

**SEAT Continuing Education Curriculum Meeting Minutes**  
**June 21, 2007**  
**Secretary of State Office – Des Moines**

Present: Sandy Steinbach, Sara Throener, Ken Kline, Kyle Jensson, Marge Pitts, Dawn Williams, Mary Mosiman, Kim Gezel

Sandy Steinbach, Project Chair called the meeting to order at 10:30 am. Marge Pitts was designated and note keeper for the meeting. All decisions by this sub-committee were by consensus of those in attendance and understood that the focus for this meeting should be on class time structure and topic content.

Instructors exchanged and reviewed their general and break-out segments for the July 12<sup>th</sup> and 18<sup>th</sup> classes. The 2007 Auditors Guide to Absentee Voting will be distributed at the Continuing Education classes and discussion included the new laws effective July 1, 2007 vs January 1, 2008 and the intention to highlight throughout the sessions where applicable.

The Agenda for the July sessions was confirmed as follows:

- General Review of Absentee Process – Sandy & Sara
  - Overview of ballot management; security policies; legislative changes; and I-VOTERS
- Methods of Voting – Sandy & Dawn
  - Nursing home deliveries; mail; military, and in office
- Processing Absentee Applications and Ballots – Kyle
  - Managing ballot inventories; absentee and special voter precinct boards
- Satellite Voting and After Election – Marge (12<sup>th</sup>); Mary M. (18<sup>th</sup>)
  - Satellite stations; provisional ballots; and canvass

The meeting was adjourned at 3:30 p.m. until the ISACA Summer Conference. The date, time, and location to be announced.