What: SEEP Monthly
Where: Panhandle Area Council, 11100 Airport Drive, Hayden
Date: April 18, 2012

Green = To Do
Red = Motions

Minutes
Attendees: Brent Leonard, Tricia Lotton, Greg Limandri, Terry Leigh, Laura Laumatia

The meeting was called to order at 9:10 A.M.

NOTE: As there was no quorum, this was an informal meeting, and no formal motions were made.

Minutes – Minutes from the March meeting were reviewed; the group made no corrections.

Treasurer’s report – Tricia has gone through the books year by year to make sure that there were no issues, as related to some confusion between the March and February balances. She has verified that at the end of February, the balance was $22,767.41. As of March 31, the cumulative total balance (program-to-date) is $25,735.89. To determine the balance, Tricia uses unapplied revenue (revenue-expenses), and adds that to the balance that we had at beginning of the Fiscal Year.

In March, we had $5500 in registration receipts, $300 in administrative costs, $5.15 in postage, $19.56 in printing, $474.15 in supplies, $82.69 in travel—resulting in $2,968.45 in unapplied revenue.

Old business -

- T-2 – T-2 has been authorized to use the trailer, as long as they replace the supplies. They will be conducting classes in June and July.
- Web Site updates –
  o Instructor Bios – Tricia has received Tom’s bio. Inactive instructors’ bios will be removed from the website.
  o Members Only – the ftp information has been sent to the board
  o QR code – Tricia has created a QR code to link to the website that can be used in marketing materials
- Continuing Education and Recertification – Terry is recertified, as are Tyson, Denna and Allen. Discussion—should committee review each application, or should Tricia present only those that might have an issue or question? (Note—the group could not make motions, but leaned toward the latter.) Also, all should note that recertification must occur to the DAY of original certification—if you are not recertified by the 3-year date, applicant will have to re-test.
- Business Plan – No update
- Administration –
  o Lead trainer fee –
• **Appoint New Secretary** – Greg suggested that the committee purchase a recorder, so that even if a potential secretary is not able to attend meetings, he/she could take type up minutes at a later time. This might encourage committee members who might be reluctant, due to time constraints, to consider the position

• **UI Extension** – Water Center – no update

• **CEUS for AICP** – no updates

**Committee reports and assignments** –

• **Inventory** – No update from Denna; Greg will make inventory of what’s in trailer so that he can check again when it is returned from T-2. The tools and silt fences will stay in trailer so that T-2 can use them.

• **Class update** – upcoming classes:
  - Bonner Co: April 25-26 – 17 registrants
  - Shoshone Co: May 9-10 – 2 registrants
  - Kootenai Co: May 23-24

• **Marketing** –
  - Tricia has not received feedback from the board on advertising rates. Arrow is interested in advertising in next newsletter. Ads will be business card sized, nothing bigger. There was discussion about how ads should be charged for in the newsletter. It was suggested that there be a minimum amount of newsletters guaranteed, e.g. 6/year, which will also allow for rotation of ad space as demand grows.
  - Tricia has gotten quotes from TESH and FedEx Kinko’s on printing costs. 1,000 mailed printouts would cost $688 and change.

• **Training Cadre** –
  - Report from March 27-28 class – Benewah County. There were 16 Benewah County employees and 10 students who were sponsored by the Department of Labor. Two of the original registrants did not show up, so Norm Suenkel replaced them with other county employees. There were three students who did not pass the test. Tricia was able to work out an effective method with Ray Roberson (Idaho Department of Labor) to bill for the young students he sponsored, and their registration fees will be appearing in April financial statements. Overall, the class had positive feedback.
  - Need to add trainer recruitment to Intro to Class
  - Need to develop trainer recruitment handout for proctor’s to distribute

  **Trainer Recruitment handout** – no action

• **Bios to Tricia for new instructors** – see discussion under website updates.

• **Advanced class** –

• **Regulatory** - CGP

• **Exam Review** –
  There was discussion of having a re-test option for those who fail the exam. It was suggested the student attend a new field session and take the test for no cost—this should be revisited at the next meeting.

**New business**

**New Class Inquiries** – no discussion
**Other Business**

- The group discussed how they might secure instructional materials. The committee should consider securing a copyright for some type of material protection so that course materials aren't used by non-SEEP people without permission, and possible in competition. Materials should also be dated, and updated when materials were updated. Also, the committee might consider development of an instructor agreement that would prohibit teaching of the course or portions of the course without explicit permission from SEEP. Laura will find a template by the next meeting.

Confirm next meeting date and time – TUESDAY May 15, 9-11 A.M at PAC

Meeting adjourned at 11:05

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