

The title "SEAT Board Minutes" is centered in a black rectangular box. This box is set against a background of horizontal stripes in red, black, and light blue. Two large, stylized grey numbers "1" are positioned on either side of the title box, partially overlapping the stripes. A thin black circle is visible on the left side, partially overlapping the red stripe.

## SEAT Board Minutes

The State Election Administrators Training Board met via conference call and in the Secretary of State's Office on Thursday, May 7, 2009. The SEAT Board members participating in the Secretary of State's Office were Linda Langenberg (Secretary of State's Office). Participating by telephone: Marge Pitts (Clay County), Tom O'Neill (Dubuque County), Jamie Fitzgerald (Polk County), Diana Dawley (Poweshiek County) and Peggy Rice (Humboldt County). Mike King (Union County) was unable to participate. Non-board members participating in the call were: John Chido (Polk County).

The meeting was called to order by Marge Pitts, Chairman of the SEAT Board.

It was moved by Jamie Fitzgerald and seconded by Tom O'Neill to approve the agenda as presented. All ayes. Motion carried.

Moved by Jamie Fitzgerald and seconded by Tom O'Neill to approve the minutes of the April 23, 2009 meeting as presented. All ayes. Motion carried.

It was moved by Peggy Rice and seconded by Linda Langenberg to give approval for Marge Pitts to sign the Scope of Services contract between ISAC and SEAT. All ayes. Motion carried. Marge will submit the signed contract to ISAC so they can discuss it at their next meeting.

It was moved by Linda Langenberg and seconded by Jamie Fitzgerald to approve an amendment to SEAT Policy #1 as follows:

- Instructors, regardless of whether they are attendees of SEAT or not, will be allowed reimbursement for handouts they produced in the amount of \$.0150 per side. No further compensation for copies shall be provided by SEAT.

All ayes. Motion carried.

It was moved by Tom O'Neill and seconded by Diana Dawley to accept the proposals and authorize Linda Langenberg to sign the Continuing Education facility contracts with the Carrollton Inn of Carroll on September 16, 2009 and the Kirkwood Continuing Education Center in Iowa City on September 23, 2009. All ayes. Motion carried.

The Board noted that the Hilton Garden Inn had agreed to waive any cancellation fees for a November SEAT CORE Class and agreed to reduce their room rates for the January CORE Session. No official Board action was taken.

The Board discussed some questions they had received on when continuing education starts after completing the CORE courses, should certificates or some type of recognition be provided to those who have completed their continuing education and the possibility that credit was not given to attendees at a continuing education meeting in Marshalltown in 2007. No official Board action was taken on any item discussed.

Discussion was had on website possibilities for SEAT using the Secretary of State's website. No official Board action was taken.

The next Board meeting will be by the call of the chairman.

There being no further business to come before the Board, there was a motion by Jamie Fitzgerald and seconded by Linda Langenberg to adjourn at 3:04 p.m. All ayes. Motion carried.

Respectfully submitted,

Peggy J. Rice, SEAT Board Secretary