This bulletin covers the Course Management System (CMS) process for submitting motions for SEIC consideration, link. It also includes general support for SEIC meetings. The goals of these capabilities are to:

- Expand the time available to SEIC members to review motions, ask questions and evaluate comments by others.

- Provide motion authors with more time to review SEIC comments, research questions, clarify impacts and explain benefits.

- Free up time during SEIC meetings to discuss initiatives that are important to the future of the ACA and instructor community.

- Improve meeting record keeping and the availability of historical information with less manual effort.

Feature Highlights

The CMS features covered in this bulletin include the following:

- New meeting creation with dates, agendas and virtual meeting details

- Motion submissions, including attachments and updates

- Motion discussions including comments, concerns, questions and answers via linked Slack channels

- Motion voting results

- Posting of Discipline Committee reports

Menu Structure

Meeting and motion functions can be found under the "SEIC Meetings" main menu item. Under this main menu item are the following submenu options:

- Meeting Setup - a link to a page used to setup new meetings. This link only appears for the SEIC Executive Committee members and the SEI Department. See the following section for additional details.

- Upcoming SEIC Meetings - a link to a summary page with a list of upcoming SEIC meetings. Links to the right of each entry in the list leads to a meeting summary page. For members with permissions at or below discipline chairs, only the meeting view option appears. For others, there is a meeting edit and meeting delete link. A link also appears at the bottom of the listing that allows new meetings to be created. See the next section, SEIC Meetings, for the page that is used to create and maintained for each meeting.

Click any header to sort the data below. Hold shift and click to sort on multiple columns.

Show 10 ♦ entries   Search: [   ]

Name	Meeting Start Date	Meeting End Date	Motions Open	Motions Close	Actions
Fall 2021	10/30/2021	10/30/2021	09/01/2021	09/30/2021	✎ 👁 🗑
Winter 2022	02/26/2022	02/26/2022	01/01/2022	01/31/2022	✎ 👁 🗑
Spring 2022	05/16/2022	05/16/2022	04/01/2022	04/30/2022	✎ 👁 🗑

Showing 1 to 3 of 3 meetings   Previous **1** Next

Add New Meeting ⊕

- Create Motion for Next Meeting - a short cut to the form for creating a motion for the next SEIC meeting. An upcoming meeting most be on the current CMS schedule for this link to function properly.

- Past SEIC Meetings - a link to a summary page with a list of past SEIC meetings (beginning with the Summer 2021 meeting). A link to the right of each entry in the listing leads to the meeting summary page which includes links to committee reports, motions, minutes and other meeting details. See the next section, SEIC Meetings, for a list of the meeting paramenters and the post meeting results that will be available.

Click any header to sort the data below. Hold shift and click to sort on multiple columns.

Show 10 ♦ entries   Search: [   ]

Name	Meeting Start Date	Meeting End Date	Motions Open	Motions Close	Actions
Summer 2021	08/16/2021	08/16/2021	08/02/2021	08/15/2021	👁

Showing 1 to 1 of 1 meetings   Previous **1** Next

- Motion Search - a link leading to a search function for motions considered at past meetings (available after the Fall 2021 meeting).

- Standards - a list of standards related to meetings, motions, voting and curricula.

SEIC Meetings

Each meeting has a setup and edit page. Only SEI Staff and the Executive Committee members can acccess this page by clicking on the edit link on the upcoming meeting listing. The page includes the following information:

Meeting Parameters

- Meeting date(s) with start and end times

- Dates for submitting and editing motions, motion attachments, committee reports and suggested agenda items
- Types of motions that will be accepted for consideration - Policy, Curricula and/or Other
- Link to an agenda, when an agenda is available
- Virtual meeting connection links and phone numbers (usually Zoom

Post Meeting Results

- Link to the sheet voting sheet used during the meeting in PDF format (see Appendix D)
- Link to a meeting recording, if recorded - usually retained for 12 months, audio only
- Link to meeting minutes - available for viewing and PDF download

A button at the bottom of the page will allow viewing of motions for meetings that have already been set up.

This form is used to create and edit SEIC Meetings.

