

State Election Administrators Training

SEAT Program
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The State Election Administrators Training Board of Directors met at the Isle of Capri Ballroom in Waterloo, Iowa on Wednesday July 27, 2011 during the Auditor's Summer Conference. The SEAT Board members participating were: Sarah Reisetter (Secretary of State's Office), Marge Pitts (Clay County), Lois Huitink (Sioux County) and Carla K. Becker (Delaware County). Also present were Scott Reneker (Jefferson County) and Eric VanLancker (ISACA Secretary/Treasurer) as well as Ann Clary and Mary Mosiman (Secretary of State's Office) by conference call.

The meeting was called to order by Sarah Reisetter, Chairperson of the SEAT Board at 3:10 pm.

Motion made by Marge Pitts and seconded by Mary Mosiman to approve the agenda for today's meeting. All ayes. Motion carried.

Motion made by Lois Huitink and seconded by Marge Pitts to approve the minutes from the June 16, 2011 meeting as written. All ayes. Motion carried.

Motion made by Marge Pitts, and seconded by Carla Becker to approve Secretary of State's appointment of Mary Mosiman (Secretary of State's Office) and Scott Reneker (Jefferson County) to the Board. They will be replacing Jamie Fitzgerald (Polk County) and Tom O'Neil (Dubuque County) who served as the previous appointees of the Secretary of State's Office. All ayes. Motion carried.

Since retiring Board Member Jamie Fitzgerald was the Board Secretary, a new Board Secretary will need to be elected.

Motion made by Marge Pitts and seconded by Lois Huitink to nominate Carla Becker as Board Secretary. All Ayes. Motion carried.

There was a brief discussion regarding the placement of SEAT Board minutes on the website. Ann Clary is the administrator of the SEAT tab on the ISACA website. According to Sarah Reisetter there can be more than one administrator for this tab. It was suggested that Brandi or Tammy Norman at ISAC be contacted regarding access and privileges to the website.

Ann Clary feels that the SEAT tab needs updating to be more user friendly. It was suggested that the ISACA Website Committee be informed of any potential changes.

Ann Clary and all SEAT Board members were asked to put together a list of things they would like to see changed on the site.

The HAVA and ISACA SEAT Fund Financial Reports were presented by ISACA Treasurer Eric VanLancker. In regards to the HAVA SEAT and ISACA SEAT funds, all Core I and June continuing education expenses have been accounted for. Summary of expenses from these funds is as follows:

Expenses	SOS/HAVA	SEAT/ISACA	TOTAL
General Program	29.00	1,460.18	1,489.18
Core I	2,966.10	11,162.19	14,128.29
June Cont Ed	<u>4,117.91</u>	<u>7,132.16</u>	<u>11,250.07</u>
Total by Fund	7,113.01	19,754.53	26,867.54

Account balances in said funds as of July 26, 2011 were \$93,676.99 in the SOS/HAVA account and \$47,685.72 in the SEAT/ISACA account. Ann Clary and Sarah Reisetter discussion ways in which they are trying to reduce expenses for the Core II classes. By changing the snack breaks alone they were able to cut approximately \$2,000 from the Core II expenses.

Ann Clary presented the FY 2012 Proposed Budget as follows:

REVENUES			
Revenue Type	Est Revenues	SOS/HAVA	SEAT/ISACA
Est Begin Bal 7/1/11		93,676.99	42,000.00
SEAT DUES	9,900.00		9,900.00
Registration Fees			
CORE Courses	6,410.00		6,410.00
Cont Education	5,250.00		5,250.00
Interest Earned			
Misc			
Total Est Revenues	21,560.00	93,676.99	63,560.00

EXPENDITURES			
General Program	Budget	SOS/HAVA	SEAT/ISACA
Committee Travel	5,000.00		5,000.00
SOS Staff Travel	500.00	500.00	
Postage	560.00	560.00	
Plaques	2,800.00		2,800.00
Misc/Website	500.00	500.00	
Total General Program	9,360.00	1,560.00	7,800.00

CORE Course	Budget	SOS/HAVA	SEAT/ISACA
Speaker Travel	750.00		750.00
Speaker Lodging	500.00	500.00	
Speaker Meals	250.00	250.00	
Food & Beverage Cost	10,000.00		10,000.00

Printing/Binding	5,000.00	5,000.00	
Postage	100.00	100.00	
AV Rental	1,000.00	1,000.00	
Room Rental	2,500.00	2,500.00	
Misc.	100.00	100.00	
Total CORE Expenses	20,200.00	9,450.00	10,750.00

Continuing Education	Budget	SOS/HAVA	SEAT/ISACA
Speaker Travel	2,000.00		2,000.00
Speaker Lodging	560.00	560.00	
Speaker Meals	250.00	250.00	
SOS Staff Travel	750.00	750.00	
Food & Beverage Cost	7,500.00		7,500.00
Printing	5,000.00	5,000.00	
Postage	100.00	100.00	
AV Rental	250.00	250.00	
Room Rental	1,000.00	1,000.00	
Misc	125.00	125.00	
Total Cont Ed Expenses	17,535.00	8,035.00	9,500.00
Carry Forward Estimates		74,631.99	35,510.00

The estimated fund balances as of December 31, 2011 would be \$74,631.99 for SOS/HAVA and \$35,510.00 for SEAT/ISACA.

