



**What: SEEP Monthly**

**Where: Panhandle Area Council, 11100 Airport Drive, Hayden**

**Conference calling now available at PAC – (208) 772-0584 ext 3100**

**Date: Wednesday January 18, 2012**

**Time: 9:00 a.m. – 11:00 a.m.**

Directions: From I-90: North on Hwy 95 to Wyoming Ave in Hayden (north of Rustler's Roost about one mile) turn west (left) on Wyoming. Go a little over 1 mile to Airport Rd. turn south (left) then take another quick left and you will be at Panhandle Area Council.

## **Agenda**

**9:00 – 9:10**

- **Call to order**
- **Adopt minutes- 12/21/2011**
- **Treasurer's report**

**9:10 – 9:50**

### **Old business -**

- **Steering Committee Elections – Nominations:**
  - **Brent Leonard, Kenny Hicks, Greg Limandri, Tom Freeman**
  - **Allen Isaacson**
  - **Denna Grangaard**
  - **Jim Desmet**
  - **?**
- **T-2 – Annual Invoice? How is trailer set-up going? Class schedule?**
- **Web Site updates –**
- **Continuing Education and Recertification –**
- **Resource Manual –** Follow up on monthly milestones, train the trainer materials, practice exercise outline, field day outline
- **Business Plan –** Word from Nathan Essex (Vandal Solutions) or U of I?
- **Administration –**
  - **Food purchase guidelines**
  - **Lead trainer fee**
- **Inventory – see October minutes Committee Reports; Annual Tasks/Housekeeping**
- **Certificate of Appreciation – Vera Williams –** Did it get mailed? (Was Tricia able to get an address?)

**9:50 – 10:20**

**Items below Tabled from last meeting:**

### **Committee reports and assignments –**

- **Annual Tasks/Housekeeping** – Inventory spreadsheet formatting for each class
- **Class update** –
- **Marketing** – Email list; 2012 marketing plan
- **Training Cadre** – Bios to Tricia for new instructors (Molly, Jim, Allen, Tom Trulock, Doug)
- **Advanced class** – Tom and Jamie
- **Regulatory** – Revised Sandpoint stormwater ordinance approved.
- **Exam Review** – Need to redo exam?

**10:20 – 10:40**

**New business**

**Class material inventory for Bonner/Boundary County**

**New Class Inquires –**

**Year-end Class Evaluation and test question review – See October Minutes.**

**10:40 – 10:50**

**Other business –**

**10:50 – 11:00**

**Presentations/Outreach**

**Science on Tap – Tom F and Tyson**

**Confirm next meeting date and time –**

**Adjourn meeting**

*Marketing Subcommittee will meet 11-noon*

**Contact Information:**            **Kay Kitchel or Tricia Lotton**  
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