What: SEEP Monthly
Where: Panhandle Area Council, 11100 Airport Drive, Hayden

Date: May 15, 2012

Green= To Do
Red = Motions

Minutes

Attendees: Brent Leonard, Tricia Lotton, Laura Laumatia, Kristin Keith, Tyson Cline, Allen Isaacson, Tom Freeman

The meeting was called to order at 9:17 A.M.

Minutes – Minutes from the March and April meetings were reviewed. Tricia moved to adopt as presented, Allen seconded, and the motion passed.

Treasurer’s report – Tricia presented the program-to-date balance of $28,915.89. Tom enquired about the need for manuals and the cost for those manuals. Last year’s manuals cost for about 100 manuals in 2011 was $2800 (NOTE: actual figures for manuals were later verified, and 150 manuals were purchased, at a total cost of $4,820.88). Advanced class materials will be on CD. The new CGP is already on a CD for the Bonner County and 2nd Kootenai County class.

Old business –
- T-2 – No updates since last meeting. Doug was not able to shadow a class this season. They will be using the trailer.
- Web Site updates –
  o Instructor Bios –Need head shot and bio for Allen, Tyson, Tom Trulock (note: Tom’s certification is currently expired, so he will be unable to teach until he recertifies).
  o Members Only – the ftp information has been sent to the board. She will send that to Kristin (see steering committee, below).
  o QR code – Tricia has created a QR code to link to the website that will be put on flyers, brochures, etc.
  o Photos—we need photos for the photo gallery on the website, as well as for marketing materials. Instructors, please send photos to Tricia, who will send it to the website administrator.
- Steering Committee – There is a need to check on committee members’ availability. Tyson announced his resignation from the board, due to his change in employment (Congratulations, Tyson, and you will be missed!) Allen moved that Kristin Keith represent IDEQ on SEEP, seconded by Tricia. Motion passed unanimously.
- Continuing Education and Recertification – the discussion from the previous month was reviewed. Brent moved that Tricia will take care of recertification, unless there is a glaring issue, in which case she will bring it to the Steering Committee for discussion. Tom seconded the motion. Motion passed unanimously.
Business Plan – Discussion: Tom brought up that we have $28,000 in the SEEP account, and realistically, we could be invest a significant amount (e.g. $5,000) and still be comfortable. He has had some preliminary discussions with Dr. Charles Buck (University of Idaho) about dovetailing with the new Community Water Resource Center. We need to have a business plan to determine how plan for what resources we’ll need and how we can manage our funds. Tricia will invite Jim Deffenbaugh to June meeting so that he can hear the scope of what our needs are and possibly assist with writing a plan.

Administration –
- Lead trainer fee – Tricia moved to table discussion until the fall, Tom seconded the motion, and it was unanimously approved.

Appoint New Secretary – Greg, Terry, Denna and Tricia have all declined. Kristin Keith (IDEQ) was nominated for the position, and was elected by a unanimous vote.

UI Extension – Water Center – Tom will be meeting with UI Dean of the College of Ag, John Hammell, and will have more updates soon.

CEUS for AICP – deadline has passed; no longer a discussion item.

Other – Tricia suggested that as a future item, the steering committee needs to define a quorum, and also update SOPs regarding board attendance at the next meeting.

Committee reports and assignments –
- Inventory – No update.

- Marketing –
  - There was an issue with confusion with the SuperJTI class (EPA). Discussion was tabled until June.
  - Tricia will email out a draft advertising policy before June. Whether or we not we do decide to take paid advertising, there needs to be a policy, which can be discussed at June meeting.

- Training Cadre –
  - Report from March 27-28 class-March went well.
  - When getting printer quotes, will make sure to include new CGP.

- Trainer Recruitment handout – discussion—need an incentive for potential instructors, as it’s particularly hard for employees to justify to their employer taking the time to teach a class. It’s hoped that the Advanced Class may help entice instructors, since students would be developing SWPPPs for their employers.

- Advanced class – no updates—still waiting for input from EPA.

- Regulatory – a discussion was had regarding the challenges of the eNIO website.

- Exam Review –
  - Lead instructor will sign off to make sure that all exams that are received from Tricia are returned, whether used or blank.

New business

New Class Inquiries – possibly in August. Laura suggested possibly hosting a class in Plummer if there is interest from Benewah County for more students from Dept of Labor.

Securing Instructional Materials: Laura will send a template for an instructor agreement. Tom suggested simply copyrighting all materials.

Other Business
- Tyson expressed his hope to stay involved with SEEP at his new position at Sunshine Mines. Brent thanked him on behalf of the entire SEEP committee.
Confirm next meeting date and time – Wednesday, June 20, 9-11 A.M at PAC
Meeting adjourned at 11:00

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