



# March, 2013 SEIC Meeting Minutes

**Date:** Friday, March 15, 2013  
**Location:** Fredericksburg, Virginia  
**Time:** 8:30 AM to 5:00 PM

Safety Education & Instruction  
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## Attendees

SEIC Members: Greg Mallet-Prevost, Joshua Hall, Jim Virgin, Ed Schiller, Mike Aronoff, Beth Wiegandt, Steve Hutton, April Rosenthal, Larry Ausley, Robin Pope, Sam Fowlkes, Charlie Duffy

Office Staff: Chris Stec, Kelsey Bracewell, Trey Knight

Guests: Alli Hughes, Mike Reiss, Ruby Fernandez, Tom Nickels

## Quorum Tally

In general, valid voting members are the Standards Committee, one vote per discipline committee, and one vote per Divisional Instruction Facilitator (DIF). Voters must be present to vote. A quorum requires 30% of active voting members. Our tally for this meeting was:

Total Potential Voting Members: 30

Total Active Voting Members: 16

Total Attendance: 12

Percent Voting Member Attendance: 75%

## Opening Remarks & Introductions

Steve Hutton introduced himself as the Chair of the SEIC. Everyone introduced themselves and there were no significant conflicts of interest presented. Note, a few people relayed minor conflicts, but said they would identify them if/when they arose (aka teaching for a school, etc). We had several guests including ACA Intern Ruby Fernandez from the South America Division who will be presenting our first South America Summit in Chile this year. Beth Wiegandt was introduced as the new chair of the River Canoe Committee. Robin Pope's very extensive service to the SEIC and as Chairman of the ACA Board were recognized with a plaque.

## Past Meeting Minutes

The meeting minutes from the November meeting in Charleston, SC were approved unanimously with two small corrections mentioned by Chris Stec:

- Page 2 - Remove the S on John McDonald's name
- Page 5 - Flip Advisory and Safety

These changes have been completed and the updated minutes sent to the Executive Committee and Chris Stec.

## Instruction Committee Reports

- River Canoe
  - Greg mentioned that the present L1 certification course is cumbersome to present in two days. The River Canoe Committee plans to address this issue with a proposal in the Fall SEIC meeting.
- River Kayak
  - Recognize Mary DeReimer is leaving as an At Large member but will continue as an affiliate member.
  - Added Chris Wing and Jeff Laxier as at large members to the committee
  - Doug Davis was re-appointed as the Dixie Division rep
  - Dave Herpy was re-appointed as the Ohio-Penn Division rep

- Bruce Lessels was re-appointed as the New England Division rep
- The January meeting discussed project for the year:
  - Prerequisites for Level 5 Instructors, ITs, and ITEs
  - Develop classroom instruction and instructor certification
  - Develop additional coaching/assessment guidance for Instructors. Mike Aronoff and Chris Wing are working with Todd Johnstone-Wright on this effort.
  - Refine curriculum language for draw strokes and maneuvers
  - Develop online resources for kayak instructors including cataloging good web resources
- Contacted Coastal Kayak and River Canoe about the possibility for modifying the Instructor to Student ratio for L5 courses
- Coastal Kayak
  - Brought on 18 new affiliate members
  - John Browning was elected as the secretary to replace Todd Johnstone-Wright
  - L4 Trip Leader Pilot Course run by Todd Johnstone-Wright in Maine. The committee feels this needs to potentially be re-evaluated.
  - There appears to be strong BCU influence in some parts of the country. Gordon Brown and Jen Kleck have both indicated a strong desire to get into the Coastal Kayak IT track. Both are marquee BCU instructors that wish to associate themselves with the ACA.
  - Plan some clean-up on the L3 SOT certification and assessment - basic housekeeping to ensure they are in sync
- Safety & Rescue
  - The ACA SWR Conference has gone live on the ACA website. It will be limited to 100 participants. Pretty much every legend in Safety & Rescue will be presenting at this conference. The conference will run 3 days: Oct 25 - 27.
  - Safety & Rescue competes somewhat with Rescue 3 out of California. They seem to run pretty much as a franchise program which has lead some top instructors to join the ACA.
  - Jim Coffey was nominated for the Higgins & Langley award for his Rescue R3 video series. This is a huge honor.
  - Dave Schwartz (Lehigh Valley Canoe club - Near Philadelphia, PA) is the new Safety & Rescue Committee secretary
  - Finished the L5 instructor criteria and it posted on the ACA website. We also completed the assessments.
- Rafting
  - Plan to submit assessments & instructor criteria for all of their curriculum with the exception of L3 & L4 paddle raft soon
  - Jim will be submitting various completed curriculum documents this weekend
  - Plan to have the rest available for the Fall SEIC meeting
  - The committee also plans to organize several raft workshops in the Fall paddle sports conference
  - A planned Instructor certification workshop with ACE rafting had to be scrapped due to an untimely injury for the lead trainer prior to the course
  - The Rafting Committee is exploring "Who is the real audience for our courses?". Is the paddle instructor the raft guide or the lead person for a rafting company that teaches the raft guides?
  - A suggestion was made to use the assessment program for the individual raft guides
  - An alternative suggestion was given to have each raft captain an ACA certified instructor and the head person be an instructor trainer. Most of these raft guides are already ACA certified instructors at companies like ACE and the leads are already performing the IT role. The goal is to run an ITDW (5-day course) and build an initial batch of ACA certified trainers. We need to do this on a regional basis to jump start the program.
  - Non-commercial programs like the Boy Scouts have very different needs. A trip leader endorsement/assessment may be of value to the Boy Scouts.
  - West Virginia has been pushing the concept of a universal training program to keep people safe.
  - The state of West Virginia pays for Safety & Rescue instruction for rafting companies.

