Minutes

- Meeting was called to order at 8:40
- Minutes from February 16, 2011 meeting – Jamie moved to accept the minutes from the December meeting as emailed. Brent seconded; motion passed.
- Treasurer report; $26,230.97 The treasurer’s report was as of February 28th – March expenses not yet accounted for.

Administration, Committee Reports and Assignments

Kootenai Class March 15 &16 update.

Tyson reported that class went well. Conversation about Avista/Utility companies liability within CGP. Tom summed up with “the potential for liability exists.” The need to send a letter to Avista addressing questions asked during class was mentioned.

In class exercise discussion: should there be a slide of basic exercise components…..subdivision, not built, bmp selection, etc.. Field guide discussion: waddle inconsistency, erosion blanket? Rock check dam test question inconsistent with field guide. Tricia will change test question # 28 to read “should be lower….. and #12 – “equal to one acre or greater”

Administrative Streamlining

Denna and Molly will work on revising Basic SEEP Class Checklist (usually attached to a folder to be used by Leads and recording keeping for PAC when class complete. All completed forms usually stored in there at the END of classes)

All forms, presentations, maps, and other resources are now on the SEEP flash drive and laptop.

Reimbursement forms in the process of being revised by Kay and Tricia to fit on one piece of paper and to include relevant data.

Code of Conduct in Black and White: Discussion on the fact that the cost between color and BW is minimal.
**Resource manual discussion**: Jamie moved to update the resource manual to say “mileage rate based on the current federal fiscal year.” Brent seconded; motion passes.

Jamie moved to change resource manual to read “All reimbursement must be submitted within 30 days of activity.” Brent seconded? Motion passes.

**Student Manuals**

Need to print 100 Student Manuals for the remainder of the season. According to PAC guidelines, printing must go out for bid. Tricia announced bids for printing 150 Student Manuals. FedEx Kinkos - $4,282.96, Action - $4,732.87, Commercial - $4,741.86  Molly moved to use Fed Ex Kinko as our printer for the 2011 season to print 100 manuals. Kenny seconded. Motion passed.

Tricia will compile all electronic and updated documents that need to go to print including; Code of Conduct, class and field evaluation, and Table Tents with just one quote. Tricia will also make sure FedEx Kinkos knows to print a white background with black font for the PP handouts and she will make sure the “don’t print hidden slides” box is checked. 3 weeks for printing.

As routine practice for ensuring Student Manuals and all other necessary class materials are stocked and complete, the SEEP committee will have all activities completed in January.

**CEU Forms Online**

Jamie will check on CEU form online and if there are instructions on how to use.

**Marketing**

Shoshone covered, Jamie and Molly will take care of Bonner and look into airing PSA on local radio stations. Terry will request to have PSA run on Kootenai stations. Marketing committee meeting after next meeting or via e-mail to streamline for next year. Possible Facebook page.

**Resource Manual**

Vera has the digital master of resource manual and Tricia has been in touch with her about retrieving it.

**Old business** -

**Continuing Education and Recertification Requirements** – Tricia is about done with updating the SEEP certified list. Tricia brought up the point that all SEEP certified people are listed with address and phone number on the SEEP contractor list. Conversation ensued regarding how to ask is or how people would like to be listed. **Terry motioned to put a check the box on the test “if you want to be listed as contractor on the website and what contact info should we use”**. No vote Tabled

At the begin of the year (January) send a friendly e-mail to students needing recertification.

**T2** – Bruce sent out e-mail asking about conference calling and PAC does not have that option.

**Web Site updates**; Jamie will email Kathy Dingmans’ Email address to Tricia. Tabled
Trainer video – Tom, Jamie, Glen, and Erin received video some of them unable to open or haven’t looked at yet. Tom’s employee is looking at formatting issues. Terry looked at video on Molly’s personal computer and it has issues. No decision made about what to do. Terry thought it was Molly’s computer.

Kootenai Co. Site Disturbance Ordinance – Coming up to Kootenai County.

Glen & Vera appreciation – Tyson will get plaque for Glen. Jamie volunteered to draft a letter of appreciation for Vera.

Training Cadre – Brent – taking Bruce Howard off the list

Advanced class – Nothing

Business Plan – Vera setting up FTP to transfer files to Tricia.

New Business

EPA grant – Jim Defenbar from PAC will be watching the Webinar on April 6th at 11 am with SEEP in mind. Jamie will also try to attend. Molly mentioned Denna was also interested. Grant application is due May 2nd, 2011.

SEEP recertification submittal – Richard Howell with Elliot Environmental was approved for recertification.

PowerPoint Review – Group edited entire BMP 1 module. All Headings in BMP 1 were made consistent by using an upper case at the beginning of each word. It appeared at quick glance that that change has already been made to other modules. Took off Stormwater Erosion Education and the date from 1st slide on all modules. Powerpoints going to print “as is” for 2011.

Presentations/Outreach

Chamber of Commerce Fair- Terry moves to have a booth at the Chamber of Commerce Fair if Tyson is approved to man the booth. Jamie seconds; motion passes

Other business –

Confirm next meeting date and time –Wed April 20th, 2011 - 9:00 – 12:00 ; Location-PAC
Next Agenda –
Meeting Adjourned; 11:34
Electronic vote April 5th, 2011 – Board approved having the Bonner SEEP class on April 12 & 13 with 9 registrations.
Contact Information:  Tricia Lotton
Panhandle Area Council
11100 N. Airport Dr.
Hayden, ID  83835-9798
208-772-0584 ex. 3013
tlotton@pacni.org