

# 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 via Conference Call at 3:30 pm. The SEAT Board members participating were: Sarah Reisetter (Secretary of State's Office), Lois Huitink (Sioux County), Scott Reneker (Jefferson County), and Carla K. Becker (Delaware County). Also present were Ann Clary (Secretary of State's Office), Marissa Roseberry (Secretary of State's Office) and Sandy Hysell (2013 ISACA Treasurer). Mary Mosiman (Secretary of State's Office), Harlan Hansen (Humboldt County), Gloria Carr (Floyd County) were absent.

Chairperson Huitink opened the meeting.

**Motion made** by Reisetter and seconded by Reneker to approve the agenda as submitted. All ayes, motion carried.

**Motion made** by Reneker and seconded by Reisetter to approve the minutes from the January , 2013 Board of Director's meeting. All ayes, motion carried.

Ann Clary updated everyone on the HAVA Funds.

She is reporting a balance of \$81,694.54 in the SOS/HAVA account. However, the none of the expenses from CORE I or the continuing Education Courses have been paid yet.

ISACA Treasurer Sandy Hysell presented the HAVA and ISACA/SEAT Fund Financial Reports. The reports run from January 1, 2013 through April 30, 2013. Summary of expenses from these funds is as follows:

|                                  |                |             |
|----------------------------------|----------------|-------------|
| <b>Beginning Balance 1-31-13</b> | \$42,519.41    |             |
| CORE I Revenue                   | \$7,540.00     |             |
| CORE II Revenue                  | \$400.00       |             |
| Continuing Ed                    | \$5,880.00     |             |
| Interest                         | <u>\$13.18</u> |             |
| <b>Subtotal</b>                  |                | \$56,352.59 |
| <br>                             |                |             |
| Expenses/Claims Paid             |                |             |
| Mileage Huitink                  | \$90.40        |             |
| Mileage Box                      | \$128.82       |             |
| Mileage VanLancker               | \$241.82       |             |

|                      |                |                    |
|----------------------|----------------|--------------------|
| Hilton Garden Inn    | \$9,675.11     |                    |
| CORE I Reimbursement | \$100.00       |                    |
| CORE I Reimbursement | \$100.00       |                    |
| CORE I Reimbursement | \$100.00       |                    |
| Checks               | <u>\$75.65</u> |                    |
| Subtotal             |                | <u>\$10,511.80</u> |
| Ending Balance       |                | \$45,840.79        |

Scott Reneker asked if \$10,000 was a normal cost for CORE? Ann Clary stated that it is actually low for CORE. There were 80 people registered for CORE I. We furnished two (2) breakfasts, Three (3) lunches and five (5) breaks plus beverages all day. The costs were lower this year versus last due to going to a breakfast buffet that we only paid for those who actually ate (used a ticket) versus paying for a guaranteed number.

Also for FY 2014, the cost of continuing education will be down since there will only be one course in September 2014. That should mean a budget decrease from \$26,100 to \$11,000.

**Motion made** by Becker and seconded by Reneker to approve the Treasurer's Report as presented. All ayes, motion carried.

### **Training/Curriculum Update**

The Curriculum Committee met this month to finalize the continuing education agenda for September. Marissa Roseberry stated the final agenda will have 1 ½ hours on the media, 1 ½ hours on canvassing, 1 ½ hours on HCF & Satellites and 2 hours with a panel discussion on voting equipment. The committee feels there needs to be more county involvement in the education process. Some of the curriculum committee members have yet to participate in a meeting of this group.

### **CORE I Evaluations and CORE II Registration**

The main complaint regarding CORE I was that the room was too crowded and too hot. That is why registration for CORE II has been limited to those recertifying and is already full at 65 registrants. A waiting list will be started in case we have cancellations.

Gloria Carr joined the meeting at 4:00 pm.

### **Certification Plaques**

Clary stated that the cost of plaques went up this year. This will be a 2013-14 budget expense. Postage will be up for mailing them as well. It was thought perhaps the plaques could be given out during the ISACA Business meeting at either Summer Conference or Fall School. This could save on postage. The only ones that would have to be mailed would be those who weren't in attendance at the conference/school.

## **Tracking Education Credits**

Ann Clary will contact Marsha Carter, Website Committee Chair, to discuss the upgrade to track continuing education credits. It should be that once recertified, the old credits go into hiding and that only the newly earned credits are visible. She will try and make this more of a priority.

### Other Business

Ann Clary stated that the Denison training went well. Unfortunately, Connie was not able to be there due to a family crisis. However, Mary Mosiman filled in for her and did a great job.

Chairperson Huitink thanked everyone for agreeing to meet via teleconference.

There being no further business before the Board, Chairperson Huitink adjourned the meeting at 4:08 pm.

*Respectfully submitted,  
Carla K. Becker  
SEAT Board Secretary*