



SEEP Board Meeting Minutes
February 13 2008
Panhandle Area Council

Attendees:

Chairman- Tom Freeman

Secretary/ Treasurer- Rebecca Stevens

Treasurer/Board Member- Nelle Coler

Board Member- Annette Duerock

Board Member- Glen Rothrock

Board Member-Brent Leonard

Board Member-John Saffeels

Committee Member-Jamie Davis

Committee Member- Greg Limandri

Committee Member- Ben Tarbutten

Committee Member- Tim

Committee Member- Kate Wilson

Committee Member- Kim Golden

Committee Member- Dennis Wilson

Minutes recorded by Rebecca Stevens. ***Please note:** Anything in blue text is a task that needs to be completed.

Business:

Meeting was called to order by Chairman Tom Freeman at 10:01 a.m. The group reviewed the minutes that were sent via email (12/19 and 2/4 email vote) John Saffeels moved to approve the minutes, Glen seconded the motion, **motion carried.**

Nelle Coler provided a verbal Treasurer report and informed the group that \$930.00 was expended on the Kootenai County class which included postage for postcard reminder mailings. Nelle also informed the group that the Board is now insured through Carolina Casualty and the premium covers the Board without exempting anything from trainers.

The Sprout Media Works presentation was postponed due to an illness but plans to present at the next SEEP meeting.

Old Business:

- John Saffeels will contact Brian Crumb from Post Falls Hwy District regarding the trailer signage.
- John updated the group on the cost of a Dimensions article. The cost for a paragraph or ¼ page article to run 12 times per year would cost approximately \$420.00 and 550 mailings go out once a month. Kate Wilson volunteered to submit an article within the next 2 weeks (before 2/27/08) and will look into submitting monthly 'BMP of the week' articles.
- Nelle, Brent, Glen, and Rebecca will attend the NIBCA presentation on 2/21/08. Nelle will bring Stanley and a display board, Dennis will get Nelle a collage and sign-up sheet, and Rebecca will provide a 15 minute presentation. John, Glen, and

Rebecca will utilize a PowerPoint presentation that Annette had previously created and hone it down for the presentation.

- **Realtor CEU's-** Nelle provided a handout on the Real Estate Commission Continuing Education Units and asked that the group visit the website to find out more at: www.irec.idaho.gov. Chairman Freeman asked that the issue be tabled for the time being so committee and board members have more time to review the requirements.
- **Boundary County registrations-** Nelle informed the group that there were currently 3 registrants for the Boundary class and is hoping that the 2 students that were planning on attending the Kootenai class but had to cancel due to snow removal will also attend. Rebecca mentioned that the new Environmental Specialist for the Coeur d'Alene Tribe will need to attend either the Boundary class or another one if the group decided to schedule an additional class in Kootenai County.
- **Class promotion-** Nelle mailed out post card reminders of the upcoming class to all those on the master contractors list that Annette provided to her.
- **Resource Manual-** Dennis mailed the Board members a copy of the Resource Manual and he welcomes updates as this manual will continue to be a "living document." Rebecca suggested putting a date stamp on the front cover and the group thought that was a good idea.
- **Website update-** Kim suggested to the group that the cancelled classes be taken off the website, the group agreed. Kim and/or Rebecca will follow up with Kathy Dingman-webmaster.
- **SEEP shirts-** Kenny Hicks donated 6 jean shirts with the SEEP logo (2 medium, 2 large, and 2 extra large). Nelle will keep the shirts at the PAC office for those trainers that are interested.
- **Update on Kootenai class-** 8 students attended the course. Nelle mentioned that a Thorco employee mistakenly took the class thinking it was a substitute for the AGC course. He told Nelle he was pleasantly surprised and thought the SEEP class was well constructed and executed. Dennis heard one student say that they thought 3 or more trainers broke up the course well and that the committee should go back to doing that. Glen thought that some of the photos were small and hard to see from the back of the room, he will take a look at those and do some adjustments. Discussion followed regarding the benefits to holding classes in the PHD conference room (i.e.: 2 projectors will allow the trainers to have jeopardy up on one screen to start of sessions after breaks).

