



Draft Minutes

Safety Education & Instruction Council (SEIC) Meeting

Date: Thursday, November 10, 2016

Location: Mt. Tamalpais Ballroom, Holiday Inn Express, Mill Valley, California

In attendance were

Voting members:

John Browning	Patti Carothers	Peter Casson	Rusty Cooper	Sam Fowlkes (on phone)
Molly Gurien	Josh Hall	Steve Hutton	Trey Knight	Ben Lawry
Becky Molina	Steve Scherrer	Beth Wiegandt	C. C. Williams	

Non-voting attendees:

Michael Bowersox	Keith Christopher	Maryann Clark	Don Goff (on phone)	Michael Gray
Chris Hipgrave	Kenny Howell	Ed Huntsman	Rafael Kuner	Bob Myron
Don Pendergrast	Tracie Pendergrast	Cathy Scherrer	Roger Schumann	

ACA Staff: Marcel Bieg, Kelsey Bracewell, Chris Stec

The meeting was called to order at 8:06 a.m. by Chair Steve Hutton. He welcomed everyone and noted the significant geographic reach of this meeting. He then led the group in introductions.

A quorum was established, with 14 of 29 voting members present.

Secretary's Report: Secretary Becky Molina presented the minutes from:

1. the February 5, 2016 SEIC meeting in Fredericksburg, VA. Josh Hall moved to accept. All were in favor.
2. The minutes of the August 31, 2016 GoToMeeting were also presented as a record. This was not an official meeting, so no voting was required.

SEI Department Report: given by Kelsey Bracewell, accompanied by a PowerPoint presentation. Included were:

1. Update on the new ACA Paddlesport Book Series.
 - Molly Gurien asked about the status of canoeing books.
 - The USCG has funded book photography, which will also serve as an information graphics database.
2. A review of grant status, including current and new proposals.
3. A review and detailed discussion of the new Instructor Trainer Certification process
 - Many ITCs are failing the online quiz, which they are allowed to re-take. Kelsey believes the failure rate is due to a combination of lack of preparation and lack of attention to the questions, which were written by Chris Stec. Input on questions is welcome.
 - Becky Molina asked about tests, which Kelsey corrects and returns with detailed feedback, copied to discipline chair and the mentoring ITE.
 - Josh Hall pointed out that some ITCs don't have an ITE yet. Someone must take responsibility for educating them via an individualized action plan. (Chris S. said this issue is coming up on the agenda).
 - Rafael Kuner expressed initial concern about international ITCs taking the English language test. He later concluded that, because we are the *American* Canoe Association, all ITCs need to learn enough English to pass the test.
 - Cindy Sherrer asked for stats on the continuation of instructor candidates by ITs, which Kelsey did not

- have. Cindy asked: are we failing as ITs if instructor candidates do not get continuations removed?
- Molly asked if ITs were expected to maintain relationships with continued instructor candidates.
 - Kelsey said that the national office doesn't reach out to continued ICs.
4. A report on the successful ACA Instructor Update and Symposium held in September in Rock Hill, SC. Kelsey thanked C. C. Williams and ITs and ITEs who participated, including Beth Wiegandt and Josh Hall.
 5. An introduction of the new Kids Go Paddling booklet.
 6. A summary of SEI outreach efforts by
 - TJ Turner, including outcome statistics on a grant providing instruction to underserved communities, and
 - Marcel Bieg, who has been creating a series of instructional videos and attending western paddling events.
 7. A review of SEIC department statistics, highlighting the following:
 - Many instructors are not paying their dues.
 - Patti Carothers suggested keeping credit card numbers on file.
 - Chris Stec said that the ACA has an auto-renew option for membership that instructors could use.
 - Ben Lawry asked if auto-renew feature could be used to pay SEI dues too. Chris answered yes.
 - Molly noted the challenges of reminding and getting instructors to pay.
 - Audit reports of instructor, IT, and ITE certifications and renewals.
 - Lists of renewing ITs and ITEs this year
 - Instructor certification statistics in the most popular disciplines. Chris noted that most disciplines have unsuccessful candidates, and he thinks that is okay.
 - Stats on the new Paddlesport Safety Facilitator program. It has a good start; hopefully it will take off.
 - In February, the SEI department will start reporting discipline-specific statistics on the ACA website.

