

## June 17, 2025 SEIC Meeting Minutes

**Meeting Recording:** <https://youtu.be/I3I-Aee2VvM>

*Please use the time stamps outlined below to navigate the video recording and find the item/discussions you need.*

**Voting Members in Attendance:** Ryan Rushton, Alan Cammack, Lance Elzie, Anne Sontheimer, David Hughes, Jeff Atkins, Ashley Brown, John Browning, Patrick Higgins, Rachel Nagle, Tom Burroughs, Jeff Oxenford (for RJ Forth), Ge Wu, Stacey Leigh Wildes, Robert Kauffman, Joe Moore, Anthea Raymond, Elisha McArthur, Mike Aronoff

**Guests in Attendance:** John MacDonald, Krista Lenzmeier, Robin Pope, Suzanne Britt, Bev Cosslet, Nancy Uschold, Wayne Douchkoff, Kelsey Bracewell, Beth Spilman, Kyle Thomas, Debbie Shepherd, Julie Carey

**0:00** - Meeting Called To Order

**1:00** - Quorum Established

**16:20** - Leader Pathway Roll Out Update (Ryan Rushton)

### 2025 Accomplishments

- ★ **Wave 1 Onboarding.** # ITs & ITEs were onboarded through (4) initial Trainer Orientation Sessions. Those who participated in the sessions have active LT and LTE certifications.
- ★ **Curriculum / Workbooks.** Candidate and Trainer Workbooks completed for Community Paddlesports Leader, Paddlesports Leader, and Advanced Paddlesports Leader courses. Workbooks available in Print-On-Demand and Kindle formats from Amazon.
- ★ **Curriculum / Supporting Resources.** Pre-Course Packet Templates, Written Exams, Case Studies, and other materials are available to LTs and LTEs with password protection.
- ★ **CMS Integration.** Certifications, courses, and candidate evaluations are active in CMS.
- ★ **Wave 2 Onboarding.** LTEs are able to host onboarding sessions for other ITs and ITEs.
- ★ **Next Phase of Onboarding.** Instructors have been invited to submit registration forms and begin process of becoming LTs.

Resource collection for current LTs and LTEs:

<https://americancanoe.org/leader-pathway-resources/>

## Leader Track: Past CPL and Trip Leader Assessment Providers

Current Offering	Current Provider Cert	Activities to Gain New Certification	Certified to	
<b>Wave 3:</b> May 2025 & Onward  <b>Audience:</b> Instructors who have reported CPL and/or existing trip leader trainings and assessments.  <b>Trainers:</b> LTEs performing admin oversight (remotely)	Community Paddlesport Leader	L2 Instructors (any discipline) who have conducted existing CPL.	<ul style="list-style-type: none"> <li>Secondary skill assessment (L2)</li> <li>Virtual training</li> <li>Co-lead First Course (can be with peer or LT/LTE)</li> <li>Submit a mentor (LT/LTE) review course prior and afterwards.</li> </ul>	Train & Certify CPL Will have CPLT Certification
	L2 and L3 Coastal Kayak Trip Leader (07 coastal kayak instructors)	L3 and L4 Coastal Kayak Instructors who have the L3 or L4 trip leader endorsement, have conducted and reported L2 or L3 CK Trip Leader Trainings and Assessments	<ul style="list-style-type: none"> <li>Secondary skill assessment or instructor cert (L3)</li> <li>Virtual training</li> <li>Co-lead First Course (can be with peer or LT/LTE)</li> <li>Submit a mentor (LT/LTE) review course prior and afterwards.</li> </ul>	Train & Certify Coastal Leaders and CPL Will have Coastal Leader Trainer Certification
	L4 Open Water Coastal Kayak Trip Leader (07 coastal kayak instructors)	L4+L5 Instructors who have L4 trip leader endorsement, have conducted and reported L4 CK Trip Leader Trainings and Assessments	<ul style="list-style-type: none"> <li>Secondary skill assessment or instructor cert (L3)</li> <li>Virtual training</li> <li>Co-lead First Course (can be with peer or LT/LTE)</li> <li>Submit a mentor(LT/LTE) review course prior and afterwards.</li> </ul>	Train & Certify Advanced Coastal Leaders and lower. Will have Advanced Coastal Leader Trainer Certification
	River Kayak Day Trip Leader (9 river kayak instructors)	River Kayak Instructors who have the trip leader endorsement and have conducted and reported River Kayak Day Trip Leader Courses.	<ul style="list-style-type: none"> <li>L3 SWR Skills Award or Instructor Certification</li> <li>Virtual training</li> <li>Co-lead First Course (can be with peer or LT/LTE)</li> <li>Submit a mentor (LT/LTE) review course prior and afterwards.</li> </ul>	Train & Certify River Leaders and CPL Will have River Leader Trainer Certification
	River Canoe Day Trip Leader (9 river canoe instructors)	River Canoe Instructors who have the trip leader endorsement and have conducted and reported River Canoe Day Trip Leader Courses.	<ul style="list-style-type: none"> <li>L4 SWR Skills Award or Instructor Certification</li> <li>Virtual training</li> <li>Co-lead First Course (can be with peer or LT/LTE)</li> <li>Submit a mentor (LT/LTE) review course prior and afterwards.</li> </ul>	Train & Certify River Paddlesport Leaders and CPL Will have River Leader Trainer Certification

