



SEEP Minutes  
October 23, 2007  
Panhandle Area Council

**Attendees:** Annette Duerock, Kay Kitchel, Tricia Lotton, Brent Leonard, Colby Weathers, John Saffeels, Tom Freeman, Rebecca Stevens, Kenny Hicks, Greg Williams, Greg Limandri, and Dennis Wilson.

Minutes/notes taken by Rebecca Stevens.

**Business:** Tricia and Kay are waiting to hear back from 2 more insurance companies on Director and Officers (D & O) liability insurance for SEEP board members which will be covered under NICSC.

**Updates:**

- 1) Due to logistics and unforeseen circumstances, the Nov. 1-2 class in Kootenai was cancelled therefore; the group divided up the task of applying cancellation stickers on the newly printed brochures. 2,500 brochures were printed at a lower cost than last year and they look great! PAC staff will be mailing out the brochures this week.
- 2) SEEP Manual: Are at the printer and 100 were ordered.
- 3) Classrooms: The Bonner County class will be held at the Federal building in Sandpoint (PAC owned but now County offices), the Kootenai County class will be held at the PHD district office in Coeur d'Alene, Kenny will help schedule the Silver Valley Worship Center in Smelterville, and Rebecca will make contacts for the Benewah and Boundary County classes.

**Elections:**

-The following terms will be held by elected officers: Chairman (2 yr.), Vice Chairman (1 yr.), Sec/Treasurer (2yr.), 2 Board members (2 yr.), and 4 members (1 yr.). Annette, Kenny, and Glen previously requested to hold Board member positions only.

**Chairman-**At this time, the floor opened up for nominations. John Saffeels made a motion to nominate Tom Freeman as Chairman, Annette seconded the motion. Discussion followed regarding expected duties of the Chair position. Annette reminded everyone that by identifying officer positions, it will allow us to track decisions better which will assist the committee throughout the SEEP course planning process. Annette then nominated Colby as the Chairman. The floor for nominations was closed. After a rising of hands around the table there was a majority vote that Tom Freeman would be Chairman.

**Vice-Chairman-** Rebecca nominated Colby for the Vice-Chair (VC) position, Kenny seconded the nomination. Annette nominated Brent Leonard for VC, John seconded the motion. Annette nominated Rebecca for the VC position. Rebecca graciously declined

the nomination. The floor for nominations was closed. After a raise of hands for the VC position there was a tie between Colby and Brent. A second raise of hands broke the tie and Colby was elected as Vice-Chairman.

**Secretary/Treasurer-**The floor was opened up for nominations. John nominated Rebecca to hold that position, Tom seconded the nomination. Rebecca nominated Nelle however, PAC staff graciously declined the nomination and stated that they would assist the Sec/Treasurer but would rather not hold an officer position. After no further nominations, the floor was closed. A raise of hands indicated a unanimous vote for Rebecca to hold the Secretary/ Treasurer position.

The remaining board members decided to speak up and request what terms they would like to serve. Annette and Kenny requested the 2 year terms leaving Nelle, Glen, Brent, and John to serve 1 year terms.

### **Other business and tasks to be completed by next SEEP meeting November 15, 2007**

- Annette introduced new committee member Dennis Wilson who works for PHD in Bonner County. Dennis will be assisting SEEP with coordination of classes and the whole gamete of logistics that are involved. Annette then handed out classroom and field checklists to help Dennis will put together a resource manual with these items and the committee to keep track of everything involved in coordinating classes.
- Train the Trainer (TTT) discussion started out with naming committee members that have shown an interest in being trained. They are as follows: Kenny Hicks, Brent Leonard, Karl Harmon, Bob Grossglauer (given he is available), and Steve Meglich. Greg Limandri and George Miles expressed interest in being field trainers. The Training cadre committee (Rebecca and Kenny) will continue to recruit potential trainers. Annette suggested that we utilize the training expertise from Susan Welch (PHD). There was also discussion about having trained trainers assist in teaching the technical aspects of SEEP however the group all agreed that focusing on teaching skills should be emphasized. Colby offered his assistance with the TTT if Susan is not available. Tom suggested that we try and utilize external assistance but thinks Colby would be a great asset to the technical aspect. John suggested having more than 1 trainer. Tom also suggested that the TTT be held in Sandpoint in order to retain more local trainers in Bonner/Boundary counties. Kenny, John, and Brent said they do not have a problem traveling up to Sandpoint for the TTT. The group decided that a good date would be **December 13, 2007 at PHD in Sandpoint**. Greg Williams will contact his CONTECH technical staff to hopefully assist in field demonstrations with their products.
- Annette and Dennis will inventory the SEEP classroom and field supplies and prepare a list for the group to look at for restocking purposes. As of right now, we need more straw wattles, silt fence, wooden stakes, and a different type of drop inlet structure.
- Colby offered to review the exam that was modified by the exam review committee.

- The committee needs to form a sub-committee to review and edit the PowerPoint before the January 8, 2008 class.
- Rebecca suggested putting together an emergency contact sheet for Officers and Board members. Rebecca also inquired about whether the group thinks we should have trainer bios and pictures still posted on the website. Annette suggested waiting until after the Train the trainer course and then just posting the trainers that will be teaching during the 07-08 season. Rebecca will continue to work with Kathy Dingman on website updates.
- John mentioned to the group that SEEP has a 15 minute slot of time during the next NIBCA meeting February 20, 2008. It was still undecided who out of the trained group would do that.
- Rebecca will work with Tom on finding a disclaimer for the manual.

### **Upcoming classes:**

Tom, Glen, Rebecca, and Annette met and scaled back the SEEP PPT. and will teach a 3.5 hour workshop at the U of I/ WA State University Extension 3<sup>rd</sup> Annual Land, Water, and Fire Conference Nov. 7, 2007 1:30-5:00 at the Coeur d'Alene Inn, Coeur d'Alene, ID. The conference brochure can be found on the SEEP website at <http://www.plrcd.org/SEEP/index.htm>.

The following Lead and Assistant Trainers have been identified for the first two classes, the Kootenai, Benewah, and Boundary instructors will be determined at a later date.

#### **Bonner- January 8, 2008**

**Lead-** Colby Weathers

**Assistant-** Glen Rothrock (tentative) with assistance from Kenny Hicks

#### **Shoshone- January 15, 2008**

**Lead-** Tom Freeman

**Assistant-** Rebecca Stevens

The Lead trainers will coordinate the structure of the class and the Assistant will coordinate with the helpers and Dennis with all other logistics.

With no further business, meeting was adjourned.

**Next meeting is set for 11/15/07 Panhandle Area Council (PAC) 10-12a.m.** Items for discussion include: identify instructors for Nov. 1-2 training, volunteers, manuals, and other prep.

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