

## SEAT Board Minutes

The State Election Administrators Training Board met in the Jensen Room at the Iowa State Association of Counties (ISAC) Office in Des Moines on Wednesday, December 2, 2009. The SEAT Board members participating were Linda Langenberg (Secretary of State's Office), Marge Pitts (Clay County), Diana Dawley (Poweshiek County), Jamie Fitzgerald (Polk County), Mike King (Union County), Tom O'Neill (Dubuque County) and Peggy Rice (Humboldt County). Non-board members participating were: Ken Kline (Cerro Gordo County) and Sarah Reisetter (Secretary of State's Office).

The meeting was called to order by Marge Pitts, Chairman of the SEAT Board at 1:00 p.m.

It was moved by Mike King and seconded by Jamie Fitzgerald to approve the agenda as presented. All ayes. Motion carried.

Moved by Tom O'Neill and seconded by Diana Dawley to approve the minutes of the August 17, 2009 meeting as presented. All ayes. Motion carried.

It was moved by Peggy Rice and seconded by Tom O'Neill to approve the payment of an invoice to ISAC in the amount of \$214.45 for programming to create the new SEAT section on the Auditor's affiliate website. This invoice is to be paid from ISACA Funds. All ayes. Motion carried.

There was a general consensus of the Board to make the following amendment to the SEAT Budget for FY10:

SEAT I or II	\$11,000.00
SEAT II	-0-
SEAT Cont. Ed	4,000.00
PEOT Pilot	-0-
PEOT	-0-
Administration	-0-
TOTAL	\$15,000.00

The Board also reviewed the following but took no official Board action:

- HAVA and SEAT financials
- Continuing Education Class evaluations from the September continuing education classes and the November CORE II class.
- Timelines for future CORE classes
- Tentative CORE III class agenda

It was moved by Linda Langenberg and seconded by Diana Dawley that the SEAT Board direct the Curriculum Committee to begin revising the core courses to modernize the content. All ayes. Motion carried.

Marge Pitts informed the Board that the ISACA website registration for SEAT was being updated. No official Board action was taken.

The Board discussed enforcement of a registration policy for SEAT classes. A new statement will be added to all course schedules and all invoices issued by SEAT to inform every participant of the rules. No official Board action was taken.

The Board discussed the 2009 SEAT graduating class event for January 15, 2010. Ken Kline, Chairman of the Curriculum Committee will read the names of the graduates. Secretary of State Michael Mauro will be present to make a speech and to shake hands with each graduate, Marge will check with Ann Clary concerning ordering the plaques that will be presented to each graduate, Linda Langenberg will check to see if there are any more SEAT pins available and invitations will be sent to all graduates as well as others who may want to attend the graduation ceremony.

The next meeting will be set as needed by the Chairman.

There being no further business to come before the Board, there was a motion by Tom O'Neill and seconded by Mike King to adjourn at 2:18 p.m.

Respectfully submitted,

Peggy J. Rice, SEAT Board Secretary