## Leader Track: Certified Instructor to Leader Trainer

Current Offering	Existing Qualification	Process	Trainer onboarding	Certified to	
<b>Wave 4:</b> June 2025 & Onward  <b>Audience:</b> Instructors that want to become Trip Leader trainers.  <b>Trainers:</b> LTs or LTEs working with Leader Trainer Candidates (in person).	CPL Trainers	L2 Instructor - Any Discipline	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> <li>Secondary Skills Award (L2 or higher) or Instructor Certification</li> <li>Virtual Course</li> <li>Co-Lead CP LCW with LT or LTE</li> </ul>	Train & Certify CPL
	River Leader Trainers	L3 Instructor - Any river discipline Safety-Rescue requirement.	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> <li>Safety &amp; Rescue L3 (or higher) Skills Award or Instructor Certification</li> <li>Virtual Course</li> <li>Co-Lead River LCW with LT or LTE</li> </ul>	Train & Certify River Leaders and CPL
	Coastal Leader Trainers	L3 Instructor - Any coastal discipline Secondary skill assessment or take multi-craft rescue teaching video	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> <li>Secondary Skills Award (L3 or higher) or Instructor Certification</li> <li>Virtual Course</li> <li>Co-Lead Coastal LCW with LT or LTE</li> </ul>	Train & Certify Coastal Leaders and CPL
	Advanced River Leader Trainers	L4 Instructor - River Kayak, River Canoe, or River SUP Safety-Rescue requirement.	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> <li>Safety &amp; Rescue L4 (or higher) Skills Award or Instructor Certification</li> <li>Virtual Course</li> <li>Co-Lead Advanced River LCW with LT or LTE</li> </ul>	Train & Certify Advanced River Leaders and lower.
	Advanced Coastal Leader Trainer	L4 or L5 IT or ITE - Coastal Kayak Secondary skill assessment or take multi-craft rescue teaching video	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> <li>Secondary Skills Award (L3 or higher) or Instructor Certification</li> <li>Virtual Course</li> <li>Co-Lead Advanced Coastal LCW with LT or LTE</li> </ul>	Train & Certify Advanced Coastal Leaders and lower.

2025  
Work in Progress

- ★ LTC Registrations & Action Plans.
- ★ Monthly LTC Virtual Trainings.
- ★ Guide Trainer / Educator Applications.
- ★ Guide Curriculum - Workbooks & Materials
- ★ SEIC Board Issues:
  - Existing Program(s) End Date
  - Updates to SEIC Policy Manual

**35:05 - Leader Pathway Questions**

- John Browning - How are we collecting FAQs?
- Nancy Uschold - I look forward to learning more and seeing how UPC's suggestions have been integrated into the workbooks
- Jeff Atkins - What's an update look like?
- Suzanne Britt - What type of contractor/service provider do we need to keep momentum?
- Ryan Rushton - We are considering phasing the existing program out by the end of 2026
- Joe Moore - How many LP courses have been taught so far? What is the response from the community - about the courses and about the workbooks/resources?

**51:45 - E-Learning Update & Action Items (Ryan Rushton)**

**E-Learning Modules**

<b>The ACA</b>	<b>Teaching &amp; Learning</b>
<b>CMS / Course Registration</b>	<b>Legal &amp; Insurance</b>

?

Do the above four modules align with this board's direction for initial development?

> Next steps for the SEIC.

! "ACA Board goes through budgeting process in September & October"

**1:06:16 - E-Learning Content Development Workgroup Formation**

**1:07:30 - Foundational Programs Discussion: Smart Start, PSF, Level 1, Level 2- These need to be areas of bigger focus in the coming months/year**

- Joe Moore: Need goal / purpose statement
- Suz Britt: Identify saturation points / needy areas for these entry level programs
- Jeff Atkins: Reaching true entry level people and understanding our responsibility for serving them is tough
- Ryan Rushton: Let's come back for the next SEIC meeting with information at hand
- Robin Pope: I'd like to be involved in the review/revision process for this project

**1:19:00 - Motion 2025-06-00: Approval of Past Meeting Minutes - Passes 19-0-0**

**1:20:45 - Motion 2025-06-01 - [Instructor Trainer Candidate Evaluation - Phase 1](#)**

- Friendly amendment by Rachel Nagle: Move timeframe outside of busy season.
- Amendment accepted by Ryan Rushton. Propose October 15th.
- Rachel accepts the proposed date of October 15th.
- Secondary friendly amendment by Alan Cammack: vote on the motion as presented - the universal application of the draft, and then set a deadline for each discipline to add their specific content by December. The universal draft can be adopted and initiated by disciplines as soon as approved, and they may use “as-is” and add their specific content by the deadline later.
- Ryan accepts Alan’s friendly amendment.
- Passes 19-0-0

**1:41:38 - Motion 2025-06-02 - [Replace L2-L5 Skills Assessment Documents with Skills Assessment Guide](#)**

- Comment from Kelsey: the end user is not served well by removing the existing assessment course outlines
- Comment from Alan Cammack: Add this guide to the existing sample assessment course outlines so both users have clear guidance
- Anne Sontheimer: Let’s take this back to committee and move on
- Motion withdrawn

**1:48:00 - Motion 2025-06-03 - [Rename L3-L5 River Kayak Program to be Consistent](#)**

- Motion withdrawn pre-meeting (in Slack)
- Anne Sontheimer confirms motion withdrawal

**1:48:04 - Motion 2025-06-04 - [Updated Raft Guide Examiner Endorsement](#)**

- Passes 19-0-0

**1:52:46 - Upcoming SEIC Meetings:**

September 29, 2025 from 7:00PM-9:00PM

December 1, 2025 from 10:00AM-4:00PM

**1:53: 35 - Motion to Adjourn**