

PLANNING MEETING  
SEAT Core II Classes  
August 21, 2007  
Holiday Inn, Des Moines, IA

Present: Marge Pitts  
Sandy Steinbach  
Joni Ernst  
Vicki Ritz  
Patrick Gill  
Ken Kline  
Alan Vandehaar

Kyle Jensson was unable to attend.

The meeting came to order at approximately 6:10 pm. The purpose of the meeting was to discuss plans for the November 27<sup>th</sup> Core 2 classes on training precinct election officials.

**Breakout Session: IVoters Precinct Official Module**

Sandy reported that this session will not be offered at SEAT because the Secretary of State's Office has planned to make a separate presentation on the precinct election official module at another time. Sandy agreed to discuss this further with Deputy Secretary of State Linda Langenberg and report back to the group.

As an alternative to this session Sandy agreed to make a presentation on the Precinct Official Training materials. These are currently being updated and should be available in time to be used.

**General Session: Accessibility, Culture and Customer Service**

Sandy is also seeking participants for the opening session discussion on accessibility, culture and customer service.

**Breakout Session: Recruiting and Training Precinct officials.**

Pat Gill showed the PowerPoint slides that he has prepared regarding new election laws affecting precinct election officials. Joni presented an outline of the points she plans to cover in their joint presentation.

**Breakout Session: Voting Systems**

Ken Kline reported that he is prepared to demonstrate the method he used for training precinct officials how to open, close and operate ES&S voting equipment.

The meeting was adjourned at 7:20 p.m.