



SEEP Board Meeting Minutes
January 2, 2008
Panhandle Area Council

Attendees:

Chairman- Tom Freeman
Secretary/ Treasurer- Rebecca Stevens
Board Member/Treasurer-Nelle Coler
Board Member- Annette Duerock
Board Member- Kenny Hicks
Committee Member-Dennis Wilson
Committee Member-Tricia Lotton

Minutes recorded by Rebecca Stevens

Business: Meeting was called to order by Chairman Tom Freeman at 10:20 a.m.

- **SEEP exam review:** The group decided to review the edits provided to Rebecca from Colby later during the meeting.
- **Minutes:** The minutes from 12/19/07 will be available for the next scheduled SEEP meeting for review and approval on 2/13/08 10:00am-12:00pm at PAC.
- Discussion followed concerning the Vice-Chair position that is currently being held by Colby Weathers. Since elections, Colby has taken a position out of State and will not be able to participate in SEEP meetings as previously anticipated. There was an overall consensus from the Board that Officers and Board members need to be present as much as possible for the order of business of SEEP to continue. Colby did notify Rebecca that if the January 8th Bonner SEEP class was to take place that he would be available as Lead Trainer. The group decided to contact Colby at the end of the meeting via conference call.
- Due to the lack of registrants (as of 1/2/08 there are only 3 Bonner County students registered), Annette moved to cancel the January 8th class and to re-route those students that had signed up to attend another SEEP class. Kenny seconded the motion, **motion carried**. Dennis is following up with professionals throughout the panhandle to assess whether there were going to be more registrants. Discussion followed regarding sending out postcard reminders however, no decision was made.

Updates:

- 1) Train the Trainer will now take place on January 8, 2008 at PHD in Hayden and will be provided by Sue Welch. Annette will notify the Board and membership of the scheduled time.
- 2) **Insurance update:** Tricia has continued to diligently investigate insurance companies on quotes that will include Professional Services coverage for Directors and Officers. She recently submitted the 5th application and will continue to keep the Board privy to her findings. Tricia recommended that the SEEP instructors provide students with a Classroom waiver which will accompany the Field waiver to be signed at the start of each class session. Annette will contact Shelly Gilmore a private Consultant that provides ITD instruction courses for more information.
- 3) Rebecca moved that in order to make the exchange of minutes to occur more efficiently, that she send them to Nelle for distribution. Kenny seconded the motion, discussion followed. Chairman Freeman iterated that meeting minutes do not need to go out the committee to review prior to the meeting; review and amendments are to occur at scheduled SEEP meetings. Rebecca amended her motion to state that the Secretary will send the minutes to Nelle, Tricia, and Annette and PAC will distribute to the SEEP membership, Kenny seconded the amended motion, **motion carried.**
- 4) Chairman Freeman suggested that John Saffeels contact Brian Crumb (Post Falls HWY District) to further the movement of getting signs for the trailer developed at the estimated cost of \$35/ sign. Rebecca moved to have Tom ask John to contact Brian on the matter, Annett seconded the motion, **motion carried.**
- 5) **Exam Review:** The Board revisited the exam edits that Colby provided Rebecca. Rebecca moved to except the majority of the changes, Annette seconded the motion, **motion carried.**
- 6) Chairman Freeman asked Nelle to contact the marketing committee (Brian Crumb and Greg Limandri have been added) to discuss more opportunities on how to better market the upcoming classes.
- 7) Rebecca will email the Board the Spill Response kit list.
- 8) The committee got on the phone to call Colby for discussion however was unable to reach him. Rebecca and Tom will follow up with him.

Next meeting:

- Next regular meeting is set for **February 13th** at Panhandle Area Council (PAC) 10AM - 12

With no further business, Kenny moved to adjourn meeting at 11:50 am, Annette seconded the motion, **motion carried.**

Motions re-capped

- Annette moved to cancel the January 8th class and to re-route those students that had signed up to attend another SEEP class. Kenny seconded the motion, **motion carried**.
- Rebecca amended her motion to state that the Secretary will send the minutes to Nelle, Tricia, and Annette and PAC will distribute to the SEEP membership, Kenny seconded the amended motion, **motion carried**.
- Rebecca moved to have Tom ask John to contact Brian on the matter, Annette seconded the motion, **motion carried**.
- The Board revisited the exam edits that Colby provided Rebecca. Rebecca moved to except the majority of the changes, Annette seconded the motion, **motion carried**.
- With no further business, Kenny moved to adjourn meeting at 11:50 am, Annette seconded the motion, **motion carried**.

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