What: SEEP Monthly Meeting Minutes  
Where: Panhandle Area Council, 11100 Airport Drive, Hayden  
Date: Thursday, May 19, 2011  
Time: 9:00 a.m. – 11:07 a.m.

Attendees: Tom Freeman, Tricia Lotton, Terry Leigh, Tyson Clyne, Kenny Hicks, Denna Grangaard, Greg Limandri, Allen Isaacson.

Agenda
- Call to order
- Adopt minutes of 4/20/2011 – Motion to adopt Tyson Clyne; second, Kenny Hicks
- Treasurer report – Tricia reported a balance of $25,898.64 as of 4/30/11.

Old business -
- T-2 – Licensing Agreement MOU finalizing – with changes to invoice dates (June) and SEEP’s course fee wording, a motion was made by Greg; seconded by Kenny to approve the Licensing Agreement.
- Web Site updates – Tricia reported that all updates were current.
- Continuing Education and Recertification – Tricia will send email regarding Idaho BOL CEU approval.
- Kootenai Co. Site Disturbance Ordinance – Tom reported that there was not enough information available for discussion.
- Business Plan – Tyson volunteered to take the lead in creating a Business Plan. Tricia will email template to Tyson. Allen suggested contacting a college Business student to write plan.
- Trainer video - done
- Appreciation- Tyson brought Glen’s gift for everyone to see. Motion made by Kenny; seconded by Terry to get same gift for Nelle Coler. Tyson will order. Motion passed. Board decided on a joint Appreciation party for Glen and Nelle. Terry will plan party.
- Trainer Admin Protocol? Trainer Checklist is complete, Tricia to email PAC forms (Purchase Order, Reimbursement Request, and Travel Expense).
- Avista/Utility questions from Kootenai Class follow-up – Tom responded to questions via email to everyone's satisfaction.
Committee reports and assignments –
- **Kootenai Class May 16 & 17 update** – Class went well – 10 students – need to look into alternate silt fence plow. Board approved by voice vote purchase of 2 more coffee pump pots for the classes. Terry volunteered to purchase before the next class.
- **Administrative Streamlining** – Need to schedule a Housekeeping party once classes are finished.
- **Student Manuals** – a few still need updating
- **Marketing** – Denna to review current PSA towards having the City of CDA create a new 30 second PSA. Denna also spoke with Sandra Raskell regarding how to set up a Facebook page. Denna to put together her best suggestion as to how a SEEP Facebook page should be set up.
- **Training Cadre** - Tabled
- **Advanced class** – Look for it this Fall
- **Regulatory** – CGP webinar – Tom requested everyone who could to please attend.

Presentations/Outreach - None

New business
- **Annual Tasks** – monthly milestone suggestions by Tom are in process
- **Training Cadre Recruitment**: evaluate contacts lists; solicit trainers on the Class Evaluation. Use PSA.
- **Teleconferencing option**: Tricia is still researching – move to “Old Business” next meeting.
- **CEU licensing** - Idaho BOL approved the SEEP Basic Course for 1.2 CEU’s.

Other business -
**Confirm next meeting date and time** – Tyson suggested meeting at DEQ to test the teleconferencing capabilities. Board unanimously agreed. Meeting scheduled for:

    Thursday, June 16, 2011 9 am-12pm
Idaho DEQ
2110 Ironwood Parkway
To join the meeting via conference call (208)373-0101 - Bridge #1

Adjourn meeting – 11:07am