- Sam Fowlkes pointed out that litigation is in process for a recent drowning in West Virginia during raft guide training. One of the ACA S&R members is involved as an expert witness. Jim requested further information off-line. This court case may lead to further requirements for standards in training. A major issue with rafting training on the commercial level is a great deal is very venue specific.
- Adaptive Paddling
  - April Rosenthal is representing the committee in place of the chair.
  - They have the most APWs in a year - 10 thus far. This is in support of the grant that the ACA wrote with TRR. The first one will be in Virginia Beach in May. This will be a two day workshop.
  - Three new individuals will complete their APIT (Adaptive Paddling Instructor Trainer) certifications and two others have expressed interest as well. This will bring the total to 20.
  - Finished revising the assessment documents to be used for assessments for instructors to take the APW endorsement course. Also finished for the AP-IT candidate.
- IPC
  - Major focus was on the classroom program
- SUP
  - Matt Palmariello and Steve Scherrer completed a second ICW course in Long Beach California.
  - Matt Palmariello is well on his way to becoming an IT
  - A competing organization - WPA is playing catch up with the ACA. The ACA is most recognized for teaching people how to teach.
  - Building a relationship with Paddle Canada as they begin to build their program. Josh Hall is now an affiliate member on their SUP committee.
  - We also have ITs in Europe but not yet in South America.
  - Growth is still quite strong
  - Trying to finalize the L3 Surf program

## **DIF Committee Reports**

- Pacific Northwest
  - Very busy with SUP courses
  - Sam Drevo is running river kayak courses
  - Jeremy Oyen is leading a SUP Instructor course in May
  - It appears that we are finally overcoming an East Coast bias impression
  - They are hosting the National Paddlesports Conference in Bend, Oregon in September
- Middle States
  - The DIF's: Greg & Mike have been having difficulties dealing with the Divisional Chair whom has resigned. Jim Virgin is in charge of the ACA divisions and plans to talk about this exact issue at the ACA Board meeting.
  - The Middle States are very busy and have plenty of ICW courses
- Todd Johnstone-Wright is busy working on DIF issues in general

## **Standards Committee**

- Last meeting in November
- Completed all of the ITE applications
- A large number of the IT/ITE applications appear to be very incomplete creating excessive work for the SEI.
- Encouraging more push back from the office on incomplete trainer applications
- Robin lead a charge to send a letter out to all ITEs on issues we have seen and the need to be more proactive in ensuring complete trainer applications. This letter needs to be posted on the ACA website so prospective ITs can access. The letter was a very good checklist and valuable to our trainer development process.
- Special recognition was given to Kelsey Bracewell for her very extensive support in helping our trainers package suitable applications for review by the Standards Committee.