Liaison Reports

- Boy Scouts of America, reported by Keith Christopher, including
 - the addition of a paddlesports component to the Sea Scouts program, which serves 14-21-year-old men and women. Some of them may want to become ACA instructors.
 - the publication of a DVD on moving water (Rivers and Rapids)
 - the development of a curriculum guide on paddlesports safety for a volunteer credential
 - announcement of the 2017 National Jamboree, held every 4 years near Beckley, W Virginia.
 - The 2019 World Jamboree is to be held near the New River, so some moving water nearby.
 - In response to a question from audience: There is some reciprocity between BSA and ACA programming. The new Sea Scout requirements have some ACA prerequisites, for example.
 - Kelsey applauded the work on the DVD. She has received good feedback, finding it easy to use.
 - Chris mentioned that David Bell, a candidate for the ACA Board, is highly involved in Scouting.
- USCG, reported by Ed Huntsman on behalf of Wayne Stacey. Ed reported that
 - grants are going well. The USCG appreciates the ACA's work. Many see the ACA as the "gold standard" of educating paddling public
 - he is active in the 8th district, which spans an area from the Gulf of Mexico to Canada, Appalachia to Rockies. He is interested in helping out with ACA SEI efforts in any way in the 8th district.
 - the National Education Standards Council of the USCG just approved "human-powered" programs, which look like L1 ACA courses. Robin Pope worked on these.

Ed also thanked the SEIC and ACA for all we do.

Chris added that Wayne Stacey is retiring in December, so the SEIC will have a new liaison in 2017.

- USCG Auxiliary, as reported by Don Goff:
 - Bad news: the USCG safety office tracks incidents involving human-powered craft. The growth in paddlesport has resulted in a growth in fatalities. There were as many in July 2016 as in all of 2015. Half of all recreational boating mishaps reported in 2016 were paddling related.
 - Rick Washburn, who became National Commodore of the USCG Auxiliary in August, is now working to make paddlecraft safety a priority.
 - Better news: There are 4 USCG Auxiliary national staff people tasked with getting the word out to membership. Programs include
 - A "shore side" program, which uses existing USCG Auxiliary public education structure to

- disseminate information via brochures, etc. Members can disseminate, but they don't know the paddlesport community or skills. The Auxiliary is trying to train members before next season.
- An “underway” program, which is experiencing slower progress, with growth expected in 2017. One mid-Atlantic prototype program is under development.
- Don then answered questions.
 - Ben asked about fatality breakdown. Chris mentioned that those stats are on the ACA website.
 - Patti asked: who teaches the shore side program? Don explained that USCG Auxiliary members teach public education classes, and that entities such as boat vendors and liveries have safety literature. (Robin Pope worked on these materials).
- Don said that the USCG Auxiliary Paddlesports America Class was not well received. It was designed to be delivered by USCG AUX members who are also L1 or L2 ACA instructors.
 - Chris added that USCG Aux. folks have to be re-evaluated twice annually per their rules. So, ACA ITs have an opportunity.
 - Patti remarked that they don't want to pay.
 - Josh said that Division 8 has funds for training.
 - Don said that so far, geography has been the biggest challenge.

Instruction Committee report was given by Vice Chair, Rusty Cooper.

