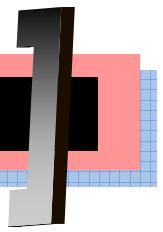


# SEAT Board Minutes



**June 26, 2009**

The State Election Administrators Training (SEAT) Board met on Friday, June 26, 2009 via conference call. Participating Board members were: Marge Pitts (Clay County), Tom O'Neill (Dubuque County), Jamie Fitzgerald (Polk County), Diana Dawley (Powershiek County), and Linda Langenberg (Iowa Secretary of State's Office). Peggy Rice (Humboldt County) and Mike King (Union County) were unable to participate. Non-Board members in attendance were: Ken Kline (Cerro Gordo County), Sarah Reisetter (Iowa Secretary of State's Office) and Ann Clary (Iowa Secretary of State's Office). The meeting was called to order at 2:05 p.m.

Linda Langenberg moved and Tom O'Neill seconded to approve the agenda as presented. Motion carried.

Linda Langenberg moved and Jamie Fitzgerald seconded to approve the minutes of the May 7, 2009 meeting as presented. Motion carried.

Discussion was held regarding the three final invoices submitted by Iowa State University (ISU) for SEAT I training and cancellation of SEAT II and SEAT III core courses. Questions were raised regarding the billing for the number of attendees at SEAT I and whether the SEAT II and SEAT III cancellation fees were included in the 2009 administration fee paid to ISU in April 2009. The Board reached a consensus that it is disputing the SEAT II and SEAT III invoices and would like additional justification for all three invoices. Tom O'Neill moved and Jamie Fitzgerald seconded to authorize Marge Pitts as Chair to make the decision whether or not to approve the invoices once additional information has been received. Motion carried.

Diana Dawley moved and Tom O'Neill seconded to approve the design of the certificate of attendance as submitted. Motion carried.

A brief review and discussion of the SEAT financial status was held.

Marge Pitts reported the Iowa State Association of County Auditors (ISACA) website will be available for registering and tracking attendance at SEAT as well as posting course handouts. The Iowa Secretary of State's website will be the repository for agendas, minutes and other static information. Marge also noted that the Scope of Services contract with the Iowa State Association of Counties (ISAC) does not contain a monetary commitment to ISACA from SEAT.

The next meeting will be held at the discretion of the Chair.

There being no further business to discuss, Tom O'Neill moved and Linda Langenberg seconded to adjourn the meeting. Meeting adjourned.

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