Minutes

Attendees: Erin Mader, Tyson Clyne, Denna Grangaard, Tom Freeman, Brent Leonard, Allen Isaacson, Greg Limandri, Jamie Brunner, Tricia Lotton

- Call to order @ 9:05
- Adopt minutes- 02/17/2012. Tom F. moved to adopt minutes; Allen seconded. Motion passed.
- Treasurer’s report:
  Balance as of 2/29/12 is $22,767.41.
  February revenue:
  Registration fees 600.00
  Miscellaneous 750.00 (T2 annual payment)
  February expenses:
  Administration 300.00 (PAC)
  Postage 2.90
  Printing .12
  Supplies 11.39

Old business -
- T-2 – Bruce Drews requested use of the trailer in southern Idaho for June and July and they will pay the insurance and take inventory. Tom F moved to allow T-2 to use the SEEP trailer in June and July, to carry the insurance and re-stock the trailer before returning it. Tyson seconded. Motion carried.
- Web Site updates –
  o Tom – IECA will allow SEEP to link to their website from our website and newsletter. This is a resource for us to maintain a technical update for BMPs.
  o Instructor Bios – Tom Trulock’s bio is needed.
  o Members Only - new protected SC/Trainer section on website. Stores SOP, RM, and Train the Trainer information. Tricia will update the website with current SOP, RM, or other forms and information.
- Continuing Education and Recertification
  Tyson Clyne, Allen Isaacson, and Denna Grangaard had submitted recertification paperwork. Tricia recommended application approval. Tom F. moved to approve all three recertifications, Brent Leonard seconded. Approved.

Recertification Evaluation Discussion for next month: If we can include other required certification CEU’s that would apply to SEEP CEUs as well. Terry Leigh’s certification needs to be submitted.
• **Resource Manual** - Refreshments section is ok as-is. RM is still current.
• **Business Plan** – Tyson needs to talk with Jim Deffenbaugh and Laura.
• **Administration** – Allen handed out an expense/revenue worksheet for the SC. Last year we made additional marketing and materials purchases benefiting SEEP. Result is that 8 students can support the class to break even, 10 students give about a $327 profit, and that 10 student minimum is preferred.

**Next Meeting:** further discussion on options for trainer compensation including mileage and class fees. Should free classes be given to future trainers?

Recruitment during classes needed. Trainers will discuss opportunities to be a trainer during the Intro to SEEP section in the morning, field trainers will mention opportunities in the field, and then after the test the proctor can reinforce this and be able to hand them some information to call us back.

**Next Meeting:** This handout info will need to be created.

**SC Positions:** Secretary position is open. SC members can share taking notes during meeting time, and will need to hand it off to a SC member for integration. No SC members have offered to take this position.

• **Electronic Chair and Vice-Chair signatures** – Jamie and Brent signed the master Certification and Recertification certificates.

• **Inventory** – Denna can maintain it on the SEEP laptop during meeting time. Denna will go through Stanley after training season to place extra, or non-class items into SEEP storage cupboards. The inventory will be updated accordingly.

  Will Tricia please make one copy of the Feb. approved RM/SOP and put it in Stanley as a “Master Copy”?

  Napkins and cups need replenished before next class: Allen offered to do this.

  Allen will gather marketing items from 811.

**Committee reports and assignments –**

• **Class update** – Ray Roberson Id Dept Labor, with Youth Workforce Reinvestment in Benewah County may have students/youth ready to take a class. Regular class or contractors’ special is an option for them.

• **Marketing** – meeting at 11am. Class Advertisement includes: CDA Press on line, Posters, Brochures, TV access channels in Wallace, CDA and Post Falls.

• **Training Cadre** – First SEEP class in CDA this season was great. Allen lead. Evaluations were positive and helpful. Recruitment for trainers needed.

• **Advanced class** – New Date needed. New CGP has changes to integrate.

• **Regulatory** – Discussion of CGP changes including requirements for: shoreline buffers, polymers/catatonic solutions, turbidity readings, stabilized construction entrances, reporting the descriptions of BMPs, NOT and NOI effectiveness dates. DEQ is taking public comment on the CGP currently.

• **Exam Review** – Jamie changed the one question. 2 questions were missed frequently. We may need to explain the question better.
New business

- **CEUs for AICP** - Jaime reports a request from AICP. [has a reduced cost (they pay 600 and take the class, and we subsidized them). There are about 3 AICP in north Idaho currently. SEEP will need to at least break even. We would pay 600 dollars.] Help assisting with logistics.

  AICP wants to take the class. They are asking us to sponsor it (pay 600 for each class to be recognized as an AICP CEU.)

  **Tom motions to decline, Tyson second.**

  Discussion: There aren’t enough AICP members in this area to support a benefit for SEEP to sponsor (pay them 600 for each class we offer them). We recommend working together by forwarding our CEU application and asking AICP members to ask their organization to consider SEEP certification.

  Motion Passed.

- **CEUs for instructors** - We want to encourage good instructors. So for a re-cert you can use the presentation time, but to use SEEP on other professional re-cert then those usually require that a test is taken. This is a personal decision to use SEEP or not as a professional CEU. No changes needed on SEEP’s part. To take a test you have to have paid for a class.

- **New Class Inquiries** – Potential Benewah class for WIA-Youth (Dept. of Labor)

Other business – None

**Presentations/Outreach** - New U of I Community Water Resource Center at Harbor Center. DEQ is involved with coordinating activities. SEEP may also partner with them for outreach. Brochures were given. Tom talked with Charles Buck at the U of I CDA Extension. Tom said that Mr. Buck would like more information about SEEP. A U of I Sandpoint extension office will open. We could have a test plot in Sand Creek and affiliate it. SEEP might be able to also share space and personnel at the extension office.

**Confirm next meeting date and time** – April 18th, 9am-11am at PAC

**Adjourn meeting** – Motion to adjourn Tyson, second by Greg. Adjourn @ 11:30.

**Motion Recap:**

Tom F. moved to adopt minutes; Allen seconded. Motion passed.

Tom F moved to allow T-2 to use the SEEP trailer in June and July, to carry the insurance and re-stock the trailer before returning it. Tyson seconded. Motion carried.

Tom F. moved to approve all three recertifications, Brent Leonard seconded. Approved.

AICP wants to take the class. They are asking us to sponsor it (pay 600 for each class to be recognized as an AICP CEU.) Tom motions to decline, Tyson second.

Motion to adjourn Tyson, second by Greg.