- Two Division Instruction Facilitators (DIF) reports were submitted. Rusty asked for additional reports.
- Steve asked for the DIF workgroup report.
- Rusty reported that the consensus is to move away from division structure to an at-large Instructional Committee.
- Steve attributed the DIFs decline to the dated division organizational structure of the ACA.
- Rusty noted that regional representation has shifted to states. Chris clarified: the shift is at a “macro” organizational standpoint, not from instructional standpoint. (State Directors serve the ACA, not just SEIC).
- Patti said that it is difficult to know what's going on in her division when everything goes through national office. How are we supposed to stay in the loop?
- Becky asked: if DIF system predates email and social media connectivity, maybe DIFs are no longer needed?
- Patti said it shouldn't be that way.
- Trey said that people can use the ACA website to access regional information.
- Patti said that ITs come into her division to teach without telling the DIF.
- Ben asked if the educational portion of DIF function will remain.
- Chris repeated that the State Director program will not replace DIFs. State director goals are variable as state directors are volunteers, and the national office is not dictating what state directors do. The DIF committee (now Instructional Committee) has a new goal: delivery of ACA programs.
- CC reported on an open forum held at the L1 Instructor/IT conference. It was very much driven by the attendees and focused on accessibility for as many people as possible. How to do this? EEC, adaptive training and programs, etc.

Discipline Committee Reports followed.

- Molly Gurien, Chair of the **Touring (Freestyle) Canoe Committee**, referred to her written report.
- Molly also explained unique nature of Freestyle as a National Activity Committee (officially named FreeStyle Canoe Committee according to their newly adopted bylaws). Unlike other discipline committees, the FSCC does promotions and competitions.
- She also announced Bruce Kemp as the new Secretary of the committee.
- Beth Wiegandt reported that the **River Canoe Committee** met yesterday, but did not complete its agenda.
- They are cleaning up the committee roster to reflect more active membership and comply with new Bylaws.
- A Day Trip Leader program is being studied by the committee.

- John Browning reported status of the **Coastal Kayak Committee**.
 - They elected a secretary, John Traendly, yesterday.
 - They are looking at CK L2-L5 curricula to clarify venue parameters for assessments and certifications vs. those for skills courses.
 - Venue recommendations should be clearly separated from venue requirements.
 - They are also working on making venue statements more internationally friendly.
 - Committee members have been working on the ACA skills book project.
 - The CKC is thinking about how instructor certification prerequisites apply to those challenging the process when crossing over in CK from other disciplines.
 - Trip Leader program pilots have proven viable, though some may require separate skills assessments.
- The **Stand Up Paddleboarding Committee** report was given by Trey Knight.
 - The Committee has good West Coast participation, with 14 in attendance at yesterday's meeting.
 - The SUP Committee is finishing plans for a Coastal L3 certification and a Day Trip Leader assessment.
 - Committee members have been working on ACA skills books.
 - After a full year with new prerequisites, the SUP instructor certification success rate went from about 40 to 83%.
 - Roger Schumann asked about total numbers. Trey replied that the new prerequisites did not seem to have an impact on enrollment: total enrollment in certification program only declined by 1.2%.
 - SUP WhiteWater and SUP Surf courses need to be updated next, after three years of operation.
 - There is a need for SUP safety education, as it is still the fastest growing outdoor sport.
 - The SUP Committee is expanding its committee membership.
- **Adaptive Paddling Committee:** Chris Stec reported.
 - The ACA is now offering a 2-day Adaptive Paddling Workshop, rather than the previous 4-day model.
 - The program is currently centered on physical disabilities. The AP Committee is developing other modules to include adaptive instruction for students with other disabilities.
- Sam Fowlkes reported from the **Safety & Rescue Committee**.
 - The 2017 SWR conference will be held in Oregon in October.
 - Chris Stec mentioned that the SWRC has developed a good model for discipline conferences.
 - The SWRC is also working on courses for the National Fire Protection Association, an organization of fire, rescue, and emergency medical professionals.
- ***Prone Paddling Committee** news was reported by Steve Hutton during Standards Committee report (below).*

Standards Committee Report: Steve Hutton

- The major work of the Standards Committee at this time is reviewing IT and ITE recertification packets.
- ACA instructorship (and IT/ITE activity) is expanding its geographic reach.
- The online process for recertifications is helpful, providing cleaner, more professional applications.
- SEIC Officer elections, upcoming in this meeting, will change the composition of the Standards Committee.
- Robin Pope is shepherding the development of the Prone Paddling Discipline, including general, rescue, and disabled applications.

