

The header graphic features a large, stylized number '1' on the left and right sides, set against a background of red and blue horizontal stripes. The text 'SEAT Board Minutes' is centered in a black box.

SEAT Board Minutes

The State Election Administrators Training Board met via conference call on Wednesday, April 1, 2009. Participating in the call were: Marge Pitts (Clay County), Tom O'Neill (Dubuque County), Jamie Fitzgerald (Polk County), Diana Dawley (Poweshiek County) and Mike King (Union County). Linda Langenberg (Secretary of State's Office) and Peggy Rice (Humboldt County) were unable to participate. Non-board members participating in the call were: John Chiodo (Polk County Auditor's Office), Ann Clary (Secretary of State's Office), Sarah Reisetter (Secretary of State's Office) and Carl Wiederaenders (Polk County Auditor's Office).

Jamie Fitzgerald moved to approve the agenda as presented. Tom O'Neill seconded. Motion carried.

Jamie Fitzgerald moved to approve the minutes of the March 3, 2009 meeting as presented. Tom O'Neill seconded. Motion carried.

A brief review of the SEAT / ISACA financial report and the Secretary of State's HAVA (Help America Vote Act) training & education financial report was held.

Diana Dawley moved to accept the curriculum committee's recommendation to hold a second continuing education session in Iowa City on July 22, 2009. Mike King seconded. Motion carried.

Diana Dawley moved to set the registration fee for both continuing education sessions at \$35 per registrant. Jamie Fitzgerald seconded. Motion carried.

Discussion was held regarding the location of the SEAT II Core Course in November, 2009. Jamie Fitzgerald moved to hold the course at the Quality Inn in downtown Des Moines. Diana Dawley seconded. Motion carried. The Board also agreed to move the course to Friday, November 13, 2009, from Thursday, November 12, 2009, if the facility was available in order to avoid any potential conflicts with the Veterans Day holiday on November 11, 2009.

A discussion regarding the "scope of services" contract between SEAT and the Iowa State Association of Counties (ISAC) was held. Sarah Reisetter is going to draft an agreement with ISAC for ISAC to provide on-line course registration and attendance tracking, including having ISAC turn on the continuing education tracking tool already embedded in the ISACA website, that the Board understands can be done by ISAC free of charge. The Polk County Auditor's office offered to obtain the sequel database from ISU Extension and convert it into the format required by ISAC.

The SEAT policy committee will draft a policy regarding the reimbursement of photocopies to counties / presenters for SEAT courses.

The Board has asked Sarah Reisetter to research the cancellation policy with the Johnston Hilton Garden Inn in regards to the January 2010 SEAT III Core Course. If possible, based on the out-of-pocket cost to counties, the Board would prefer conducting SEAT III at the Quality Inn in downtown Des Moines.

The Board will meet by conference call on Thursday, April 23, 2009 at 2:00 p.m.

There being no further business to discuss the meeting adjourned.

Respectfully submitted,
Ann Clary, Iowa Secretary of State's Office

Organized to design, develop, and deliver enhanced education and training for election officials