Committee reports and assignments:

- **Training cadre-** Rebecca notified the group that she and Kenny Hicks contacted a handful of individuals that were SEEP certified in 2007 however did not have any luck recruiting. Brent suggested that there be a sign up sheet at future classes for students to volunteer being instructors. Rebecca notified the group that she will no longer be able to assist on the training cadre committee.
- **Marketing-** Nelle passed out copies of postcard reminders that she mailed out as well as the Contractor Special flyers. The group provided feedback to Nelle and she will make modifications and email them out to the group. Nelle also plans on having colored copies at the NIBCA presentation on 2/21/08. John offered to take some flyers to CNI, Polin Young, and GM. Jamie Davis stated that she put more SEEP flyers at the Bonner County Planning and Zoning office and she plans on giving a brief presentation at the next Kootenai Valley Resource Initiative (KVRI) meeting.

- **Advanced class and RFP-** Tabled until Annette arrived.
- **Funding-** Nelle informed the group about a \$5,000 grant opportunity toward education through the Mountaineers Foundation. She plans to proceed in finding out more about it.
- **Regulation Watch-** Glen plans to get the committee together soon. Ben, Jamie, John, and Nelle said that they would participate. Chairman Freeman asked Dennis to send out emails to the leaders of each committee with all committee member names.
- **Company Training-** Nelle suggested putting together a one day field class and expanding on the current field day scenario and offering it to companies without the certification component. Glen suggested not straying to far from the way the course is currently designed and that we should focus on promoting the Contractor Special. Brent will contact Sandy Schlepp and meet with Greg to brainstorm more ideas on company trainings.

SOP amendments:

- The group discussed modifying the SOP to incorporate language regarding reimbursements for out of the area trainers. Nelle made the motion to modify the SOP to read, “Trainers that are traveling 100 miles outside of the Coeur d'Alene city limits will be reimbursed one way at the current state mileage rate upon request and Board member approval.” Rebecca seconded the motion, **motion carried.** Rebecca will forward the language to Dennis to add to the SOP.
- John moved to have the Board continue to look for local trainers before going outside the 100 mile radius, Brent seconded the motion, **motion carried.**

Board member and Vice-Chair position

- Due to Colby Weathers living outside of the area and no longer on the Board, Chairman Freeman appointed Jamie Davis as new Board member and he appointed Annette as new Vice-Chair. The official voting will take place at the next general membership meeting and Rebecca will ask for Kathy to put the information on the website.

Other Business:

- Jamie announced that the Hauser Lake*A*Syst (LAS) group will be starting monthly workshops and that they requested a session on SEEP. Rebecca moved to have the SEEP committee assist with LAS efforts and participate in a workshop, Nelle seconded the motion, **motion carried.** Jamie will get a calendar from the Hauser group and book SEEP for a Saturday.
- At this point in the meeting Annette provided some updates.
 - 1) She plans on contacting eNOI for further assistance on understanding how to development SWPPPs.
 - 2) She asked the group to review the advanced RFP (which needs to be emailed out again) and plan on discussing it at the next meeting
 - 3) Annette brought it to the group’s attention that we need more flash drives.
 - 4) She will send BMP articles to Kate Wilson for future use in Dimensions newsletter.

- The Board then discussed the possibility of holding an additional class in Kootenai County. Annette made the motion to hold a SEEP class on April 22nd and the Field class to follow on the 23rd, John seconded the motion, discussion followed on where the class would take place and Annette said she would check into the PHD conference room, **motion carried.**

Next meeting date was set for March 19, 2008 10:00-12:00 at PAC. Chairman Freeman reminded the group that the Kootenai County field day is scheduled for March 18th at the ITD gravel pit in Rathdrum.

With no further business, Rebecca moved to adjourn meeting at 12:35 no second necessary, **motion carried.**

Motions re-capped

- John Saffeels moved to approve the minutes, Glen seconded the motion, **motion carried.**
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- John moved to have the Board continue to look for local trainers before going outside the 100 mile radius, Brent seconded the motion, **motion carried.**
- Rebecca moved to have the SEEP committee assist with LAS efforts and participate in a workshop, Nelle seconded the motion, **motion carried.**
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- Adjournment

If any committee members recorded more detailed information that was not captured in these informal minutes, please contact Rebecca Stevens, rstevens@cdatribe-nsn.gov.