Nominations Committee Report

- The proposed slate of officers for 2017-18 is
 - Chair: Steve Hutton
 - Vice Chair: Trey Knight
 - Past Chair: Robin Pope
 - Secretary: C.C. Williams
- Steve moved for discussion on officer nominees; Josh Hall seconded the motion.

- Steve asked for nominations from the floor. There were none.
- Rusty Cooper moved that the group vote on the slate of nominees. Josh seconded.
- All voted in favor of the new officers, with no abstentions.
- Steve congratulated the newly elected officers.

Discussion & Voting on Motions followed:

Motion 2016-11-10-A: Removal of L2 programing from the Introduction to Paddlesports Committee. The motion was submitted by the IPC, and written by John Browning, who introduced it.

- L2 is not an Intro level. It is craft-specific, unlike L1, which is not supposed to be craft-specific. The proposal provides better continuity from L2 to L3, not only in CK, but also across all disciplines.
- Beth mentioned that now there are more sub-L1 courses for IPC to focus on.
- Steve said this will result in administrative changes to SEIC, addressed later in the Bylaws revision.
- Ben moved to vote.
- All present (13 voting members) voted in favor of the motion. Sam abstained. There was no opposition.

Motion 2016-11-10-C: Coastal Kayak Rock Garden and Sea Cave Skills and Safety Course

John, introducing the motion, explained that this program has been under development for a few years, the direct result of a specific inquiry. Discussion followed.

- Roger noted that teaching these skills is nothing new: it's been going on, it's now on paper.
- Steve asked about appropriate CK levels for the course. John explained that it is "level-agnostic." L3 can teach in L3 venue. L2 can teach in an L2 venue.
- Ben suggested a friendly amendment to add "L3 and above."
- John accepted friendly amendment.
- Beth asked if sea caves and rock gardens are covered in CK instructor criteria. John answered no. Roger said that sea caves and rock gardens are included under the broad term "coastal features."
- Beth asked how can instructors could be allowed blanket ability to teach this course without including the exact skill set in the instructor criteria.
- Chris asked: what if an instructor has no experience in this setting? Would that be a liability? Perhaps Instructor Criteria and other documents could be reworded to include rock gardens and sea caves.
- Roger suggested adding a note to the skills course outline about who can teach it: instructors with previous experience in the setting.
- John accepted a friendly amendment to change wording on other relevant documents.
- Voting ensued. All in favor: 13. Sam abstained. Opposed: 0

Motion 2016-11-10-D: Revision to CK Traditional Skills Course Outline and Instructor Criteria

- John reported that a CKC subcommittee worked on these changes.
- The proposal includes revised course outlines and instructor criteria to replace those currently in force.
- The changes mostly add clarification of skills and some factual information. The revised curriculum is sensitive to Qajaq USA and Greenlanders, who have had opposition in the past.
- Voting followed. All in favor: 14. None abstained. Opposed: 0

Motion 2016-11-10-E: Removal of the written test for the Coastal Kayak Day Trip Leader course

- John reiterated that there have been many complaints about the written exam. The general consensus is that it should not be required.
- Steve pointed out that the written test can still be used, it just would not be required anymore.
- Voting followed. All in favor: 14. None abstained. Opposed: 0

The Chair called for a lunch break. The meeting reconvened at 1:05 p.m.

Motion 2016-11-10-B: Surf Ski Endorsement Creation: Chris Hipgrave and Kenny Howell presented a video about the growth of the sport. Further presentation and discussion followed.