Ann Clary stated that the room rental of \$2,500 under the Core Course section could be removed. When the proposed budget was drafted, they were uncertain if they would meet the food & beverage minimum. Since they are now certain they will meet that threshold, the room rental will be waived.

Motion made by Marge Pitts and seconded by Lois Huitink to approve the FY 2012 Proposed Budget as presented. Marge Pitts asked for clarification on the increase in printing. Ann Clary stated that based on historical costs, the printing and binding have been increased from last year. The SOS has also used up all of its reserves and needs to replenish binders, envelopes and other miscellaneous items to restock its shelves. There being no further discussion, a vote was taken. All ayes. Motion carried.

Chairperson Reisetter began the discussion regarding the Core II evaluations. Overall the evaluations were very good. The most prevalent complaints had to do with the temperature of the room (either too hot or too cold) and the use of electronic devices by other students. Marge Pitts thought paying attention to what students considered the most beneficial topics and the least beneficial topics would give the Board something to learn from. In regards to changing what topics are being presented, the Curriculum Committee would need to be involved. Sarah Reisetter stated that it was important to give presenters a better idea of what needs to be in their presentation. Marge Pitts stated that presenters used to do a "trial run" in front of Sandy Steinbach for content. It

was suggested that perhaps if there was a basic foundation set for each topic, that perhaps it would make it easier to get presenters.

When asked which entity approves the content that should be taught on a particular subject, Marge Pitts replied that historically the SEAT Board would approve the topic and the Curriculum Committee would come up with the content. Core Courses are easier to prepare for since the content stays primarily static. However, the topics in the continuing education sessions have to change. The goal is to bring uniform, consistent, standardized training to all election officials across the State.

Sarah Reisetter stated that the Board needs to make certain that we are not blurring the line between what the code requires and best practices. Marge Pitts feels it's important to get the basic knowledge but also important to see how other counties implement it (best practices). It was suggested that perhaps we need a "Train the Trainer" program for those who are interested in presenting. The Board could also give presenters more direction as to the content of their presentations.

Discussion turned to the continuing education sessions being held Cedar Rapids and Denison in August. Pre-registration is around 69-70 in both sessions. These numbers are way down from June but are more in line with historical numbers. It was discussed that the redistricting sessions had such high attendance since this is not something we do on a regular basis.

Sarah Reisetter stated that it is becoming harder to book the Kirkwood facility as its popularity increases. Wednesdays are getting impossible to book. It was suggested that the Board look at alternative locations in the Cedar Rapids area.

Motion made by Lois Huitink and seconded by Marge Pitts to continue to use the same plaques as last year for the 2011 graduating SEAT class. The plaques cost approximately \$35.00 each. It was discussed that most recipients have liked the plaques because they are so different. Perhaps the Board could look into changes for the 2013 graduating class. All ayes. Motion carried.

Motion made by Scott Reneker and seconded by Marge Pitts to implement a late registration/cancellation policy as follows:

1. Registrations for all SEAT classes will close 15 calendar days prior to the course commencement.
2. Cancellations received prior to or on the close of registration will be refunded 100% of the original registration fee.
3. Cancellation received after the close of registration up to three (3) working days prior to the start of the course, will be refunded 50% of the original registration fee.
4. Cancellations received after three (3) working days prior to the start of the course will not receive a refund.

5. Late registrations received after the close of registration will be assessed an administrative fee equaling 25% of the original registration fee for CORE courses and \$15.00 for continuing education courses.

Currently, there is no policy covering late registration and/or cancellations. It was discussed that a policy was definitely needed since there are expenses the Board incurs early on. Meals are ordered in advance based on number of registrants and copies are made as early as 10-15 days out. For classes held at the Kirkwood facility, the meal eats up almost the entire registration fee. It was discussed that the new policy should be sent out to all current registrants of the August continuing education classes in Cedar Rapids and Denison. It was also recommended that the policy be added to the registration form for any future Core or continuing education classes. All ayes. Motion carried.

The date and time of the next meeting was left up to Chairperson Sarah Reisetter to call as needed.

There being no further business to come before the Board, there was a motion by Marge Pitts and seconded by Scott Reneker to adjourn at approximately 4:35 p.m. All ayes. Motion carried.

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