



SEEP Minutes
 September 12, 2007
 Panhandle Health District

Attendees: Annette Duerock, Kay Kitchel, Tricia Lotton, Travis Gallimore, Edward Anderson, Dave Yerian, Brian Crumb, Glen Rothrock, Karl Harmon, Dennis Lacy, Ben Tarbutton, Kim Golden, Brent Leonard, Tom Freeman, Rebecca Stevens, Kate Wilson, Nelle Coler, Sandy Schlepp, John Saffeels, and Kenny Hicks.

Minutes/notes taken by Rebecca Stevens.

Introductions: Annette started off the meeting by having everyone go around the room and introduce themselves. Nelle gave an overview of what Panhandle Area Council (PAC) does and how they function.

Business: Annette started off by updating the group that ITD is on board with providing field sites however confirmation for sites in Boundary County as well as in St. Maries. Currently, ITD is using the Smelterville site however they should be out by March in time for the class in Shoshone County.

Classroom sites: Bonner- Federal Building will be used again, Shoshone-Silver Valley Worship Center in Smelterville, Kootenai class in February- Holiday Inn Express or PHD are being looked into, Benewah- site still being looked into.

There was discussion that followed regarding how the SEEP committee decided to split up the classes and field sessions. Essentially, the main reason was to utilize the winter months for classroom sessions in order for the instructors to not be teaching classes back to back during early spring months. Other discussion followed consisting of folks concerned that students might have difficulty retaining classroom material for 1-2 months before they apply their knowledge during the field session and then taking the exam. Kenny Hicks voted against splitting the class and field session. Other than Kenny, it was an overall consensus to split the class and field sessions and students in the first Kootenai class would be given the option to take the exam after the classroom session on the same day. After extensive discussion it was the overall consensus to accept the schedule for 2007-2008 classes:

Kootenai County- Hayden.....	Nov. 1, 2007 (classroom) Nov. 2, 2007 (field)
Bonner County- Sandpoint.....	Jan. 8, 2008 (classroom) March 27, 2008 (field)
Shoshone County- Smelterville.....	Jan. 15, 2008 (classroom) March 25, 2008 (field)
Kootenai County- Coeur d'Alene.....	Feb. 5, 2008 (classroom) March 18, 2008 (field)

Benewah County-St. Maries.....Feb. 6, 2008 (classroom)
March 20, 2008 (field)

Boundary County-Bonners Ferry.....April 8, 2008 (classroom)
April 9, 2008 (field)

It was noted that 15-20% of students that paid to take the course did not return after the field day to take the exam therefore did not receive certification.

Sub-committee Reports:

Refine/define the Test: Kate Wilson, Jamie Davis, and Kim Golden revised the exam utilizing feedback and notes that were kept throughout the last round of courses.

Advertising: Nelle provided copies of Trainer availability sign-up sheets and asked for Trainers to fill them out and return them to her ASAP her fax number is 772.6196. Nelle also handed out of the new brochure as well. She also said that two separate mailings will most likely occur due to courses being offered a few months apart. She is hoping that committee members can provide brochures at the following conferences:

November- 7-8, 2007- Inland NW Land, Water, and Fire conference (SEEP 4 hours?)
Coeur d'Alene, ID.

February- 7-9, WSU Cooperative Extension- Turf n' Tree conference.
Coeur d'Alene, ID

February 18-21, 2008 International Erosion Control Association annual conference.
Orlando, FL.

We still need trainers for the Inland NW Land, Water, and Fire conference.

Standard Operating Procedures: Kim Golden, Tom Freeman, Annette Duerock, and Rebecca Stevens met and went over the straw man SOP and Kim went through it with the committee in detail. After some clarification under the trainer and volunteer compensation section, the group thought the SOP looked good and agreed to move forward with its adoption.

Side note: One of the SEEP members through out the idea of introducing the SEEP course to the North Idaho Realtors group. In order for realtors to retain their licenses they must take continuing education credits and this would be a good avenue for that. They also suggested that in order to save cost on future courses, the manuals could be provided in cd format for those that do not want paperback manuals.

SEEP Steering Committee (SSC): The SSC will be a sub-committee of North Idaho Community Services Corporation (NICSC). Discussion followed regarding how many Board members the SSC should have aside from Chair, Vice-Chair, and Secretary. The Steering Committee can decide what is a quorum and it was decided that six Board members would suffice. The SSC meetings will be held on a monthly basis and will be open to the General membership but members will not vote. Tentatively, there will be 12 meetings per year and the Chair will have the discretion to adjust the schedule as needed.

Rebecca said she will bring a Robert's Rules of Order book to the next meeting. Kay Kitchel said that she is looking into Directors and Officer Insurance.

Nominations: The sign in sheet was passed around and folks interested in running for Board member or officer positions could indicate it on the sheet. Nominations for those by other SEEP members: Richard Howell, Greg Limandri, Robyn McGlade, Colby Weathers, Annette Duerock Board Member only, and Dennis Lacey.

Those that volunteered themselves are: Glen Rothrock- Board member only, Karl Harmon- Board member only, Tom Freeman- Board member or officer, Rebecca Stevens-Board member or secretary, John Saffeels - Board member or officer, Kenny Hicks- Board member, and Brent Leonard.

Trainer Cadre: Kenny Hicks and Rebecca Stevens met to brainstorm ideas on trainer recruitment and decided to wait until the SOP was finalized. Rebecca asked if anyone at the meeting was interested in becoming a trainer to please let her or Kenny know. Other: She also looked into vinyl SEEP signs for the trailer and got 3 bids. John Saffeels offered to assist Rebecca in researching costs and Annette is looking into whether we can put them on the donated/loan trailer.

Advanced class sub-committee: Plans to meet soon.

Other Business: The group decided to make it an option for those that are SEEP certified to have their contact information posted on the website. Minutes from the last 3 meetings will be posted on the website as will the brochure when it is completed. The trainer information on the website (bios and photos) needs to be updated as well. Rebecca will work to get that accomplished.

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