

The title "SEAT Board Minutes" is centered in a black rectangular box. This box is set against a background of a red bar at the top and a light blue bar at the bottom. Two large, stylized grey numbers "1" are positioned on either side of the black box, appearing to be part of a larger graphic design.

# SEAT Board Minutes

The State Election Administrators Training Board met via conference call and in the Jensen Room at the Iowa State Association of Counties (ISAC) Office in Des Moines on Monday, September 17, 2009. The SEAT Board members participating in the ISAC Office were Linda Langenberg (Secretary of State's Office), Marge Pitts (Clay County), Mike King (Union County) and Peggy Rice (Humboldt County). Participating by telephone: Tom O'Neill (Dubuque County) and Jamie Fitzgerald (Polk County). Diana Dawley (Poweshiek County) was unable to participate. Non-board members participating in person were: Holly Fokkena (Butler County), Brandy Thomason (ISAC) and Ken Kline (Cerro Gordo County).

The meeting was called to order by Marge Pitts, Chairman of the SEAT Board at 3:05 p.m.

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

Moved by Tom O'Neill and seconded by Linda Langenberg to approve the minutes of the June 26, 2009 meeting as presented. All ayes. Motion carried.

It was moved by Peggy Rice and seconded by Linda Langenberg to approve an ISAC proposal in the amount of \$428.90 for programming enhancements to the ISACA website relating to SEAT as follows:

- to create a new SEAT section

- to create programming of a tool to allow the SEAT Administrator to set up meetings, give continuing education credits and

- to set up a place for users to see how many CEU's (Continuing Education Units) they have accumulated.

All ayes. Motion carried.

It was moved by Linda Langenberg and seconded by Jamie Fitzgerald to approve recommendations from the SEAT Curriculum Committee to allow continuing education credits per class topic instead of credits for the full day, for example 1 hour = 1 credit. All ayes. Motion carried.

The SEAT Board accepted the September 2009 Continuing Education Class agenda for posting on the ISACA/SOS websites.

Ann Clary arrived at the meeting at this time.

The Board discussed the payment of invoices to I.S.U. Marge Pitts stated that she had talked to Al Vonderhaar and the invoices are due and payable. There are some outstanding questions on the invoices that have not been answered by I.S.U. There was a consensus of the Board to delay payment on Invoice #SE 1149, 1150 and 1148 until further information is received from I.S.U.

The Board reviewed the HAVA and SEAT financials. No official Board action was taken.

The Board reviewed the Continuing Education Class evaluations from the July 22, 2009 Iowa City class and the July 30, 2009 Okoboji class. No official Board action was taken.

It was moved by Mike King and seconded by Linda Langenberg to pay the continuing education costs for training in the amount of \$4,839.22 as presented on the list provided to the Board. All ayes. Motion carried.

The Board discussed what form of recognition should be provided to the 2009 SEAT graduates. The current acrylic plaque costs \$35.00 each. It was suggested that the logo format may need to be changed because the current logo was created by I.S.U. Linda Langenberg will contact I.S.U. and see if they will allow us to continue to use the current design. There was a consensus of the Board to continue providing the acrylic plaque to each SEAT graduate.

The next Board meeting will be held in conjunction with the ISAC Fall School in Coralville.

There being no further business to come before the Board, the meeting was adjourned by Chairman Marge Pitts at 4:09 p.m.

Respectfully submitted,

Peggy J. Rice, SEAT Board Secretary