Date Created *	08/26/2021	Date Last Modified *	08/26/2021
Meeting Name *	Fall 2021		
Meeting Start Date *	10/30/2021	Meeting End Date *	10/30/2021
Meeting Start Time *	09:00 AM	Meeting End Time *	05:00 PM
Motions Open Date *	09/01/2021	Motions Close Date *	09/30/2021
Late Motion Open Date *	10/01/2021	Late Motion Close Date *	10/23/2021
Committee Report Open Date *	09/01/2021	Committee Report Close Date *	10/23/2021

Motion Types Allowed   Policy ✕ Curricula ✕ Other ✕
                        Type here to search

Upload Agenda File   [Choose File] No file chosen

Virtual Meeting Link   Not available yet

Virtual Meeting Details   Add Virtual Meeting Details

Link to Voting Sheet   Not available yet   ● Insert Link to File   ○ Upload File

Upload Recording File   [Choose File] No file chosen

Upload Meeting Minutes File   [Choose File] No file chosen

[Save]   [View Motions]   [Exit]

Suggested meeting agenda items are to be submitted to the SEIC Chair and SEIC Secretary within the date windows specfied for committee reports. Motions are to be submitted online using the procedure described in the next section.

Motion Submission

Motions are created online by completing the procedure outlined below. Motions can only be created online and edited by Discipline Chairs, the SEIC Executive Committee and the SEI Department.

Motions proposed by others must be submitted to the SEI Department using the form in Appendix A. The SEI Department will verify that the motion follows all standards and is otherwise appropriate for the meeting. The motion will then be created online by the SEI Department and maintained by the original owner. Note that motions not submitted by committees must be seconded by a voting member of the SEIC during the meeting before they can be considered.

To create a motion, go to the appropriate meeting from the upcoming meeting listing and click on the view link to the right of the meeting. See below for the resulting page. Next, click on the "Create Motion" button.

Below are the details for this SEIC meeting.

Meeting Start Date *	10/30/2021	Meeting End Date *	10/30/2021
Meeting Start Time *	09:00 AM	Meeting End Time *	05:00 PM
Motions Open Date *	09/01/2021	Motions Close Date *	09/30/2021
Late Motion Open Date *	10/01/2021	Late Motion Close Date *	10/23/2021
Committee Report Open Date *	09/01/2021	Committee Report Close Date *	10/23/2021
Motion Types Considered	Policy, Curricula, Other		

Motions

Show 10 ÷ entries   Search: [   ]

Reference ↑↓	Name ↑↓	Submitted By ↑↓	Submitted On ↑↓	Last Updated ↑↓	Status ↑↓	Actions
2021-10-03	Clarification of Course Par...	Aaron Southern	08/28/2021	08/31/2021	Proposed	✎ 👁 🗑
2021-10-07	Guidelines for Assisting In...	Aaron Southern	08/30/2021	08/31/2021	Proposed	✎ 👁 🗑

Showing 1 to 2 of 2 motions   Previous **1** Next

[Create Motion]

Committee Reports

No files available

Choose file(s) to be uploaded. Multiple files can be uploaded at one time

[Choose Files] No file chosen

[Save Files]

Notes

There are no saved notes for this meeting.

[Add Note]

[Edit Meeting] [Exit]

On the resulting motion page, the following fields will appear at the top of the form automatically completed by the CMS.

This form is used to create and edit SEIC policy recommendations.

Field	Value	Field	Value
Meeting	Fall 2021	Status *	Proposed
Meeting Start Date *	10/30/2021	Meeting End Date *	10/30/2021
Motions Open Date *	09/01/2021	Motions Close Date *	09/30/2021
Late Motion Open Date *	10/01/2021	Late Motion Close Date *	10/23/2021
Committee Report Open Date *	09/01/2021	Committee Report Close Date *	10/23/2021
Submission Date	08/31/2021		
Motion Reference	2021-10-08 (tentative)		
Owner Member Number *	10801676	Owner Member Name	John Traendly
Slack Link			

Motion Reference - Completed automatically by the CMS when a motion is first submitted using the following format: YYYY-MM-99 where YYYY is the year of the meeting, MM is the month of the meeting, and 99 is a sequentially assigned number. The assigned reference is tentative until a motion has been saved.

Slack Link - A Slack discussion channel will be created automatically by the CMS when the motion is Saved. A link to the channel will be inserted automatically in this field. Additional considerations regarding motion channels:

- The channel topic will be formatted as follows: Topic: <motionName> (Motion: <motionReferenceId>) proposed by <motionOwner> (<motionOwnerMemberNumber>) for the <meetingName> meeting

- The channel description will be formatted as follows: Description: This channel is for the purpose of discussing motion "<motionReferenceId>" for the <meetingName> meeting

- The members of each channel will automatically include all current SEIC members, i.e. "SEIC Group".

