandehaar	Community Development Specialist ISU Extension
Barb Huey	Cherokee County Auditor
Pat Gill	Woodbury County Auditor & Recorder
Vicki Ritz	Woodbury County Deputy Auditor

**Others Present:**

Sheryl Paul	Cherokee County DP Manager/Voter Registration
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Meeting called to order at 4:05 pm by Barb Huey.

**Cancellation Policy** for refunding registration fee was discussed. ISU recommended the same cancellation policy used for city clerks training. A full refund is issued when cancellation is within one week before the training session; a 75% refund if cancellation occurs during the week of the session. A motion by Grant Veeder to establish a Cancellation Policy for the refund of registration fee to be a full refund if cancellation request is prior to the week before the session, and a 75% refund if cancellation is during the week of the session, contingent on Paul Coats approval to refund, seconded by Charlie Smithson, and all members voting aye.

**Curriculum Committee** agreed to meet on Thursday, March 20<sup>th</sup> at 2:30 PM to discuss curriculum for Module 3 scheduled for November 18, 2003 and to discuss curriculum for continuing education. Members of the Curriculum Committee include Charlie Smithson, Paul Coats, Sandy Steinbach, Melanie Cloud Gross, Ken Kline, Ken Slothouber, Renee McClellan, Vicki Ritz and Dawn Williams.

**Awards Committee** of Barb Huey, Barb Echter, Renee McClellan and Vicki Ritz presented a sample 5"x7" acrylic plaque and discussed a SEAT pin and a certificate for each person to receive upon the completion of the required hours of SEAT training. Discussion was held as to whether there were funds from the registration fee for the 3 modules to cover the cost of a plaque, pin and certificate. Total cost of the three awards would be approximately \$35-\$40. Alan Vandehaar would inquire with Paul Coats to see how much of the budget would allow for awards. A motion by Renee McClellan to approve of the plaque, pin and certificate for persons completing the three modules of SEAT training contingent on SEAT funds, seconded by Judy Clark. Discussion followed. Grant Veeder felt it was not necessary to purchase the plaque because of the cost of approximately \$35. Renee stated that of the \$850 registration fee for three modules, there should be \$40 to cover the cost of awards. Judy pointed out that many of the SEAT instructors are Secretary of State staff and CERA certified auditors and

deputies which should reduce the expense for speakers and should afford funds for awards. Barb called for a vote of Renee's motion, and all members voted aye.

Dawn Williams suggested a news release be sent to the local newspapers upon the successful completion of SEAT training including a quote from Chet Culver and Paul Coats emphasizing the dedication of the individuals involved to become SEAT certified. Jane Halliburton suggested a news release should be sent prior to the completion of SEAT informing the public of the background of SEAT and the number of hours of training required.

Allan Vandehaar informed the group that the Sheraton Four Points is available on Tuesday, November 18<sup>th</sup> for Module 3 SEAT class as the Holiday Inn was not available that day.

**Website:** Pat discussed the creation of a separate website for SEAT and the possibilities to put it on ISAC's server. He plans to address the yearly cost issue of approximately \$35 with ISACA for maintenance. The website would contain just SEAT information such as requirements, curriculum, class dates, registration etc.

Grant Veeder reported he spoke to Bill Peterson of ISAC about including presentation of SEAT 'graduation' class at the General Session. Bill Peterson stated that the General Session was already lengthy and recognition of 70+ people would be too time consuming. Grant will discuss with Bill Peterson about either reading the names or printing the names in the program for the General Session. Sandy Steinbach suggested giving the SEAT pin and Certificate at the fall school and SEAT plaque at spring school. It was moved by Grant, seconded by Vicki, to award the plaques for completion of SEAT by Secretary of State at the Spring School. All in favor voting aye.

Meeting adjourned at 5:15 PM.

Respectfully submitted by Sheryl Paul