

State Election Administrators Training

Board of Directors Meeting
November 13, 2013
Minutes

The State Election Administrators Training (SEAT) program Board of Directors met on Wednesday, November 13, 2013 at the Veterans Memorial Community Choice Conference Center in Des Moines. Attending were Board members: Lois Huitink (Sioux), Carla Becker (Delaware), Gloria Carr (Floyd), Scott Reneker (Jefferson), Harlan Hansen (Humboldt) and Charlie Smithson (Secretary of State's Office). Also attending were: Sandy Hysell (Union), Marisa Roseberry (Secretary of State's Office), Eric Van Lancker (Clinton), Mindy Schaefer (Adair) and Ann Clary (Secretary of State's Office). The meeting was called to order at 8:06 a.m. by Chairwoman Huitink.

Approval of Agenda – Motion by Carr to approve agenda as presented. Seconded by Reneker. Agenda approved.

Minutes – Motion by Hansen to approve the minutes of the August 20, 2013 meeting as amended. Seconded by Smithson. Minutes approved.

Financial Update – Clary provided a summary of both the Secretary of State's Help America Vote Act (HAVA) funds dedicated to SEAT and the Iowa State Association of County Auditors (ISACA) SEAT funds. As of October 31, 2013 the balance in the HAVA fund is \$68,389.43. As of November 7, 2013 the balance of the ISACA fund is \$45,589.35. Hysell reported that all but two counties have paid their 2014 dues. Carr motioned to approve the financial reports as amended. Smithson second. The financial reports were approved.

Instructor Compensation Policy – discussion was held regarding the proposed changes to the instructor compensation policy. The Board directed Clary to incorporate their suggestions into Draft 1 and to circulate to the Board for further review.

Recertification Timeframe – discussion was held regarding the possible expansion of the timeframe for recertification from four years to six years. No action was taken.

Curriculum Committee Update – Roseberry reported that the Curriculum Committee will be meeting in December, 2013.

Curriculum Committee Membership – Roseberry asked for clarification regarding the appointments of two new curriculum committee members. She will be contacting both Story and Johnson counties.

Core Curriculum Review – the Curriculum Committee will discuss at their December meeting.

Evaluations (Continuing Education) – copies of the September 2013 continuing education evaluations were provided to the Board. Comments were invited but no discussion occurred.

There being no further business to discuss, Carr motioned to adjourn the meeting. Smithson seconded. Meeting adjourned.