

The title "SEAT Board Minutes" is centered in a black horizontal bar. This bar is set against a background of red and light blue horizontal stripes. On either side of the black bar, there is a stylized grey and black graphic element that resembles a paperclip or a fastener. A thin white circle is partially visible on the left side, overlapping the red and blue stripes.

SEAT Board Minutes

The State Election Administrators Training Board met via conference call and in the Secretary of State's Office on Thursday, April 23, 2009. The SEAT Board member participating in the Secretary of State's Office was Marge Pitts (Clay County). Participating by telephone: Tom O'Neill (Dubuque County), Jamie Fitzgerald (Polk County), Diana Dawley (Poweshiek County), Peggy Rice (Humboldt County) and Mike King (Union County). Linda Langenberg (Secretary of State's Office) was unable to participate. Non-board members participating in the call were: Ann Clary (Secretary of State's Office) and Sarah Reisetter (Secretary of State's Office).

It was moved by Jamie Fitzgerald and seconded by Mike King to approve the amended agenda as presented. All ayes. Motion carried.

Moved by Diana Dawley and seconded by Jamie Fitzgerald to approve the minutes of the April 1, 2009 meeting as presented. All ayes. Motion carried.

There was discussion on the Quality Inn of Iowa City contract for the July 22, 2009 Continuing Education class and the Quality Inn of Des Moines contract for the November 13, 2009 SEAT II. It was moved by Mike King and seconded by Jamie Fitzgerald to give approval for Linda Langenberg to sign the conference contract with Quality Inn of Iowa City for the July 22, 2009 Continuing Education class and the conference contract with the Quality Inn & Suites of Des Moines for the November 13, 2009 Continuing Education class. All ayes. Motion carried.

The Board discussed the Scope of Services contract between ISAC and SEAT. It was noted that this needs to be taken care of as soon as possible. Changes to the Scope of Services were suggested. Sarah Reisetter said she would make the revisions and e-mail a copy of the draft to all Board members.

Mike King had to leave the meeting at 2:38 p.m.

It was moved by Peggy Rice and seconded by Diana Dawley to approve the September 2009 Continuing education dates as follows:

September 16, 2009 in Carroll and September 23, 2009 at the Kirkwood Community College in Cedar Rapids. The classes will run from 8:30 a.m. – 4:00 p.m. and will cover City Elections. All ayes. Motion carried.

Discussion was held regarding the facility location for the CORE III Class on January 12-15, 2010. It was moved by Diana Dawley and seconded by Jamie Fitzgerald to approve the facility location for the CORE III Class at the Hilton Garden Inn contingent on the ability to negotiate with the Hilton Garden Inn on eliminating the November cancellation fee if we stay with them for the January classes. All ayes. Motion carried.

The Board discussed allowing other conference attendance to count toward SEAT Continuing Education units, such as the MEOC (Midwest Election Official Conference) in Kansas City in December, 2009. No official Board action was taken.

Discussion was had on amending SEAT Policy #1 to include the rate of reimbursement for handouts reproduced by Instructors at SEAT meetings. The SEAT Policy committee which consists of Marge Pitts, Tom O'Neill and Peggy Rice will meet to come up with some language to be added for this purpose by the next meeting date. A motion was made by Diana Dawley and seconded by Tom O'Neill to instruct the committee to prepare the wording to add to SEAT Policy #1. All ayes. Motion carried.

Diana Dawley asked if Precinct Election Official training will be provided in the future. Marge Pitts suggested that the SEAT Curriculum Committee should address this matter.

The next Board meeting will be by conference call on Thursday, May 7, 2009 at 2:00 p.m.

There being no further business to come before the Board, there was a motion by Jamie Fitzgerald and seconded by Tom O'Neill to adjourn at 3:06 p.m. All ayes. Motion carried.

Respectfully submitted,

Peggy J. Rice, SEAT Board Secretary