

State Election Administrators Training

Board of Directors Meeting
April 25, 2014
Minutes

The State Election Administrators Training (SEAT) program Board of Directors met on Friday, April 25, 2014, at the Secretary of State's conference room in Des Moines. Attending were board members: Lois Huitink (Sioux County), Carla Becker (Delaware County), Charlie Smithson (Secretary of State's Office) and Sarah Reisetter (Secretary of State's Office). Board member Gloria Carr (Floyd County) was present via phone conference. Also present was Marisa Roseberry (Secretary of State's Office). The meeting was called to order 10:10 a.m. by Chairwoman Becker.

Agenda

Motion made by Huitink and seconded by Reisetter to approve the agenda as submitted. All ayes, motion carried.

January 22, 2014, Minutes

Motion made by Smithson and seconded by Reisetter to approve the minutes from the January 22, 2014, board of directors meeting. All ayes, motion carried.

Financial Update

Reisetter provided financial updates on SOS HAVA funds and ISACA SEAT funds (report received from Mindy Schaefer, ISACA Treasurer):

Reisetter reported a balance of \$85,674.06 in the SOS/HAVA account as of March 31, 2014. A balance of \$45,618.05 was reported in the ISACA SEAT account as of March 31, 2014. Motion made by Huitink and seconded by Becker to approve the financial reports as presented. All ayes, motion carried.

Board Appointments

Becker informed the board that a vacancy on the SEAT curriculum committee exists as Dani Dunham left the Story County Auditor's Office. Becker suggested Madison County Auditor Heidi Burhans be appointed. Motion made by Huitink and seconded by Reisetter to appoint Heidi Burhans to the SEAT curriculum committee. All ayes, motion carried.

2014 Continuing Education Dates and Location

Reisetter informed the board that continuing education would be held July 9 at the Coralville Marriott and July 16 at the Boulders Conference Center in Denison. Registration is currently open for both sessions. Motion made by Reisetter and seconded by Huitink to accept those dates and location. All ayes, motion carried.

Vendor Certification

Reisetter informed the board that former Story County employee Dani Dunham has requested the board to consider opening SEAT courses to vendors. The board discussed possible options for SEAT vendor certification. The board tabled the issue until its next meeting.

Recertification Update

Reisetter informed the board that approximately 1/6 of the recertification applications have been received. She explained more applications should be received after continuing education this summer. Reisetter will send a reminder email after the continuing education sessions stating applications must be received by December 31.

Curriculum Committee Update

Roseberry informed the board of the 2014 continuing education topics. No new update was available on the 2015 Core curriculum.

2014 SEAT Dues

Motion by Reisetter and seconded by Huitink to set the board set the dues for 2014 at \$125. All ayes, motion carried. Reisetter will confirm with Treasurer Mindy Schaefer to the counties will be notified.

FY 2015 Budget

Reisetter stated SOS staff will put together a draft budget before the end of the year. She reminded the board it will be a Core course year with one continuing education session. The board will need to discuss renegotiating the 28E agreement next year.

Other Business

Huitink informed the board of an email she received from Marshall County Auditor Dawn Williams. Dawn suggested including a social media class for a future SEAT training course and offered a possible speaker. The board discussed how to approach the topic – how to use it effectively vs. what are they. Huitink asked Roseberry to share the suggestion with the curriculum committee.

Adjournment

There being no further business to discuss, Reisetter motioned to adjourn the meeting at 10:55 a.m. Carr seconded. Meeting adjourned.