

State Election Administrators Training

SEAT Program
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The State Election Administrators Training Board of Directors met via teleconference on Thursday June 16, 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), and Lois Huitink (Sioux County). Tom O'Neill (Dubuque County),

Also present on the call were: Eric Van Lancker (Clinton County) and Ann Clary (Secretary of State's Office). Absent: Harlan Hansen (Humboldt County)

The meeting was called to order by Sarah Reisetter, Chairperson of the SEAT Board at 11:33 AM

It was moved by Jamie Fitzgerald and seconded by Tom O'Neill to approve the agenda as presented. All ayes. Motion carried.

The minutes from the March 23rd meeting were approved. Moved by Marge Pitts and seconded by Lois Huitink. All ayes. Motion carried.

Financial Reports were presented by Eric Van Lancker. He stated that ten counties have not yet paid their ISACA/SEAT calendar dues, but they will at the start of the new fiscal year.

Ann Clary updated the committee on the Help America Vote/Secretary of State funds. A discussion of CORE course food/beverage estimates against the SEAT cost of \$100 per registrant is draining the budget. It was the feeling of the board that this be reviewed and discussed in a future meeting.

It was discussed that the next meeting could be held during ISACA Summer Conference on Wednesday July 27th. Jamie Fitzgerald informed the committee he would not be attending.

Core I evaluations and comments were briefly discussed from the April 2011 class. Most of the comments were positive and suggestions for future classes were appreciated.

Timelines were discussed as some presenters went longer and a few were shorter than the allotted time in the Continuing Education Courses. It was agreed that extra time could be used for questions. Approval of the August 2011 Continuing Education Agenda was moved by Jamie Fitzgerald and seconded by Marge Pitts to approve the agenda as presented. All ayes. Motion carried.

Chairperson Reisetter discussed the need to schedule these earlier so we could get into the preferable locations.

2012/2013 Training dates are as follows:

- a) Continuing Ed – will be held on August 1 and 8, 2012
- b) Core I – April 16-18, 2013. April 9-11 (2nd choice) depending on facility availability.
- c) Cont Ed – May 8 and 15, 2013
- d) Core II – July 16-18, 2013
- e) Cont Ed – September 18 and 25, 2013

Late Registration / Cancellation policy was discussed by Chairperson Reisetter. Lots of last minute cancellations and additions have been occurring. A policy for these type of cancellations/registrations and potential fees/refunds/credits should be created. Eric Van Lancker discussed the policy for ISACA and that they keep a portion of the registration fees to assist to pay for the pre-agreed to food costs. It was agreed by all members that a policy should be drafted. Sarah and Ann will put something together for discussion in July. Marge will look at getting ISAC policy on this issue.

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 approximately 12:25 p.m. All ayes. Motion carried.

Respectfully submitted,

*Jamie Fitzgerald
SEAT Board Secretary*