- Surf skis are considered entry-level boats, including some plastic models.
- Boat manufacturer Epic estimates 2500 surf skis were purchased in 2015, and more in 2016. This represents a 20% growth per year over the last 2 years.
- Some major events (specifically, races) nationwide have furthered the huge growth of the discipline.
- There is very little organized instruction.
- The ACA has fielded inquiries nationally. Chris S. assembled a geographically diverse group to look at this.
- The motion includes proposed skill courses, an ICW outline, and Instructor criteria for L2-L4.
- Josh makes a friendly amendment to make Surf Ski a separate discipline, not an endorsement. Ben seconds, and Chris H. accepts the friendly amendment.
- Roger asked: what about building on what already exists in CK? Instead of starting from scratch, you could use current CK programs and tweak them.
- Chris Hipgrave replied that CK and SOT CK programs were used as templates in drafting the documents.
- Beth asked for a synopsis of the discussion on the decision to develop a new discipline vs. endorsement.
- Chris H. said that there was so much content, once writing started it didn't fit neatly into any other program.
- Michael Bowersox reported that, as a retailer in the northwest, an ACA Surf Ski curriculum seems like a perfect fit. He sees opportunity for cross pollination between sprint/marathon and recreation communities.
- Roger asked about skills assessments. Chris H. said, "We haven't gotten that far yet."
- Chris Stec explained that settlement authority allows SEI staff and Executive Committee to adjust and clarify documents before posting, and to develop a roll-out plan for new discipline components.
- Steve and Chris S. described how ACA Board approval will likely go.
- After voting, the motion carried, with 13 in favor, 0 opposed, and 1 (Ben Lawry) abstaining.

Motion 2016-11-10-F: (River) Kayak Fishing Endorsement, introduced by Ben.

- Ben worked with Juan Veruerte, an ACA kayak instructor and licensed fishing guide. They ran a pilot program before drafting curriculum.
- Becky asked why the course only includes river venue.
- Ben explained that the equipment is different.
- Chris S. said that this can be the template for other disciplines to develop kayak fishing endorsements.
- Keith offered that the BSA has a certified angler endorsement that could be a resource.
- Ben noted that anchor was left off of the equipment list due to entrapment risk. Wet exit drills are a challenge.
- Steve reminded the group that in February of 2016, we adopted a provisional kayak fishing program.
- Ben explained that the Instructor Endorsement is 8 hours, and the Skills Course is 2 days.
- Chris explained that the course does not include a lot of fishing technique; it's more like how to paddle with the gear. He asked that everyone remember to promote this new program.
- The motion carried. All in favor: 14. Opposed: 0 Abstaining: 0

Motion 2016-11-10-G: SEIC Bylaw Revisions presented by Chris Stec.

- Josh Hall moved that the Bylaw Revisions be discussed. Trey seconded.
- Chris summarized process thus far.
- He divided the revisions into three categories:
 - Housekeeping (changes in nomenclature, such as Chapters to Articles; Table of Contents added,)
 - Minor Modifications (clarifications)
 - Significant Modifications (to structure and elections)
- Chris proceeded to walk through and lead discussion on relevant issues, including:
 - **Article III: Governance**
 - Section A. defines SEIC as all instructors in good standing, as distinct from the elected SEIC Board, and defines Executive Committee and Standards Committee of the SEIC Board.