- Additional channel members can be added by the SEI Department or SEIC Executive Committee.

- Motion channels will be added automatically to the Slack SEIC Board workspace.

- Slack's "New Section" feature, link can be used to help organize channel listings to reduce clutter.

Below the area in the motion automatically completed by the CMS is the area that must be completed by the motion author. The first section includes the following fields:

Motion Title - Enter the motion title, 80 characters or less.

Motion Discipline - Select a discipline from the drop-down list. The list also includes the "SEIC Exec Comm" and "Other" options.

Motion Type - Select from the type drop down - Curricula, Policy or Other.

Person/Entity Making Recommendation - enter the name of the person, committee or other entity submitting the motion.

Motion Title *	
Motion Discipline *	Please Select ⌄
Motion Type *	Policy ⌄
Person/Entity making recommendation (Individual, Discipline Committee, etc.) *	

The following fields provide for significant editing capabilities:

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion. See sample text editing box below.

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion. *

↶ ↷ **B** *I* U̲ S̶   ☰ ☰ ☰ ☰   ⊰ ⊱   ⊞ ⊟

P   0 WORDS

Need for Change - Enter a brief statement pertaining to why this motion is necessary in the text box provided. Include any relevant background information.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

Fiscal (Financial) Impact - Describe any fiscal (financial) impact on the ACA in the text box provided. If there is no impact, enter "None".

Changes - List the documents and/or web pages that will need to be changed to reflect the changes proposed in the motion. If there are no changes, enter "None".

Committee/Entity Results - Describe the results of committee votes and summary comments from the committee or entity making the motion. If there were contra positions discussed or held by committee members please provide a summary.

Below these text fields is the ability to attach files in support of the motion. Multiple files can be uploaded at one time, but one file at a time is recommended to allow updating/replacing individual files later. The image below reflects the attachment upload feature before any files are uploaded.

Attachments

No files available

Choose file(s) to be uploaded. Multiple files can be uploaded at one time

| Choose Files | No file chosen |

The image below reflects the attachment upload feature after four files have been uploaded.

Attachments

Currently Uploaded Files

File	Last Updated	Actions			
L2 EKT Instructor Criteria 202010 DRAFT print ready.docx	09/01/2021	☁	✎	🗐	🗑
L2 EKT Instructor Criteria 202010 DRAFT.docx	09/01/2021	☁	✎	🗐	🗑
L2 ESOTK Instructor Critreia 202010 DRAFT print ready.docx	09/01/2021	☁	✎	🗐	🗑
L2 ESOTK Instructor Critreia 202010 DRAFT.docx	09/01/2021	☁	✎	🗐	🗑

Choose additional file(s) to be uploaded. Multiple files can be uploaded at one time

| Choose Files | No file chosen |

Action icons are as follows:

Download file

Edit file name

Replace file with an update

Remove file

See the next page for a completed motion form. Note the History links at the top of the form. The history links lead to all prior versions of the motion with the most recent listed first, followed by older versions.

SEIC Fall 2021 Meeting - Motion 2021-10-08

This form is used to create and edit SEIC policy recommendations.

History

Version (09/01/2021)
Version (09/01/2021)
Version (09/01/2021)

Meeting	Fall 2021	Status *	Proposed ⌄
Meeting Start Date *	10/30/2021	Meeting End Date *	10/30/2021
Motions Open Date *	09/01/2021	Motions Close Date *	09/30/2021
Late Motion Open Date *	10/01/2021	Late Motion Close Date *	10/23/2021
Committee Report Open Date *	09/01/2021	Committee Report Close Date *	10/23/2021
Submission Date	09/01/2021	Last Updated Date	09/01/2021
Motion Reference	2021-10-08		
Owner Member Number *	10801676	Owner Member Name	John Traendly

Slack Link   https://seic-board.slack.com/archives/C02CMDJRGDV

Motion Title *   L2 EKT and ESOTK Instructor Criteria Change

Motion Discipline *   Coastal Kayak (CK) ⌄

Motion Type *   Curricula ⌄

Person/Entity making recommendation (Individual, Discipline Committee, etc.) *

Coastal Kayak Committee

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion.

Change the current EKT and ESOTK instructor criteria to include specific mention of "assessing" as an instructor skill.

Need for Change - Enter a brief statement pertaining to why this motion is necessary in the text box provided. Include any relevant background information.

