

# State Election Administrators Training

SEAT Program  
c/o Secretary of State's Office  
321 E. 12<sup>th</sup> Street • Des Moines, IA, 50319  
Ph: (515) 281-5875 • Fax: (515) 281-4682  
[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 at Harrah's in Council Bluffs, Iowa on Thursday July 26, 2012 at 12:00 pm. The SEAT Board members participating were: Sarah Reisetter (Secretary of State's Office), Mary Mosiman (Secretary of State's Office), Lois Huitink (Sioux County), Scott Reneker (Jefferson County), Gloria Carr (Floyd County) and Carla K. Becker (Delaware County). Also present was Eric Van Lancker (ISACA Treasurer). Harlan Hansen (Humboldt County) was absent.

Motion made by Gloria Carr and seconded by Scott Reneker to approve the minutes from the March 15, 2012 Board of Director's meeting and the April 10, 2012 e-mail vote. All ayes, motion carried.

ISACA Treasurer Eric VanLancker presented the HAVA and ISACA/SEAT Fund Financial Reports. The reports run from January 1, 2012 through June 30, 2012. Summary of expenses from these funds is as follows:

<b>Expenses</b>	<b>SOS/HAVA</b>	<b>SEAT/ISACA</b>	<b>TOTAL</b>
<b>General Program</b>		4,104.10	4,104.10
<b>Core Course</b>	2,619.06	9,353.44	11,972.50
<b>Continuing Education</b>	<u>1,949.10</u>	<u>4,984.82</u>	<u>6,898.92</u>
<b>Total by Fund</b>	4,568.16	18,295.36	22,863.52

Account balances in said funds as of July 20, 2012 were \$85,674.06 in the SOS/HAVA account and \$47,148.36 in the SEAT/ISACA account. Treasurer Van Lancker explained that for the first time this year outstanding balances were listed on the SEAT Dues Invoices that went out to counties. As of this meeting only ten (10) counties have not paid their 2012 dues with six (6) 2011 registration fees still outstanding. Three (3) of the outstanding fees are from Calhoun County and one each from Linn, Decatur and Sac Counties.

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

The Proposed 2013 SEAT Budget was presented as follows:

<b>REVENUES</b>			
<b>Revenue Type</b>	<b>Est Revenues</b>	<b>SOS/HAVA</b>	<b>SEAT/ISACA</b>
Est Begin Bal 7/1/11	85,674.06		
SEAT DUES	9,900.00		
Registration Fees			
CORE Courses	5,000.00		
Cont Education	14,000.00		
Interest Earned			
Misc			
Total Est Revenues	114,574.06		
<b>EXPENDITURES</b>			
<b>General Program</b>	<b>Budget</b>	<b>SOS/HAVA</b>	<b>SEAT/ISACA</b>
Committee Travel	5,000.00		
SOS Staff Travel	500.00		
Postage	560.00		
Plaques	1,000.00		
Misc/Website	2,000.00		
Total General Program	9,060.00		
<b>CORE Course</b>	<b>Budget</b>	<b>SOS/HAVA</b>	<b>SEAT/ISACA</b>
Speaker Travel	1,000.00		
Speaker Lodging	500.00		
Speaker Meals	250.00		
Food & Beverage Cost	12,000.00		
Printing/Binding	5,000.00		
Postage	100.00		
AV Rental	1,200.00		
Room Rental	3,000.00		
Misc.	1,000.00		
Total CORE Expenses	24,050.00		
<b>Continuing Education</b>	<b>Budget</b>	<b>SOS/HAVA</b>	<b>SEAT/ISACA</b>
Speaker Travel	2,000.00		
Speaker Lodging	750.00		
Speaker Meals	250.00		
SOS Staff Travel	750.00		
Food & Beverage Cost	13,000.00		
Printing	2,000.00		
Postage	100.00		
AV Rental	500.00		
Room Rental	3,000.00		
Misc	500.00		
Total Cont Ed Expenses	22,850.00		
<b>Carry Forward Estimates</b>	<b>58,614.06</b>		

The difference between 2012 and 2013 is that in 2012 we had four (4) continuing education classes whereas in 2013 we will have the Core Courses and two (2) continuing education classes. They are looking at the Holiday Inn Express by Jordan Creek Mall to hold the Core Courses. Just want to look at some difference pricing options

Motion made by Mary Mosiman and seconded by Scott Reneker to approve the Proposed 2013 Budget as presented. All ayes motion carried.

An update was given regarding the 2012 continuing Education Sessions to be held in Denison and Cedar Rapids. To date, there are 105 registered for Cedar Rapids and 103 registered for Denison. Both pre-registrations are currently closed. With this being a Presidential General Election year, it was suggested that the registration be reopened to allow as many people to take the training as possible. Everyone present agreed. Chairperson Huitink directed Ann Clary to send out an e-mail to all counties informing them that they can still get people registered for either course but will need to do it as soon as possible.

A request was put before the SEAT Executive Board to consider allowing Precinct Atlas Training classes to count towards continuing education and recertification.

A lengthy discussion was held in regards to this request. There were concerns that the SEAT Board would have no control over the content of the curriculum. It was also an issue that all 99 counties are not currently utilizing Precinct Atlas. If it were to be used for continuing education, how would unit values be assigned? Would the Board then be obligated to include other equipment training courses for continuing education credit including other electronic poll books or voting equipment?

Motion made by Gloria Carr, and seconded by Scott Reneker to not allow any specific voting equipment or electronic poll book training to be used towards continuing education credit for recertification at this time. All ayes motion carried.

The next item on the agenda was the 2013 Core Course Structure. The dates for the 2013 CORE I & II were set at the June 16, 2011 meeting for April 16 -18, 2013 and July 16-18, 2013 respectively. Sarah Reisetter explained that the 2011 Core Course were the first ones held in going from three (3) courses to two (2) courses. She would like to see the structure of the Core Course remain the same as 2011 which was as follows:

**Core I**

Election Basics, Voter Registration Part I, Election Equipment, Ballot Preparation, Voter Registration Part II, School Elections, Canvass, City Elections, and Absentee Parts 1, 2 and 3.

**Core II**

Special Elections, Primary Elections. Nomination Papers, Precinct Election Officials, Election Day, Dealing with the Media, Vacancies, Contests/Recounts, and Ethics.

Motion made by Scott Reneker and seconded by Sarah Reisetter to approve the same class listings from the 2011 Core Course for the 2013 Core Courses. The Executive Board will look at changes to the class listings for the 2015 cycle. All ayes motion carried.

The next item on the agenda was the 2013 continuing education sessions. It was suggested that perhaps the sessions should be held more centrally located (Des Moines or Ames) rather than at different ends of the state. It was feared that having it centrally located would limit the staff members that would be able to attend. The dates for the 2013 continuing education course were set on June 16, 2011 as follows:

May 8 and 15, 2013 and  
September 18 & 25, 2013

There was no action taken to move the location of these sessions. Thus, they will remain at Denison and Cedar Rapids for the time being.

The date and time of the next meeting was left up to Chairperson Huitink to call as needed.

There being no further business to come before the Board, there was a motion by Gloria Carr and seconded by Scott Reneker to adjourn at approximately 1:05 pm.. All ayes, motion carried.

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