- Sections B-E enumerate and explain voting and non-voting members of the SEIC Board.
 - Part E. was changed after the November 1 conference call.
 - The International Representatives are no longer geographically limited. Chris asked if 2 is the right number.
 - Ben suggested that others could be appointed by the ACA or the SEIC Board Chairs.
 - Trey said that 2 international reps reflects the percentage of instruction being done.
 - Chris added that international SEIC members vote for their representatives.
 - At-Large members: this allows the inclusion of instructors who are not on a discipline committee and who are willing to serve.
- Section F.1.c: Chris explained that the voting cycle for Chair must change to be in compliance with ACA National Bylaws. The chair must, in the future, be elected prior to other officers.
- Section F. 2-3: Appointed SEIC Board members (2 appointed by ACA Board President, 2 by SEIC Chair) serve for 1 year per ACA Bylaws, beginning January 1, and do not need ratification.
- Section F. 5: At-Large SEIC Board members to be elected by current SEIC members.
- Section F.6. describes how International Representatives are elected.
 - Molly asked: If a Chinese instructor can vote for a European representative, why can't I?
 - Rafael agreed that this could be a problem.
 - Ben proposed a friendly amendment: allow US members to vote as well.
 - Chris accepted the amendment.
 - Beth said that a small pool of candidates is subject to election by popularity and name recognition, and that more voters could make that worse.
- **Article V. SEIC Board Officers.**
 - Vice Chair now oversees the Instruction Committee.
 - Other officer duties are not much different from before.
- **Article VI. SEIC Board Committees.**
 - Section E, regarding the **Instructional Committee**, is new. Rusty and Greg Wolfe worked on this.
 - Section E, Part 2: Chris reviewed composition of the Instruction Committee.
 - Becky clarified that the Committee doesn't have its own power, but rather develops practices and submits motions and items for discussion.
 - Tracie Pendergrast asked if there should be a minimum number (rather than 1).
 - Steve agreed that could be a problem if nobody volunteers.
 - Trey: committees have minimums to prevent individuals or pairs from pushing their ideas.
 - Rusty said that originally, the at-large members were to comprise the Instruction Committee.
 - Chris suggested that we might have to lean on people.
 - Chris then explained that the inclusion of non-voting affiliate members allows for people outside of SEIC Board business to help on a project.
 - Section E, Part 3a, Membership Selection:
 - The lists in parts i. and ii. came from Rusty's committee.
 - Trey and C.C. suggested that "Preferred *Qualifications*" or "Preferred *Experience*" be inserted instead of "Preferred *Requirements*." "Qualifications" was the term chosen.
 - Section E, Part 3b, Voting Members. There is a process for electing if necessary.
 - Section F describes **Discipline Committees**.
 - Prior Discipline Committee charters were highly varied. They are now made consistent.
 - Section F, Part 2, Governance: Discipline Committees are asked to choose an odd number of

voting members, with a minimum of 5 and a maximum of 15.

- The Introduction to Paddling Committee is an exception. Its membership may grow beyond 15 because it depends on the number of disciplines.
- Section F, 2.a.i: Molly said that not all Touring Canoe/FreeStyle Committee members are certified instructors. She asked about having 2 Discipline Committee Chair appointments.
 - Steve asked Molly if it would work to have affiliate committee members.
 - Molly replied no, we want them to be able to vote.
 - Chris was completely against that idea because the Discipline Committees are groups that dictate the content of instruction.
 - John asked if TCC/FSCC would have a hard time getting instructors.
 - Becky said that two members of TCC/FSCC would lose their posts.
 - Chris pointed out that change would not happen until January 1, 2018.
- Section F 2.b: Molly suggested changing “can” to “may:” (*Each Discipline Committee may have up to 10 non-voting Affiliate members*). Chris accepted this friendly amendment.
- Section F, 2.c: creates a Discipline Committee officer position of Immediate Past Chair.
 - There was prior concern about immediate past chairs who no longer want to serve.
 - Chris left the officers as is.
 - Ed Huntsman suggested calling upon the chair before the immediate past chair.
- Section F, 2.e.ii describes removal for cause of a Discipline Committee Chair.
- Section F, 2. f.ii.1: The SEIC Board Chair must appoint a Discipline Committee Chair if a new one cannot be elected to fill a vacancy.
- Section F, 3. describes the duties, qualifications, and limits on Discipline Committee officers.
- Section F, 3.a.i.4: Each Discipline Committee Chair must be an IT or ITE.
- Section F, 3.a.i.5: One can only Chair one Discipline Committee at a time (except IPC).
 - Becky asked if the revision prevents an individual from having two SEIC Board votes.
 - Chris said yes, and it also keeps an individual from having too much influence.
 - Steve asked: what if a discipline needs a chair, and not enough people are willing?
 - The Vice Chair or Past Chair can step up.
 - Molly suggests that a clause be added to VI.F.3.a.5: “except when there is an SEIC Board Chair appointment”
 - This change was accepted.
 - IPC is another exception.
 - Steve thought this could be a conflict (IPC Chair also chairing another DC).
 - Beth said the IPC Chair should be someone who is *not* a Discipline Committee Chair.
 - Trey: Discipline Committees elect officers, so why can’t the Discipline Committee Chairs (who serve as the IPC) elect their own chair?
 - Beth: the IPC Chair can be any IT or ITE, voted on by Discipline Committee Chairs.
 - Steve suggested that the IPC chair could be another SEIC officer.
 - Chris pointed out that Beth’s proposal has a bigger pool of candidates.
 - Beth’s proposal was added as 3.a.i.6.
 - Molly asked about the TCC/FSCC officers possibly consisting of individuals who are not proficient in FreeStyle. Ed Huntsman suggested that it may be better to have a chair who can run a committee, managing people who know the discipline.
- Section F, 3.b defines term limits.
 - Trey felt that out that F.3. b.ii. is unclear, or redundant.