When the Level 2 courses were moved from the IPC to the disciplines, the CKC simply adopted what was already in place. During a recent review of the L2 instructor criteria it was noticed that the skill of "assessing" was not present, though it is in L3 through L5 instructor criteria. Instructors are certified to conduct two types of courses, skills, and assessments. Assessing needs to be addressed in the instructor criteria. This change will bring the L2 EKT and ESOTK instructor criteria in-line with the L3 through L5 instructor criteria by adding "assessing" as a skill for L2 Instructors.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

Other disciplines may want to review their instructor criteria to insure that assessing, as a skill, is properly covered.

Fiscal (Financial) Impact - Describe any fiscal (financial) impact on the ACA in the text box provided. If there is no impact, enter "None".

Only the time involved to make changes to documents.

Changes - List the documents and/or web pages that will need to be changed to reflect the changes proposed in the motion. If there are no changes, enter "None".

L2 EKT and ESOTK Instructor Criteria

Results of Vote and Summary of Comments from the Committee Making the Motion: If there were contra positions discussed or held by committee members please provide a summary.

12 Yes   1 No   1 DNV (Did Not Vote)

There was a concern expressed by some members that there simply was not time in a 24 hour (3-day ICW) to add anything else. While a concern for several members, by all concerned but the 1 "No" vote, it was decided since instructors are certified to teach skills courses and conduct skills assessments, we need to provide an appropriate level of skill assessment training in the ICW. The length of the L2 ICW has been a concern for some members, and some noted that they in fact were conducting 4-day (32 hour) L2 ICWs. The length of the L2 ICW is something that may be looked at by the CKC in the future.

Attachments

Currently Uploaded Files

File	Last Updated	Actions
L2 EKT Instructor Criteria 202010 DRAFT print ready.docx	09/01/2021	☁
L2 EKT Instructor Criteria 202010 DRAFT.docx	09/01/2021	☁
L2 ESOTK Instructor Critreia 202010 DRAFT print ready.docx	09/01/2021	☁
L2 ESOTK Instructor Critreia 202010 DRAFT.docx	09/01/2021	☁

Votes   For   0 ⌄   Against   0 ⌄   Abstaining   0 ⌄

Once a motion is complete, the Submit button at the bottom of the form is used to submit the motion. The motion will be added to the motion listing for the meeting and a Slack channel will be set up automatically in the SEIC Board workspace. See Motion Discussions below. Also, a CMS alert will be sent to the SEI Department when a new motion is submitted.

Below are the details for this SEIC meeting.

Meeting Start Date *	10/30/2021	Meeting End Date *	10/30/2021
Meeting Start Time *	09:00 AM	Meeting End Time *	05:00 PM
Motions Open Date *	09/01/2021	Motions Close Date *	09/30/2021
Late Motion Open Date *	10/01/2021	Late Motion Close Date *	10/23/2021
Committee Report Open Date *	09/01/2021	Committee Report Close Date *	10/23/2021
Motion Types Considered	Policy, Curricula, Other		

Motions

Show 10 ⬥ entries   Search: [   ]

Reference ⇅	Name ⇅	Submitted By ⇅	Submitted On ⇅	Last Updated ⇅	Status ⇅	Actions
2021-10-03	Clarification of Course Par...	Aaron Southern	08/28/2021	08/31/2021	Proposed	✏ 👁 🗑
2021-10-07	Guidelines for Assisting In...	Aaron Southern	08/30/2021	08/31/2021	Proposed	✏ 👁 🗑
2021-10-08	L2 EKT and ESOTK Instructor...	John Traendly	09/01/2021	09/01/2021	Proposed	✏ 👁 🗑

Showing 1 to 3 of 3 motions   Previous 1 Next

[Create Motion]

Committee Reports

No files available

Choose file(s) to be uploaded. Multiple files can be uploaded at one time

[Choose Files] No file chosen

[Save Files]

Notes

There are no saved notes for this meeting.

[Add Note]

[Edit Meeting]   [Exit]

Note that the Save Files button under Committee Reports only appears for Discipline Chairs and higher permissions. The Add Note button only appears for SEI Department staff and the SEIC Executive Committee.

Motion Edits

Once a motion is submitted, it can be edited by selecting the edit link on the motion listing. Only motion owners can edit a motion including changes to motion attachments.

Links are available on motions to access earlier versions of the motions with the dates the earlier versions were submitted. Also, links are available on motion attachments to access earlier versions with the dates the earlier versions were submitted.

Motions cannot be edited once the motion submission window for a meeting closes, except as noted below.

