

SEAT CURRICULUM COMMITTEE MINUTES

January 17, 2007

Members present:

Marge Pitts, Chair - Clay County

Vicki Ritz - Woodbury County

Dawn Williams - Marshall County

Ken Kline - Cerro Gordo County

Joni Ernst - Montgomery County

Sandy Steinbach - SOS

Sara Throener - SOS

Paul Coates - ISU

Alan Vandehaar ISU

Marge Pitts, Chairperson called the meeting to order at 3:00 p.m. at the Airport Holiday Inn, Des Moines, IA.

The agenda was approved.

Motion by Sandy Steinbach second by Dawn Williams to approve the minutes of the previous meeting held on November 30, 2006. Carried

The committee reviewed and discussed the curriculum for the CORE Sessions.

Motion by Ken Kline second by Joni Ernst to approve the curriculum for CORE Sessions 1, 2 & 3. Motion was amended to change CORE Session 2 class from Implementing Voting Systems to just Voting Systems. Carried

The committee assigned the following instructors for the CORE 1 Session:

Election Basics - Sandy Steinbach

I-Voters Basic - Jeff Comstock

I-Voters Special Issues/Problem Registrations/Lists - Sara Throener

Planning for Elections - Kyle Jensson

Election Laws, Tools of the Trade - Sandy Steinbach

Ballot Preparation - Dawn Williams & (Debold Client)

City Elections - Vicki Ritz

School Elections - Joni Ernst

Special Elections - Sandy Steinbach

Open Meetings & Public Records - Chris Scase

Dealing with the Press - ISU

It was suggested to make a special invitation to all the newly elected Auditor's to participate in the SEAT Classes. Consensus was to request Pat Gill, SEAT Board Chair to send out the invitation letter.

Discussion was held on the Continuing Ed Classes. It was recommended to conduct the same Continuing Ed Class

for 2 days in a close time frame due to the large number of participants in these classes.

The committee also discussed the difficulty of conducting this class in January in the even years.

Motion by Ken Kline second by Vicki Ritz to conduct 2 Continuing Ed Classes, 2 days each, in January and July of the odd years and 1 Continuing Class for 2 days in July of the even years with attention to lesser expensive areas.
Carried

Dates for the Continuing Ed Class for this year were suggested for one the week of July 9th and one in the week of July 16th.

Marge will present the proposal of the 2 days for Continuing Ed Classes to the SEAT Board.

The Committee discussed methods of identifying course instructors within SOS Staff, Auditors & Staff, ISU Staff and/or teams.

Alan Vandehaar reported on the meeting regarding the ISU Contract. The contract draft is being presented to the SEAT Board.

A Tally Book Sub-committee was established with Kyle Jensson, Karen Strawn and Ken Kline.

Meeting was adjourned until March 19, 2007.