Minutes

Attendees: John Marshall, Greg Limandri, Allen Isaacson, Brent Leonard, Jamie Brunner, Tricia Lotton, Jim Deffenbaugh

Call to order by Chairman Jamie Brunner at 9:08 am.

Minutes adopted - Brent moved to adopt the 5/15/12 minutes; Tricia seconded.

Treasurer's report: Tricia reported a balance of $29,468.55 as of 5/31/12.

Old business -

- T-2 – Will T2 be using the trailer this summer?
  - Tricia reported speaking with Bruce Drewes regarding T2’s class schedule and trailer usage. Bruce told Tricia that there would be no summer classes given by T2 because Doug Chase is a part-time employee and was on his “off” time. Bruce raised the possibility of T2 giving fall classes; Tricia told him to talk with Jamie and Tom Freeman about that possibility. In addition, the Steering Committee has questioned the amount of training specific to the Basic class that should be required. Tricia will review past minutes for previous discussions regarding T2 instructor training.

- Web Site updates –
  - Steering Committee – the SC listing needs to be updated. Tricia will review and update as needed.
  - Pictures – Jamie reminded the SC to bring pictures of classes to be put onto the website.
  - QR code – Another reminder that SEEP has a QR code for placement on flyers, etc.

- Continuing Education and Recertification –
  - Tricia brought up the possibility of providing not only an 8-1/2x11” certificate but also a credit card sized laminated certificate that that could be carried in a wallet. After discussion Tricia moved that the certificate be issued in both certificate sizes, beginning with the next scheduled round of classes; Greg seconded. Tricia was authorized to purchase 2 pkgs. of the laminated ID cards.

- Business Plan –
  - Jim Deffenbaugh attended the SC meeting to gain an understanding of what SEEP will need in a Business Plan. He will go through the past minutes and create an outline, offering options and suggestions, and present the outline to the SC within the next 4 – 8 weeks.

Administration –
Tricia created a spreadsheet, identifying only those actual costs specific to the 2012 Basic classes. Jamie asked that the spreadsheet be forwarded to all members with the 6/20/12 minutes.

**Appoint new Secretary** – Kristin Keith had been elected at the last SC meeting.

**UI Extension – Water Center** – Tabled

**Committee reports and assignments** –

**Marketing** –
- Advertising rates and newsletter frequency
  - Tricia will correct the advertising policy to show only an annual rate and a newsletter frequency to read “6 to 12 issues per year”. The corrected policy will be emailed to members with the 6/20/12 minutes.
- Printing quotes
  - Tricia will talk with Bruce Drewes to see if T2 would want to give a printing quote.
- Mugs
  - Still getting quotes.

**Training Cadre** –
- Reiterated the need to add trainer recruitment to Intro to Class and
- Need to develop trainer recruitment handout for proctor’s to distribute

**Advanced class** – No update

**Regulatory** – John Marshall reported that the EPA was working on the eNOI difficulties

**Exam** – No discussion

**New business**

**SOP Update – Steering Committee Member attendance**
- The need for regular attendance was discussed. In order to ensure that a quorum would be available to each SC meeting Tricia moved to change the SOP to allow up to 2 alternate members; Allen seconded. Jamie will talk with Molly and Allen will talk with Denna as to their intentions in remaining SC members. Allen will also talk with Laura L. to see if she would be interested in becoming a SC member. It was noted that it is not the SC’s intent to force anyone off of the SC. The intent is rather to ensure enough attendance at the SC meetings to have a quorum.
- The need for written procedures for agendas and minutes was also discussed. The SOP needs to clarify the procedures (formatting, when they are distributed, to whom they are distributed, etc.).

**New Class Inquiries** –
- Tricia reported that there was enough interest to schedule an additional class. It will be held on 6/26-27 at PAC.

**Securing Instructional Materials**
- Tricia to place the copy write symbol on the class manual before the manual is sent for the next printing.

**Other business** –
- **Inventory** – tabled
- **Confirm next meeting date and time** – Wednesday July 18, 9-11 A.M. at PAC
- **Adjourn meeting** – moved by Tricia; seconded by Brent.