- A draft for an IT manual has been completed and needs review/completion
- Conference call was held to discuss multiple issues, including the concept of multiplex certification courses. These may involve multiple craft. The concept has been previously approved. You don't need to repeat topics. All of the current material must be covered and document how you have met those requirements.

## **Liaisons**

- USCG
  - Wayne is unable to attend due to recent budget issues.
  - The office which awards grants has a number of vacancies which will slow down the work output of the USCG Recreational Boating Division.
- Boy Scouts
  - Chris is attending the BSA Aquatics Task Force meetings
  - Jim was tasked with coming up with an FAQ but stopped after 10 pages as that would be a bit excessive. To draw down the scope, provide Jim any questions you have so he can address them.
  - The most applicable would be the youth policy and the safety afloat policy.
  - Need some follow-up on the Boy Scouts training materials that the ACA provided input to. This was submitted to the National Aquatics Committee. They are looking to update the whitewater policy and merit badge programs.
  - The next Aquatics Task Force meeting is in November in Dallas, Texas.
  - The kayaking merit badge came out last summer. Kayaking is second only to rock climbing at their jamboree.
  - They are also developing a SUP award. This is a precursor to a merit badge.
- Girl Scouts
  - We approved having Mike invite Susan Cabot to attend our SEIC meetings. Ideally we would have a National GSA rep similar to BSA.
- TRR
  - Adaptive Paddling Summit. The ACA will host later this year or early next year. We are collecting proposals for a suitable city to host us. TRR is interesting in partnering with us. ACA will be leading the charge. There will be several tracks such as a government track (agencies). DSUSA (Disabled Sports USA) is also partnering.
  - The 2-day format through the grant tailored to their needs. These are very seasoned TRR (not ACA) instructors. The first will be held in Virginia Beach, VA.
  - Greg Mallet-Prevost has been working with TRR at a nice facility at Shepherds College in WV. Greg has also opened up his company's resources (boats, etc.) in the Boonsboro area to help TRR as well.
  - TRR isn't often ACA oriented and many are not aware of the value we can bring to organizations like TRR. This apparently is the case at the Naval Training Center in Norfolk, VA. Sometimes the ACA gets in the way of progress with large well established programs. We have had similar experience with large rafting companies.
  - TRR has introduced new guidelines that many chapters are starting to follow where they are requiring ACA Instructor certifications.

## **Old Business**

- SEI Department
  - Kelsey passed around the SEIC Roster for updates
  - SEI Department Report: Outreach – Talked about the various events, a number of SUP workshops including some Level 3. We have 4 major competitors, WSUPA, Paddle Fit, World Paddle Association, Professional SUP Association, WSUPA and World Paddle Association use sponsored athletes and are associated with board vendors, some are membership based and some are not, Paddle Fit is tied in with Yoga, the ACA is much more comprehensive,
  - 2012 Instructor Audit Highlights, quite a few instructors are expiring (1300). On the plus side, the pool of our instructors is still growing each year. Only 5 IT expired and all of the ITEs completed their renewal except 1.

