

SEAT CURRICULUM COMMITTEE MEETING

February 21, 2008
Iowa Secretary of State Office
Lucas Building, Conference Room
Des Moines IA

Present:

Marge Pitts, Chair
Alan Vandelaar
Ken Kline
Renee McClellan
Sandy Steinbach
Joni Ernst
Kyle Jennesson
Pat Gill
Vicki Ritz
Linda Langenberg

Marge Pitts, Chair called the meeting together at 10:00 a.m.

Motion by Joni Ernst second by Ken Kline to approve the agenda as submitted. Motion carried.

Motion by Ken Kline second by Sandy Steinbach to approve the minutes of December 12, 2007 upon amending the word her to she. Motion carried.

After a discussion the Continuing Education dates were confirmed as follows:

Wednesday, April 16th – Carrolltown Inn, Carroll, IA

Friday, April 18th – Amana Holiday Inn, I80 Exit 225

Enrollment is open to all Auditors' and staff.

It was decided to have one General Session and three break out sessions.

After discussion the following topics were selected:

General Election Preview & Legislative Changes

Election Day Registration

Absentee Ballot Review Process

Special Precinct Board

Consensus was to select Project Chairs for each topic.

Ken Kline was assigned to General Election Preview & Legislative Changes.

Pat Gill and Joni Ernst were assigned to Nuts & Bolts of Election Day Registration.

Renee McClellan was assigned to Absentee Ballot Review Process.

Vicki Ritz and Kyle Jensson were assigned to Special Precinct Board Management.

It is the responsibility of the Project Chairs to develop content of their assigned topic and recruit instructors.

Instructors must be confirmed and a thumbnail description of each topic must be done by March 7, 2008 and reported to Marge Pitts. Coarse outline should be prepared for review at the Friday meeting of the Curriculum Committee at the Spring School.

Alan Vandehaar reported that all materials must be sent to Cindy Struve by April 1st to be prepared for distribution by ISU.

Alan Vandehaar will send the first notice of the Continuing Education April Sessions on Monday, February 25, 2008. A second notification will be sent on Monday, March 10, 2008 containing instructors and a brief description of the course content. A final notification will be sent on April 1, 2008.

The SEAT Continuing Education fee for the session will be \$50.00.

Meeting was adjourned until Friday, March 14, 2008 at 10:30 a.m. at the ISAC Spring School.

Continuing Education Topics

It is the responsibility of the Project Chairs to develop content & recruit instructors

Instructors must confirm & thumbnail description of the topic to be done by Friday, March 7th, 2008

Coarse outline due for review Friday, March 14th, 2008 during Curriculum Meeting in Des Moines

- General Election Preview & Legislative Changes
 - Project Chair: Ken Kline
 - Instructor
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- Election Day Registration Nuts & Bolts– Break Out
 - Project Chairs: Pat Gill / Joni Ernst
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- Absentee Ballot Review Process – Break Out
 - Project Chair: Renee McClellan
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- Special Precinct Board Management– Break Out
 - Project Chair: Vicki Ritz / Kyle Jensson
 - Instructors: Kyle Jensson & Sandy Steinbach
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