

State Election Administrators Training

SEAT Program
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The State Election Administrators Training Board of Directors met at Vet's Auditorium Exhibitor's Hall in Des Moines, Iowa on Thursday November 29, 2012 at 11:30 am. 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) and Marissa Roseberry (Secretary of State's Office). Harlan Hansen (Humboldt County) was absent.

Chairperson Huitink opened the meeting.

Motion made by Gloria Carr and seconded by Mary Mosiman to approve the agenda with the addition of "Consideration of 2013 SEAT Dues". All ayes, motion carried.

Motion made by Scott Reneker and seconded by Sarah Reisetter to approve the minutes from the July 26, 2012 Board of Director's meeting. 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 November 1, 2012. Summary of expenses from these funds is as follows:

Expenses	SOS/HAVA	SEAT/ISACA	TOTAL
General Program			0
Core Course			0
Continuing Education	<u>3,972.52</u>	<u>7,473.95</u>	<u>11,403.53</u>
Total by Fund	3,972.52	7,473.95	11,403.53

Account balances in said funds as of November 1, 2012 were \$81,701.54 in the SOS/HAVA account and \$42,504.41 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. They have had really good luck with this. Currently, there is only one county that has outstanding 2011 dues (Linn) and they are working on that one. Mr. Van Lancker and Ann Clary both encourage the continuation of this process. Also, 97 counties have paid their 2012 dues with only Greene and Marshall Counties left outstanding. The SEAT dues notice is usually sent out in May with a due date of September.

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

An update was given by the Curriculum Committee for the 2013 Core and continuing education sessions to be held in Denison and Cedar Rapids. Marissa Roseberry stated that Core I, to be held in April, will be handled mostly by the Secretary of State's Office with one or two other presenters needed. The first of two continuing education courses for 2013 will be held in May. The exact dates for each location are listed on the SEAT calendar on the ISACA website. Registration for Core I will open as soon as the agenda is finalized. The current registration fees seem to be covering expenses with the changes that were made during the last Core sessions. They do not feel a need for any increase of fee. Thus, the registration fee will remain at \$100 for each Core session and \$35 for each continuing education course. The Core classes will be held at the Hilton Garden Inn at Jordan Creek. This location was chosen based on price, availability of both Core dates, April 16 -18, 2013 and July 16-18, 2013 respectively, and the ability to hold 50-60 people which is about normal for Core registration.

Once again the basic outline for the core courses is 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.

The next item on the agenda is consideration of 2013 dues. Current SEAT membership dues are set at \$100 per year. With the current 28E agreement with the Secretary of State set to expire in 2015, there is no guarantee that any HAVA Funds will be available. Eventually, the ISACA/SEAT fund will need to cover the entire cost of SEAT education. Discussion was held on increasing dues now or in the future.

Motion made by Sarah Reisetter seconded by Gloria Carr and carried to increase the 2013 dues to \$125. All ayes, motion carried.

Eric Van Lancker stated that he would mention the increase to the entire membership during his Treasurer's report.

Ann Clary addressed the Board regarding some recertification issues. SEAT graduates from 2008 are currently up for recertification. Of the 52 in the class, 9 have recertified, 9 are leaving or have left and 34 are not recertified. She is wondered what she should do with these 34 who are not recertified. Should a letter be sent stating that they are not recertified?

It was the consensus of those present that a letter or e-mail should be sent to those not yet recertified explaining how to get recertified and what the consequences will be if they do not recertify (basically that they will need to redo the core courses).

Harlan Hanson (Humboldt County) joined the meeting.

It could be that we have a larger than normal core class in 2013. We may have to limit registrations to only "core" registrants instead of those simply using the core courses for continuing education credit.

In regards to tracking of continuing education credits, Ann stated that she needs to get back to this. The website has not yet been updated. According to Ann, they are looking at having the website list each of the courses you have taken. Once you apply for recertification, those classes used for the recertification will go into hiding.

The date and time of the next meeting was left up to Chairperson Huitink to call. It was thought a meeting should be held in January; perhaps in conjunction with New County Officer's School.

Chairperson Huitink adjourned the meeting at 12:20 pm.

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