Motion Results

The following field can be edited during and after a meeting by the motion owner, the SEIC Executive Committee or the SEI Department.

Amendments - A text box used by the motion owner to record friendly amendments, if accepted by the motion owner. Otherwise, the text box is used by the SEIC Executive Committee or the SEI Department to record amendments requiring a vote.

The following fields can be edited during a meeting by the SEIC Executive Committee or the SEI Department.

Voting Results - Summary voting results - Votes For, Against and Abstaining. Result - Passed, Failed or Tabled.

Motion Discussions

Motion discussions including comments, concerns, questions, and answers are conducted in Slack channels. Each motion is automatically linked to a unique channel in a SEIC Board workspace. Motions are open for discussion as soon as they are posted.

The current SEIC members will be set up automatically as channel members with the ability to post content. The motion owner can request additional channel members, not exceeding three, by contacting the SEI Department. Anyone with a link to a channel can view postings but cannot add or edit postings.

Motion History

Motions and motion attachments are retained in the CMS indefinitely. The motion search function on the SEIC Meeting menu, supports searches on motions considered by the SEIC beginning with the Fall 2021 meeting. The search function allows any combination of the following filters:

- Meeting dates - a date range with a beginning and ending date

- Discipline - a selected discipline including SEIC Exec Comm and Other options

- Motion type - Curricula, Policy or Other

- Find - keyword or character string in the motion title

Searches return a list of motions meeting the filter criteria. A link to the right of each entry in the list provides access to motion detail including attachments.

Slack discussions are archived from the SEIC Board workspace 6 months after a meeting but can be restored if needed.

Contact for questions or suggestions:
John Traendly
traendj@bellsouth.net

Appendix A: SEIC Policy Recommendation Form

SEIC POLICY RECOMMENDATION FORM

This form has been developed for use in making policy recommendations for consideration by the Safety Education & Instruction Council. To clarify the exact policy recommendation and pertinent issues related to the recommendation, please complete this form prior to formally submitting it to the SEIC Secretary.

****

1. **PERSON/ENTITY MAKING RECOMMENDATION:** _____
                                                                                            (Individual, Discipline Committee, etc.)

2. **TODAY'S DATE:** _____

3. **PROPOSAL NAME:** _____

4. **EXACT WORDING OF MOTION:** Please indicate the <u>exact </u>wording of the motion being proposed. Unless otherwise amended, this is the language that will appear in the SEIC's minutes and other records.

5. **NEED FOR POLICY CHANGE:** Provide a brief statement pertaining to why this motion is necessary. Please include any relevant background information.

6. **HOW WILL THIS MOTION IMPACT OTHER DISCIPLINES THAT USE THE SAME OR SIMILAR SKILLS OR VENUE?** Will this motion bring the relevant curriculum documents and policies more into alignment with other disciplines or is this a deviation from "standard practice" within disciplines that use the same or similar skills or venue?

7. **IS THERE ANY FISCAL (FINANCIAL) IMPACT TO THE ACA?** If so, please describe.

8. **EXISTING DOCUMENTS WHERE THE CHANGE SHOULD BE REFLECTED:** List all documents.

9. **RESULTS OF VOTE AND SUMMARY OF COMMENTS FROM COMMITTEE MAKING THE MOTION:** If there were contra positions discussed or held by committee members, please provide a summary.

Appendix B: Curricula Formatting Standards

When submitting new curricula attached to motions, use the following formatting standards:

File type: Microsoft Word. Proposed curricula must be provided in a file type that can be edited by the SEI Department should future revisions be required. Curricula documents are not to be provided as PDF files or links to Google docs.

ACA Logo: The ACA logo is to be in the following dimensions - width 1.00", height 1.00". See sample to the right.

Text color: Black or in MS Word "Automatic"

Font: Times New Roman 11

Sections - The sections of a curricula document are to appear in the order listed below:

- Overview
- Essential Eligibility Criteria - reference to the SEIC Policy Manual only*
- Course Prerequisites
- Course Duration
- Course Location/Venue
- Instructor
- Class Ratio
- General Requirements for all Instructor Certifications - certification courses only
- Maintenance Requirements - certification and select endorsement courses only
- Course Criteria

*Assumes a motion to move the Essential Eligibility Criteria (EEC) to the SEIC Policy Manual is approved by the SEIC.