- These are our current certification counts: Canoe – 1179, Kayak – 3650, SUP – 257, Raft – 59, Rescue – 304 or 6061, ITs 216, ITEs – 80
- 3 new ITEs and 1 new IT, 20 assessments. We also have 2 new IT apps in the pipeline.
- The most popular assessments are in the Coastal and Adaptive disciplines
- NOTE: A copy of the SEI presentation will be included with these meeting minutes
- The list of Instructors, ITs, and ITEs are provided on the ACA website and are generally updated on a monthly basis.
- Some discussion in regards to the fact that all Instructor Trainers are Instructors and should also show in the Instructor PDFs. This is presently challenging for the SEI to provide for a variety of reasons. One issue is Trainers may have a lower certification level than their Instructor level and that would have to be reconciled. Producing these PDFs is pretty time consuming.
- Grant Money – We are expanding beyond the USCG, Outdoor Nation, LL Bean, and USOC, Applying for more USCG, NOAA, NSBC. We will know about USCG grant funding by June. Planning to apply for USOC & VA grants will occur prior to May.
- Grant money this year will be challenging
- Clubs now need to get their CFS clean-up grant requests in no later than February of each year
- South America Conference in Chile – October 2013, build representatives for each country, two universities are supporting. Conference details are posted on the ACA website in Spanish and English.
- The PAC numbers from last year were down but right now we are up to 149 PAC members and 8 new ones. We did a soft launch of online waivers for some PACs that was quite successful. The office has changed the PAC renewal cycle, November is their renewal time.
- Various ACA current insurance program questions were fielded. The ACA has several pages and videos up on the web fully explaining the ACA insurance process.
- Greg Rolf was introduced as our new Stewardship Coordinator.
- South America Conference Presentation by Ruby Fernandez
  - A question was raised about ACA membership in Ecuador. Many instructors in South and Central America are challenging to reach for various reasons.
  - This is a great opportunity to raise the awareness of the ACA in South America
- DC Harbor Follow-up
  - The ACA is still promoting their L1 certification as meeting their requirements.
  - Not much progress on this issue since our last meeting and Chris requested it remain on the agenda for our next meeting
- New disciplines essentials books
  - The most popular book is the update of the Blue Book - the 25 page Intro to Canoe Book - price \$6.95
  - Difficult to work on a project for a book per discipline with multiple authors. Chris has a very rough draft for a multi-disciple plan for this effort but hasn't had time to finalize.
  - Discussion about AORE published books and how they work well with multiple authors for college level text books. The work is great but the cost is quite high (both financial and effort required). The restrictions are also quite severe.
  - The ACA also works with Human Kinetics and Menasha Ridge.
  - Amazon Publishing is another very good option. Retail prices are typically \$12 but authors can purchase for just \$3.
- Required ACA media for classes
  - When teaching an ICW, each Instructor must have an ACA Instructor manual.
  - The insured classes form still mentions a requirement for the \$3 ACA Safety packet that most instructors do not follow. The office will remove that requirement from the form and add a URL for a link to this information
  - Various suggestions were made for how to enforce purchasing the Instructor Manuals.

- We approved a mandatory IT evaluation in the last meeting that has the question - did you receive the Instructors Manual. This new evaluation form needs to be published on the ACA website.
- Instructor Metrics Presentation
  - A presentation on much more comprehensive metrics on the number and distribution of our ACA Instructors, ITs, and ITEs was given.
  - In addition, a new method of producing these metrics using a Microsoft Access Database was discussed and the extra capabilities this approach can provide
  - These metrics were meant to demonstrate the types of statistics we can provide and to discuss how we can use them in our various roles
  - At the conclusion of this presentation, a request was made for the SEIC body to contact Steve Hutton and Charlie Duffy on any metrics SEIC members would like to see going forward
- Draft Classroom only Presentation that meets NASBLA requirements presentation
  - Mike Aronoff discussed the goal/need for a classroom only training presentation for Facilitators (not ACA Instructors necessarily)
  - The draft presentation was delivered and took approximately 25 minutes and basically covered all of the NASBLA requirements - the goal is one hour or less
  - This was followed by showing us the NASBLA exam
  - A major advantage of the ACA classroom course is it helps to feed students into ACA instructor courses
- JPE
  - There have not been enough articles submitted Their pipeline is only 4 articles and they feel they don't have much to publish.
  - A major concern has been little or no follow-up with the article writers. Although writers are contacted shortly after submittal via the JPE website, there really isn't any follow-up after that.
  - A request was made for a spreadsheet on all articles submitted and their present status. Unfortunately, the lead for JPE on the SEIC side is absent today.
  - One suggestion in regards to getting more JPE articles is to have each discipline submit an article.
  - A procedure for managing JPE submissions, including notification of receipt and acceptance or rejection for publication was subsequently submitted and will be further considered for implementation to address the issues noted above.
- Endorsements
  - Endorsements were briefly discussed. Other than the Adaptive Paddling discipline, none of the endorsements are published on the ACA website.
  - The most popular endorsements were in the Coastal and Adaptive Paddling disciplines
  - The SEI Office is working on cleaning up their present endorsement records so they may be able to post in the future
- Generate online material for instructors
  - The River Kayak Committee has begun work on this effort basically cataloging a list of web-based material they have vetted (sort of a best of the best)
  - The Standards Committee has produced an initial draft for a Trainers Manual and turned over to the SEI Office for review
  - Start a discussion on standardized parts of the Instructor Development Curriculum with a written exam
  - We can consider an E-Learning delivery system
- Changing from a time based requirement to number of classes for IT level start
  - Options discussed were:
    1. No change (2 year wait time)
    2. 6 courses with 3+ at the level sought
    3. Option 2, assist in an ICW then lead a skills course (or assessment) at level then lead an ICW (alternatively teach a skills course at level at some point before granting IT status)

