What: SEEP Monthly Steering Committee
Where: Panhandle Area Council, 11100 airport Drive, Hayden
Date: September 18, 2012

Minutes

Minutes – Brent moved to approve the Minutes from August 14, 2012. Tricia seconded the motion. Motion passed.

Treasurer Report
Tricia reported: Balance forward as of 9/30/2011: $22,722.34. Year to Date: $9067.39, Current balance: $31,789.73. This is the last month of the fiscal year, so any outstanding expenses need to be submitted to Tricia by the Friday, 28th of September. Manuals – this year we got them at a cost for $25 at Office Depot – this is $15 cheaper than before. As long as length and color changes don’t occur, the cost will stay at $25.

Old business
Business Plan — Jim Deffenbaugh presented to the group his preliminary ideas of a business plan for SEEP. He also passed out a handout. He suggested that SEEP take a Non-profit – Trade Association LLC classification and apply for 501(c)(3) or 501(c)(4) status with the IRS. This classification can employ permanent, full-time staff, and collect income base. Jim said a 501(c)(3) would be the best approach for SEEP because there is an education component, and we would be able to accept donations and apply for grants. There are other values 1) SEEP can act as a conduit for other fundraising activities and accept monies; 2) there can be membership advantages which are incentives provided to raise money – for example formation of cooperatives to have better buying capabilities, insurance capabilities. There are other benefits.

Should SEEP choose to incorporate, the steering committee meeting can be the forum to officially make the decision. Should we choose to incorporate, the first step is to apply with state for LLC status, then apply to the IRS for 501(c)(3). The state doesn’t require bylaws or articles of incorporation, but the IRS does. LLCs have a limited term – his suggestion is for a 25 year term.

The group agreed that Jim is moving in the right direction, but the information would have to get out to other Steering Committee Members before the decision to incorporate. Allen made a motion that we continue forward with the vision Jim put forth as a 501(c)(3). Brent seconded the motion. Motion passed. It was stated that we send Jim’s handout to the rest of the Steering Committee members and make a vote at the next meeting. Jamie asked that Jim send example bylaw language to be sent also to the Steering Committee.
T-2 – Instructor training – No word from Doug or Bruce.
Trailor supply list – G. Limandri was not present to update the group.

Web Site updates –
  • Steering Committee – Web site needs to be updated: Replace Tyson with Kristin, Molly with Laura, and add John as an alternate; correct committee member seats.
  • Pictures – Bring pictures from recent classes
  • Members Only – 1) the link now goes to committee members instead of the members only location, Tricia will fix this. 2) Jamie revised powerpoints, and Tricia placed in Dropbox for people on the committee to access.
  • ESC Technology updates – link to IECA – T. Freeman was not present to update.

UI Extension – Water Center – Ashley McFarland talked about the Community Water Research Center in Coeur d’Alene where faculty and researchers can collaborate with community with information, outreach and research. Ashley has had some conversations with the Dr. Charles Buck, the regional UI Administrator, about partnering with SEEP. There is classroom space and video conference capability to hold trainings. The largest classroom can hold 30 comfortably, and it has the video conference capability. There is an I and E station that has brochures and will have interpretive exhibits (in process) and they can market the program through their center. Grant collaboration is also a potential. U of I recently was approached by the City of CDA for the Mayor’s Challenge Grant for storm water education. They would like SEEP involvement. Ashley will be added to the Steering Committee distribution list.

Continuing Education and Recertification –
  • Laminated ID cards in addition to certificates (start in spring). Nothing new here.
  • Class instruction as CEU credit? – T. Lotton plans on sending them all in in Feb (drinking water, waste water, landscape architects, and the realtor board). Instruction does give opportunity for credit, but they currently get points for different categories of participation. Jamie asked whether we should give full CEU credit for teaching courses. It was agreed upon that the current structure stay the same.
  • Real Estate licensing Board – T. Lotton plans on sending them all in in Feb (drinking water, waste water, landscape architects, and the realtor board).