Suggestions:

1. Use gender neutral language. Rather than write "the instructor candidate will demonstrate . . . and he/she will . . . "; write "the instructor candidate will demonstrate . . . and will provide . . . "(no pronoun necessary). If the writer must use a pronoun, the use of "they" or "their" is recommended.

2. Avoid the use of abbreviations, signs, symbols, and contractions. For example, use "and" rather than "&." These may be confusing to readers for whom English is not their native language. Additionally, they do not always translate well from English to other languages.

3. Use the appropriate metric conversion, or internationally recognized units of measurement. For example, for distance and height use feet with meters in parenthesis, or miles with kilometers in parenthesis. For speed use knots rather than miles per hour. For temperature use degrees in Fahrenheit and Celsius.

Note: Additional formatting standards may be added during the pilot test.

Appendix C: Motion Discussion Time Limits

The transition to online posting of motion content and discussion is intended to improve the quality of discussion while significantly reducing the time required during meetings to vote. To achieve these goals, the following time limits will apply to motion discussions during SEIC meetings:

• Motion Presenter - a maximum of 5 minutes to introduce a motion and cover salient points.

• SEIC Members - limited to a single 2-minute period for each member to voice support or concerns. Members must reserve a speaking slot in advance of the meeting with the SEIC Secretary.

No new questions are permitted. All questions are to be posted in the appropriate Slack channel to allow time for the motion author to research and respond.

Time is monitored during meetings by the SECI Secretary.

Appendix D: Voting Detail Sheet Example

See below for a sample Google sheet used to tally voting results for motions. The sheet is accessed online by each SEIC member when a vote is being taken. A link to the sheet is in the CMS Meeting Summary page. When it comes time to vote:

1. Each voting member selects the cell in the appropriate row for their name and the appropriate column for the current motion.

2. A drop-down list in each cell offers valid responses - Y (Approve), O (Opposed) or A (Abstaining)

3. After the voting for a motion is completed, cells for that motion are locked.

SEIC Voting and Attendance Register - October 16, 2020 (virtual)   Withdrawn   Withdrawn

SEIC Board - Voting Members	Name	Attending/Alternate?	Motion A	Motion B	Motion C	Motion D	Motion E	Motion F	Motion G	Motiion H	Motiion I	Motiion J	Motiion K	Motiion L	Motiion M
Chair	Trey Knight	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Vice Chair	Josh Hall	Present	Y	Y	Y	Y	y	Y	Y	Y			Y	A	A
Secretary	John Traendly	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Past Chair	Steve Hutton	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Introduction to Paddling Chair	Beth Wiegandt	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Universal Paddling Chair	Crystal Skahan	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Canoe Touring Chair	Lynn Dominguez	Present*													
Coastal Kayaking Chair	John Browning	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Prone Paddling Chair	Adam Masters	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
Rafting Chair	Elisha Lynn McArthur	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
River Canoeing Chair	Mike Aronoff	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
River Kayaking Chair	Lydia Wing	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Safety & Rescue Chair	Sam Fowlkes	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Stand Up Paddleboard Chair	Anna Levesque	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Surfski Chair	Matthew Murphy	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Surf Kayaking Chair	Vacant	n/a													
Board of Directors Appointment	Vacant	n/a													
SEIC Chair Appointment	Vacant	n/a													
International Representative	Ge Wu	Not Present													
International Representative	Sandra De Ugarte	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
At-Large Member	Jeff Atkins	Present	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
At-Large Member	Dale Williams	Present	Y	Y	Y	Y	O	Y	Y	Y			Y	Y	Y
Engaged Athlete Representative	Vacant	n/a													
Engaged Athlete Representative	Vacant	n/a													
Engaged Athlete Representative	Vacant	n/a													
Engaged Athlete Representative	Vacant	n/a													
Engaged Athlete Representative	Vacant	n/a													
Engaged Athlete Representative	Vacant	n/a													

*Present for part of the meeting

	Motion A	Motion B	Motion C	Motion D	Motion E	Motion F	Motion G	Motiion H	Motiion I	Motiion J	Motiion K	Motiion L	Motiion M
For (Y) >>>	17	17	17	17	16	17	17	17			17	15	16
Opposed (O) >>>	0	0	0	0	1	0	0	0			0	0	0
Abstaining (A) >>>	0	0	0	0	0	0	0	0			0	1	1
Result >>>	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass			Pass	Pass	Pass

Note: Abstentions are to be limited to conflicts of interests. If insufficient information has been provided to support a Y (Approve) vote, the SEIC member is to vote O (Opposed).