- 4. Lead 4+ at the level sought
  - All alternatives would have to be completed within the past 4 years
  - The issue driving this change is the most common waiver request is the present time requirement
  - Some concern regarding the possibility of an inactive instructor applying to become an IT
  - It appears that we need a good checklist for aspiring ITs
  - Some concerns were raised about the potential for someone meeting the quantity requirement through mostly private instructor sessions. The ability to lead larger classes is critical for ITs.
  - Consider the possibility of an actual IT start form.
  - Informal votes were taken on the various options
  - Is there any mechanism to query actual courses reported? The capability exists in their software but it is difficult to make available online.
- Generate effective coaching material
  - Todd Johnstone-Wright has initiated this project and we will reschedule this discussion for the Fall SEIC meeting
  - The working group has been established and we have completed several rounds of discussion
  - The first step is determining exactly what goals this effort would produce in the end
  - This effort actually was started some time ago with how to do assessments - mainly by ITs. Later on the BoD extended this capability to all Instructors. Unfortunately, Instructors tend to lack training on how to do assessments.
  - We need further clarification on the differences between coaching, assessing, and teaching.
- Generate ACA-BSA FAQ's
  - Jim Virgin is working on this effort, nothing new to report
- DIF participation and representation
  - We have challenges with numerous vacancies
  - Holding the Fall meeting in Oregon may decrease DIF participation as the location is far away from our most active DIF leaders
  - Todd Johnstone-Wright has initiated efforts on how to improve DIF efforts
- Discussion in regards to an overall drop-off in attendance for the Fall SEIC meeting due to the location
  - Many of our regulars might not be able to attend for financial reasons
  - The office suggested that alternates may be able to attend in place of the leads. This may be possible for the disciplines but not for the DIFs or our officers
  - Could we consider a VTC for those that can't attend?
  - We have a number of DIF vacancies and this needs to be addressed
  - Divisions and Disciplines are reminded that SEIC bylaws allow for an alternate representative to attend a meeting, and with notice to Secretary and/or Chair prior to the meeting, they may vote for that Division or Discipline.

## Proposals

- Sponsor: River Kayak
  - **Motion Number: 201301315-A**
  - **Motion to reduce maximum instructor to student ratio in L5 River Kayak and L5 River Canoe skills courses, assessments and instructor certification workshops to 1:3 ratio for solo boats and 1:4 ratio for tandem.**
    - Moved: Charlie Duffy
    - Seconded: N/A
    - Vote: YEAs - 11, NEAs - 0, Abstain - 1
    - Status: Motion approved
    - ACA Board Status: Motion approved
  - Discussion
    - The other disciplines were contacted like River Canoe and Coastal Kayak
    - Safety & Rescue doesn't have the same safety concern by the nature of their course