Administration –
  • Lead trainer fee – placeholder until fall –
  • Manual update – appoint subcommittee and set dates
  • Manual Printing –Powerpoint review on October 12. At that point we will know what needs to be updated in the manual.
  • Securing Instructional Materials – copyright has been added to the manual. A total of 32 manuals were printed. The full printing will be done after the review.

Powerpoint Review – October 12 9:00 – 2:00 anyone interested let Jamie know, so she knows what to order for lunch.

Questions from previous classes – D. Grangaard not present to update.

SOP Updates
  • Steering Committee Member attendance – approved – just need to add
  • Class Exercise revision - Allen sent email to Tricia, and Jamie was forwarded a printed copy. Allen suggested the class exercise be in the notebook and not in the SOP. A handout for student would be much better so they can refer to it at a later date. Jamie will revise what is in the SOP for handouts in the Spring.
Committee reports and assignments

Marketing –
    The mugs have arrived.

Training Cadre –
    Trainer recruitment – Sign-up sheet/form – A. Isaacson printed out a form to pass out with test at tomorrow’s training. He passed it around. He will report how it went.

Advanced class – Wait for CGP workshop to be over. The EPA training is on November 28th. EPA will review revised materials.

Trainer resources The Center for Watershed Protection has a Web site is a great reference for storm water information – good for instructors to read as background for teaching the classes. Jamie passed around some materials from their site. These would be good resources for the newsletter if we get approval to summarize and link to their site.

Newsletter – some discussion as to how often and who would be involved. Kristin stated a newsletter every two months (this is the current SOP) would be a lot of work without help and she would not be able to meet that commitment. More discussion next meeting.

Regulatory –
    ● Need to revise regulations in manual – Jamie would like to assign updates for each county. This doesn’t have to happen before the powerpoint review but does need to be done before the new manuals are printed. Laura will do Benewah County, Allen will do Kootenai County, Jamie will do Bonner and Boundary, we will ask Denna for Shoshone.
    ● Industrial Stormwater General Permit – A. Isaacson called several times, but they haven’t gotten back to him.

New business

SOP Updates –
    No new updates

New Class Inquiries –
    ● Shoshone Road Department – They will wait until spring.
    ● Tricia attendance to a class – Laura motioned that we waive the fee for Tricia to take the course when her schedule permits. Brent seconded the motion. Motion passed.

EPA CGP Workshop – November 28 8:30-2
    ● Co-Sponsorship Agreement – Jamie will send this out to everyone again for feedback. We need it back to the EPA by the end of the week.
    ● Content - John suggested there be some sort of Tribal component to get awareness out to Tribes – there are provisions for the tribes that are different. Jamie asked if John would want time on the agenda to address this. John would like to think about how this part of the training would work, whether it would be just him, or a panel.
    ● Venue - Some places won’t let you use their facility if you charge a fee. Also, we need to figure out how many people. At the Army Corp training, the venue was at capacity (70) and there was a waiting list, so 150 capacity would be realistic. Lake City Center has capacity for 150 people. Harding Center on Indiana and 15th. Allen will look into the Lake City Center and the Harding Center.
● Training costs – EPA trainers only have authorization for travel and time for training. We determined we would charge a small fee because it is a 6-hour training. We need to cover cost of facility, food, refreshments, and training materials. Laura motioned that there be a $20 charge per person. Kristin seconded the motion. Motion passed. Allen said he could probably get money to help cover outstanding costs from the Aquifer protection District if they get some marketing.

● Marketing - EPA already has a draft flier and we can modify. Targeted audience: large contractors, all who have attended SEEP, all instructors, talk to Army Corp about a list potential interested people. We need to be sure to include marketing to tribes and contractors that would be working on the reservation.

Next meeting date and time – Wednesday, October 17th, 9-11 A.M. at PAC

Meeting adjourned