- Chris explained that the parentheses are explanatory.
 - Becky suggested removing the parenthetical statement and inserting the word “only” in the remaining sentence. This amendment was accepted.
 - Section F, 4. sets out election procedures for Discipline Committees. Chris reported that many of these procedures were initiated by the SUP Committee a few years ago.
 - Section F, 4.a. describes the election of voting members of a Discipline Committee. The question arose: Whom do L1 instructors vote for? (There are 2 Discipline Committees for canoeing; in kayaking, there are 4)
 - Beth proposed that all L1 instructors choose a Discipline Committee to vote for.
 - Chris said that plan is technically too difficult.
 - Beth suggested: What if we inform L1 instructors in the election email, and then just trust them?
 - Tracie asked, what’s the dilemma? Do that many people want to vote?
 - Chris added wording that allows all L1 instructors to vote in any discipline.
 - Steve supported Beth’s suggestion.
 - Chris asked for a show of hands. Only one member was in favor of allowing L1 instructors to vote for all higher disciplines. So, the wording asking L1 instructors to choose one discipline remained.
 - Section F, 4.b. describes election procedures for Discipline Committee Officers.
 - Section F, 4.b. iii. was changed: if a Discipline Committee is unable elect an officer, the Discipline Committee Chair (instead of the SEIC chair) shall appoint.
 - Section F, 4.b. iv, allowing non-voting members to vote for officers, was deleted.
 - Section F, 4.c.iv. allowing the SEIC Board Chair to appoint affiliate members to unfilled open positions on a Discipline Committee, was deleted.
 - Section F, 5. includes guidelines for Discipline Committee Meetings.
 - Changes in the current revision were made to reflect meeting patterns of the Touring Canoe/FreeStyle Committee.
 - Section F, 5. f. Quorums
 - Quorums were set to prevent motions coming from just a few people.
 - Section F, 5.f.iii. helps ensure that motions coming before SEIC have backing.
 - Section F, 6, regarding Discipline Committee subcommittees and workgroups, allows for as many *ad hoc* committees as needed.
 - Section F, 7, outlining the curriculum responsibilities of Discipline Committees, places L2 courses back in the appropriate craft Discipline Committee (no longer with IPC).
 - Section F, 8. describes procedures for New and Provisional status disciplines.
 - Steve commented that, at some point, we will need to insert procedures for elimination of a discipline committee.
 - **Article VI. SEIC Board Meetings.**
 - Chris explained that the SEIC Board meeting schedule has historically been wed to annual meetings of the ACA National Board of Directors. The revised Bylaws grant the SEIC Board greater flexibility.
 - The SEIC Board quorum is set to 40% of voting members.
 - **Articles VIII, Amendments to Bylaws and IX, SEIC Policies** are largely the same.
- Chris enumerated several “parking lot” issues which were still not fully resolved.

