

# State Election Administrators Training

SEAT Program  
c/o Secretary of State's Office  
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[www.sos.state.ia.us/elections/auditors/seat/index.html](http://www.sos.state.ia.us/elections/auditors/seat/index.html)

The State Election Administrators Training Board of Directors met at the BOS Restaurant located in the Savory Hotel in Des Moines on Wednesday March 23, 2011. The SEAT Board members participating were: Sarah Reisetter (Secretary of State's Office), Marge Pitts (Clay County), Carla Becker (Delaware County), Jamie Fitzgerald (Polk County), Harlan Hansen (Humboldt County) and Lois Huitink (Sioux County). Also present was: Eric Van Lancker (Clinton County) and Ann Clary (Secretary of State's Office). Absent: Tom O'Neill (Dubuque County),

The meeting was called to order by Sarah Reisetter, Chairperson of the SEAT Board at 9:02 AM

It was moved by Marge Pitts and seconded by Jamie Fitzgerald to approve the agenda as presented. All ayes. Motion carried.

The minutes from the February 16<sup>th</sup> meeting were approved. Moved by Harlan Hansen and seconded by Carla Becker. All ayes. Motion carried.

Chairperson Reisetter then brought discussion forward for the approval of recertification policy and procedures. It was agreed that the recertification policy needed to have an application. The conversation also included a discussion about the ability to gain continuing education credits at Core SEAT courses. It was agreed that attending such a Core Course would be beneficial as laws and policies have changed since many of the SEAT graduates received their original certification. Moved by Marge Pitts and seconded by Jamie Fitzgerald. All ayes. Motion carried.

The transitioning of three CORE courses to two was discussed and it was decided that all current core curriculum class content is important and needs to be taken by each prospective SEAT graduate. It was moved to authorize the chairperson to work with individual graduates and approve the schedule for course completion on a case by case basis. Moved by Marge Pitts and seconded by Carla Becker. All ayes. Motion carried.

In other business, Eric Van Lancker provided the Board with the Treasurer's report. During his report, he stated that a small portion of SEAT funds had been miscoded as ISACA Funds. This amount was under \$500 and found during an audit. The amount in the SEAT fund is \$41,432.10 as of March 21, 2011.

The 2011 calendar year dues for SEAT will be mailed out soon. It will be \$100 again this year.

There being no further business to come before the Board, there was a motion by Lois Huitink and seconded by Jamie Fitzgerald to adjourn at approximately 9:33 a.m. All ayes. Motion carried.

*Respectfully submitted,*

*Jamie Fitzgerald  
SEAT Board Secretary*