- A survey was sent out by the SEI Office on this proposal to assess what L5 Instructors are presently doing. This created significant discussion in several of the disciplines. This survey was sent after the proposal was submitted by River Kayak.
    - There wasn't a consensus within the Coastal Kayak discipline. They (as others) feel L5 has a very large leadership component and a 3 to 1 ratio doesn't offer the opportunity to demonstrate those leadership skills.
    - This seems to be a discipline specific requirement
    - 6 Students to 2 Instructors is also fully supported
    - The SEI Office provided their concerns about having different ratios between the different disciplines
    - River Canoe asked for a friendly amendment to extend the same ratio to River Canoe as well (Solo), tandem being 1 to 4. This amendment was accepted.
    - Coastal feels they are OK with requiring a mandatory second instructor. Coastal plans to follow-up on this.
  - Sponsor: IPC
    - **Motion Number: 201301315-B**
      - **To approve the development of a classroom course to be active this 2013 paddling season and develop necessary criteria for "Facilitators" of the course who are not ACA Instructors. Facilitators will be required to successfully complete training material and an exam containing ACA and NASBLA course content.**
      - Moved: Charlie Duffy
      - Seconded: N/A
      - Vote: YEAs - 12, NEAs - 0, Abstain - 0
      - Status: Motion approved
      - ACA Board Status: Motion approved
    - Discussion
      - The material will remain the same, just the presentation improved
      - Also need to develop a suitable exam
      - A question was asked if we could call this a Smart Start Instructor. The IPC feels this would be a bad precedent (establishing a sub-L1 instructor)
      - The card provided will be an ACA one with an additional NASBLA icon on it to make it clear this is NASBLA approved
    - **Motion Number: 201301315-C**
    - **Create a new multi-discipline Smart Start Course**
      - Moved: Charlie Duffy
      - Seconded: N/A
      - Vote: YEAs - 12, NEAs - 0, Abstain - 0
      - Status: Motion approved
      - ACA Board Status: Motion approved
    - Discussion
    - Currently there is a Canoe and a Kayak course. This proposal will combine these into one outline and will include SUP.
  - Sponsor: Standards Committee
    - **Motion Number: 201301315-D**
    - **Motion to change from the time requirement for new ITs from to a quantity of courses**
      - Moved: Robin Pope
      - Seconded: Larry Ausley
      - Status: Motion withdrawn, move to committee

## New Business

- The next SEIC Meeting
  - Thursday, September 26 in Bend, Oregon
  - The Thursday date can be changed to Friday but the SEIC needs to let the SEI Office know within 30 days

- Electronic Travel Meeting
  - The board is discussing how to accommodate this and is working with the National Office to work out logistics. Go To Meeting is one option.
  - See also previous discussion of how Disciplines and Divisions can send voting alternates to attend meetings as needed.
- Raft committee is submitting their course material to be reviewed by the board. The ExCom needs to review and approve. Two from the committee are unavailable for now. Hope to meet the April time frame.
- MTI PFD Deal. Free 1 year trial membership to the ACA.
- Kokotat renewed their ACA Instructor of the Month.

### Action Items for the Fall Meeting

Action Item	Assignment
Produce an updated L1 River Canoe Course	River Canoe Committee
Clean-up the L3 SOT certification and assessment documents	Coastal Kayak Committee
Complete all Rafting course documents so they can be posted on the ACA website	Raft Committee
Complete the L3 Surf curriculum	SUP Committee
Deal with concerns about the lack of a Middle States Division Chair vacancy	Jim Virgin
Post the ITE letter on the ACA website	SEI Office
Complete review of the IT Manual	SEI Office
Remove the requirement for the \$3 ACA safety packet from the Insured Skills classes form and add a URL	SEI Office
Publish the new required Trainer Evaluation form	SEI Office
Complete initial review of the Trainers Manual	SEI Office
Complete the ACA-BSA FAQ document	Jim Virgin
The SEI Office offered to provide their thoughts on the feasibility of VTC usage for the SEIC meeting	SEI Office
Develop and present a plan to make the DIF structure more viable	Todd Johnstone-Wright
Produce a spreadsheet at the next SEIC meeting on the status of all submitted JPE articles	Robert Dye
Coastal Kayak plans to discuss modifying maximum student to instructor ratios for L5 classes and certifications to bring them in line with the River disciplines new ratios	Coastal Kayak Committee
Develop a proposal to move from our present time/tenure requirements to begin the IT process to a certain number of courses taught	Standards Committee
Prepare a proposal for the Fall meeting to reduce the minimum number of students for L5 ICW (IDW or ICE) to two to support a recent change adopted from the River Kayak and River Canoe disciplines. This will update the SEIC policy manual.	Standards Committee