- How to handle tiebreaker votes on SEIC Board issues. Settlement authority will be used: SEI staff will generate a solution to be approved by SEIC Executive Committee.
 - Removal for cause: is 2/3 of a quorum enough to remove an SEIC Board member?
 - The Touring Canoe/FreeStyle Canoe Committee does not currently fit completely into SEIC Discipline structure and governance. Chris suggested that today's vote be with the understanding that, by March, a plan for TCC/FSCC to be incorporated into SEIC Bylaws, or another alternative, be devised and presented for discussion.
- A motion was made to approve SEIC Bylaws Revision as amended today, with settlement authority for future inclusion of a tiebreaker clause, and incorporation of the FreeStyle Canoe Committee, given that group's current National Activity Committee status.
 - The vote resulted in: all in favor: 12. Opposed: 1 (Molly) Abstentions: 0

Steve suggested triage of the remaining agenda, as time was almost up.

Old Business:

- Instructor Trainer Educator Process Revision (Chris Stec & Steve Hutton) will be added to March agenda.
- The SEIC Action Item document was reviewed:

Action Item	Assignment	Comments	Current Status
Develop a new rafting charter	Rafting Chair	Required paperwork	Still needs to be developed but on hold pending Bylaws revision
Provide written guidance on whether the + rating on the international rapid scale denotes that it exceeds venue maximum rating	Steve Hutton	Requested by River Kayak, needs to be published by the Standards Committee as this also impacts River Canoe, Rafting, and SUP.	General consensus show of hands: III+ is to be treated same as Class III in the eyes of ACA instruction.
Submit a new L3 Coastal SUP curriculum package	SUP Committee	Target March 2017 SEIC Board meeting	Still in process.
Publish a consolidated discipline charter	SEI Office and Sam Fowlkes		Complete: included in current Bylaws revision.

New Business to be added to the March 2017 meeting agenda:

- Discussion & review of Paddlesport Safety Facilitator Program.
- How to improve Instructor Updates. Steve suggested forming a future workgroup to develop a standard Update curriculum and process and to update the SEIC Policy Manual accordingly.
- Instructor Trainer renewal clarification (Kelsey): If an IT does not meet maintenance requirements, should she/he change to Instructor status? If so, what would be the Instructor certification expiration date? Then, if instructor maintenance requirements are not met, would she/he would change to regular member status?
- Level 2: Sit On Top Kayaking – curriculum discussion (Ben Lawry): Take 'flooding' a SOT out of the SOT curriculum. This discussion was tabled until March.

Upcoming SEIC Meetings were announced.

- March 2, 2017 – Discipline Committee Meetings – Fredericksburg, VA
- March 3, 2017 – SEIC Meeting - Fredericksburg, VA
- October 18, 2017 – Discipline Committee Meetings – TBA
- October 19, 2017 – SEIC Meeting - TBA

Plus / Delta for Meeting: Steve asked for brief evaluative comments.

Ben thought things went well. He suggested better technology for future meetings; specifically, audible conference calling and a better projector.

Kelsey said she enjoys making contacts and presentations.

Josh appreciated time spent on governance issues, and he wished that new business would be addressed, such as curriculum clean-up.

Trey expressed gratitude that so many traveled so far.

Steve Scherrer remarked that this meeting was well-run, and he lamented the end of DIFs.

Patti echoed Steve Scherrer's delta.

John found the meeting well run. He was sorry that agenda did not get completed. He echoed Ben's tech concerns.

Molly was grateful to meet everyone. She apologized that Touring Canoe/FreeStyle Canoe Committee situation seems contentious.

Beth was amazed that so many people spent so much time in the minutia of the bylaws document. She wanted snacks.

Rusty has enjoyed the learning opportunity of serving as SEIC Vice Chair; he is honored and humbled.

Becky was impressed with the perseverance of the non-voting attendees. She found the meeting well-run.

CC was impressed by respectful tone when differences arose. He said it was fun to watch people digging deep with opinions.

Steve thanked everyone for participating.

John moved that meeting be adjourned. Steve Scherrer seconded. All were in favor. The meeting was adjourned at 5:20 p.m.